PRINTER INSTRUCTIONS

QPILOT

QPilot (or Folllow Me Printing) enables you to print your documents to a server without selecting the target printer before printing. By choosing "QPilot" as the printer, print jobs will be stored in a queue on the server until you print them. They will be deleted after a maximum of 3 days.

After selecting QPilot as the printer, you can insert your card into any suitable card reader to print the job at that printer, provided that your credit has enough money loaded on it.

You can either print from the computers in the computer labs (U.37 or U.40), library or by installing QPilot onto your laptop.

INSTALLATION PROCEDURE FOR WINDOWS AND MAC OS

Download the client software from the intranet:
Log in at http://intranet.law-school.de and navigate to "Administrative Support" -> "IT-Support".
In the left navigation pane you will find a link "Printers / Copiers".

Under "Installation of the QPilot Printer Driver" are all necessary downloads and instructions.

PRINTING

1. Insert your Bucerius card into the card reader.
2. After seeing your card number and balance displayed on the screen, select copy (Kopieren) or print (Drucken). Copy is the default option and will be automatically selected after 3 seconds.
3. Choose the document you want to print (button with arrows pointing up / down).
4. Print your document (button with a printer and a single sheet of paper – see below for icon).
5. Delete your document (button with a trash bin).
6. Logout (button with a door).

 ← Print button