Printing with campusprint for Windows

Important:

- In order to be able to use the printing service campus print, you must already have a valid user account (BA-Number and corresponding password) as well as a Student Identity Card or a ServiceCard.
- For both setting up campusprint and printing with campusprint, your device needs to be connected to the university network, either by using the university's Wi-Fi or by using the VPN connection. Information regarding VPN can be found under the following address: **www.uni-bamberg.de/rz/vpn**.

1. How to install campusprint

1.1. Printing on university devices using Windows 10

Every device at the university (including PC-Pools), which use the default installation of Windows 10, has campusprint already installed. If you want to use such a device, you can continue with step 2.

1.2. Printing with a private device

In order to send a printjob from your private device to campusprint you will need to install **campusprinter-setup**. Download the installation file under **www.uni-bamberg.de\campusprint\drucken** and run it accordingly. While installing it, you will be able to set up your default settings by selecting the print type, e.g. 1-sided or 2-sided, as well as the colour, e.g. Auto Colour or Grayscale.
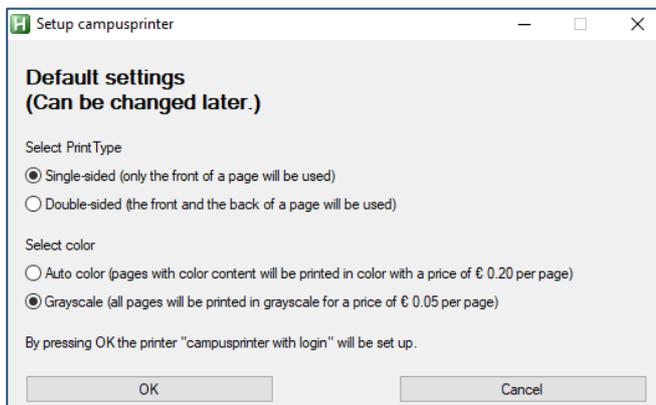
You are now able to use **campusprinter with login** on every application of your device by selecting **Print**.

Important: It might be necessary for you to restart your device after the installation if after clicking on Print no new login dialog appears.

You can now continue with section 2.2 **Printing with a different user name**.

2. Printing with campusprint

2.1. Printing as logged-in user from a university device

Print your document by using **campusprinter to campusprint.uni-bamberg.de.**

2.2. Printing with a different user name

Print your document by selecting **campusprinter with login**.
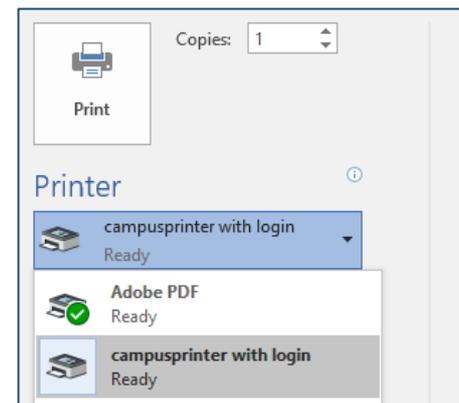
You will now be asked to login with your username (BA-Number or the ic number of your cost centre card) and the corresponding password via **campusprinter with login**.

Important: Printjobs will be available and saved for five days after sending them to the campusprint server. After that, they will be irrevocably deleted and have to be send again.

2.3. Printer Properties

Via the printer properties you can configure if you want to print **1-sided** or **2-sided** and if you want to print in **Auto Color** of **Grayscale**.
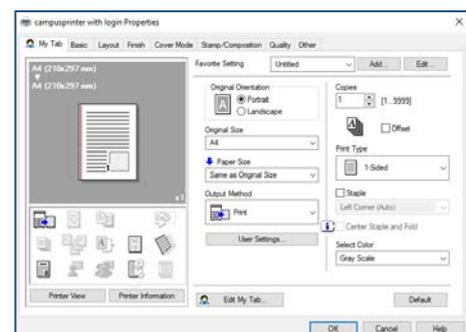
Any Questions?

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