Important Information regarding Printing in Computer Rooms

If you would like to print using our computer labs, you simply need to buy some credit with your student ID-card. Therefore, you need to go to the device located next to the Computer Center (room A 105). The exact process looks like that:

Insert your student ID-card to start the process. Be aware that your ID-card needs to be charged with money.

On the screen you just need to click on the green check mark to start the transfer process.

Additionally, you see you at the bottom of the screen the credit balance you have on your student ID-card (in German: “Guthaben”).

Now you need to enter your username (in German: “Benutzernamen”). This is the same name as the one in your email address from the university e.g. your email address is “inf1000@hs-worms.de” → your username is “inf1000”. Press “Enter” to confirm.
Now you can see different amounts, which can be transferred from your student ID-card to your printing credit balance. You can also find your (1) current credit balance on your student ID-card (in German: “Aktuelles Guthaben”), your (2) amount of recharge (in German: “Aufladebetrag”) and your (3) current printing credit balance (in German: “aktuelles Druckguthaben”).

Choose the amount you would like to charge. This amount now appears as your (2) amount of recharge (in German: “Aufladebetrag”). Then press the green check mark to confirm.

This is the final screen, which confirms that your money transfer was successful. You can now see your (3) new printing credit balance (in German: “Guthaben”). Do not forget to remove your student ID-card from the terminal (in German: “Bitte Karte entnehmen”).

The money you charged will be directly credited to your account, which can be accessed via “Paper Cut”, a software which is installed on all our computers in the labs. You can find some more operations if you click at “Details”.