

## Printing in the B-databar in building 116

To be able to use the printers in the B-databar you need a print card. The card is your access to the printers.

The card is bought from the card terminal located in room 055.

Dankort and VISA cards with chip can be used for payment and there is no transaction fee.

The card itself costs 25 DKR which must be paid with the first purchase. Subsequent purchases will only be for transferring money for printing.

The paid money is placed in the card. If you lose the card you lose the money.

Before using the print card the first time, you need to activate it on <http://print.databar.dtu.dk>. Login with your DTU user name and matching password. The user name for students should be given as win\sXXXXXX. After login select **setup** and then the **CARDS/PUK Code** tab and note the 8 digit PUK code. If the PUK Code is missing, click **Generate new PUK** button. Complete the activation by inserting the card in a random printer control box. You will be asked for your PUK code and a PIN Code (any 4 digit PIN Code will work).

Now you can use the printers. Print as usual to any printer, then go to a printer and insert your card in the printer control box. Select **PRINT ALL** to print all your jobs sent to the printers or **MORE** to be able to select individual jobs to print.

### THE PRINT CARD ONLY WORKS FOR THE STUDENT WHO ACTIVATED IT

Print prices	A4	A3
Colour	0,50 DKR	1,00 DKR
Black & White on colour printers	0,50 DKR	1,00 DKR
Black & White on Black & White printers	Free	Free
Posters	Cost is calculated by the amount of paper & ink used	