Print to the 'virtual' printers EDU_ZWART-WIT and EDU_KLEUR

1.	You will find the multi functional printers on almost every campus or near the library. Some printers will only print black&white, while others function as both black&white and colour printers. The libraries have sufficient computers to print documents to these multi functional printers. All you need to do, is to log on to the computers with your HOGENT user name and password.	
2.	Automatically after logging on, you will have the possibility to work with a 'virtual' b/w or colour printer, respectively called **EDU_ZWART-WIT** en **EDU_KLEUR**. When you print a document to the 'virtual' EDU_ZWART-WIT printer, you can print your documents on any multi functional printer. When you print a document to the 'virtual' printer EDU_KLEUR, you can print your documents on any multi functional colour printer.	
3.	Students who can't see the printer, can surf to: https://mobielprinten.hogent.be (cfr – Manual Mobile Printing)	
4.	Put your student card on the (EDU)card reader of the multi-functional printer for a couple of seconds This way, you can log on to the multi-functional printer. If you do not have your student card with you, you can make use of the the AD-login on the display. 	

5.	Push the "Secure Print" button on the touch screen.	
6.	You will now be shown a secured print queue. Select your print assignment by pushing the file name or choose the 'Select all' button … and then push "Afdruk + Verwijder".	

Mobile printing on your own laptop, Mac or other smart mobiles

7.	Surf to https://mobielprinten.hogent.be	
8.	Log in with your HOGENT user name and password.	
9.	When you are logged on, you can see a number of possibilities to send the print assignment. The first tab sheet "Mijn afdrukopdrachten" (= the starting screen). The second tab sheet "Web Print" The third tab sheet "Driver Print". The fourth tab sheet " E-mail Print". The fifth tab sheet " Mijn Printers".	
10.	First go the the fifth tab sheet "Mijn printers". Here you will find all available printers. You can choose your printer and rename it.	
11.	The first tab sheet "Mijn afdrukopdrachten". Here you can upload your document simply by browsing.	
12.	The second tab sheet "Web print". Here you can enter a web address and send it to the printer.	

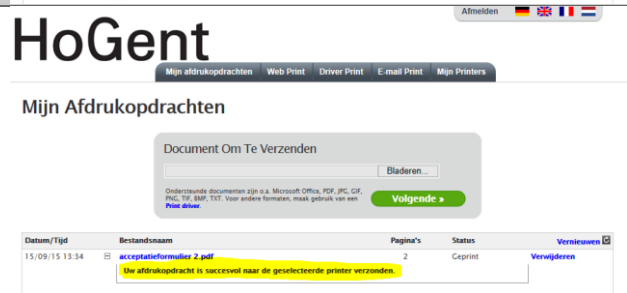| 13.	The third tab sheet "Driver Print". Here you will find the info on how to install your own driver.	
14.	The fourth tab sheet " E-mail Print". By simply sending an e-mail with a document to the following address **mobielprinten@hogent.be.** Careful!!! The attached document needs to be a graphic file (PDF). You can only send one attachment at a time.	
15.	After you have chosen the document you want to print, go back to " Mijn Afdrukopdrachten" . Tick the correct box to proceed to the advanced settings on the printer	
16.	Under advanced settings you can indicate the number of copies and the page reach. You can also indidcate whether you wish to make one-sided or two-sided copies.	

17.	Push the EDU_KLEUR or EDU_ZWART-WIT button.	
18.	You will receive the notifications "Uw afdrukopdracht is succesvol naar de geselecteerde printer verzonden." (= your print assignment has succesfully been sent to the selected printer")	
19.	Take your student card to the printer.	