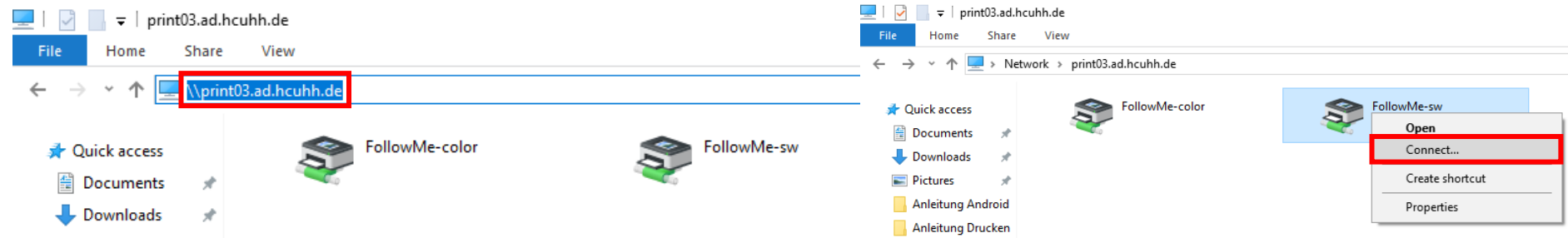


HCU-IT → Printing Instructions Science Network

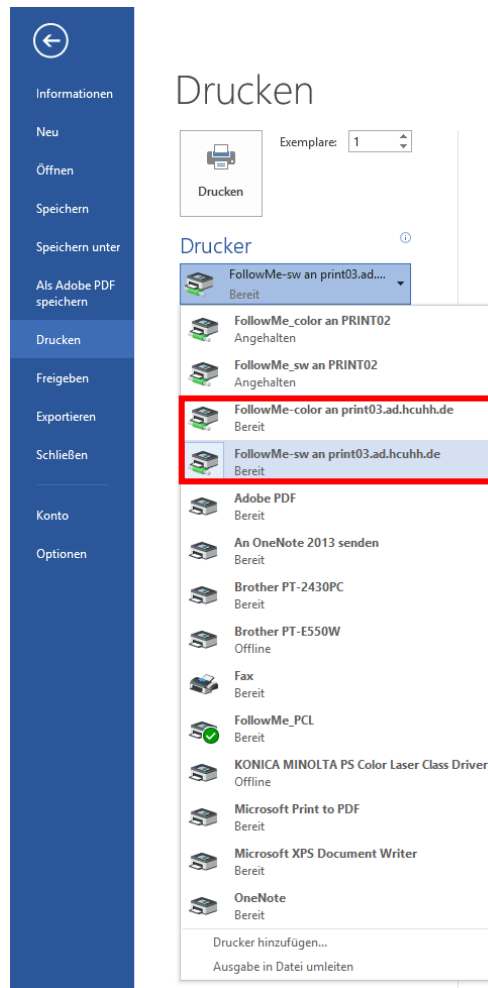
Updated March 2020

To add the printer open your explorer and type „[\\print03.ad.hcuhh.de](https://print03.ad.hcuhh.de)“.



→ Right click one of the FollowMe printers and click „Connect...“.

→ Connect the second FollowMe printer aswell.

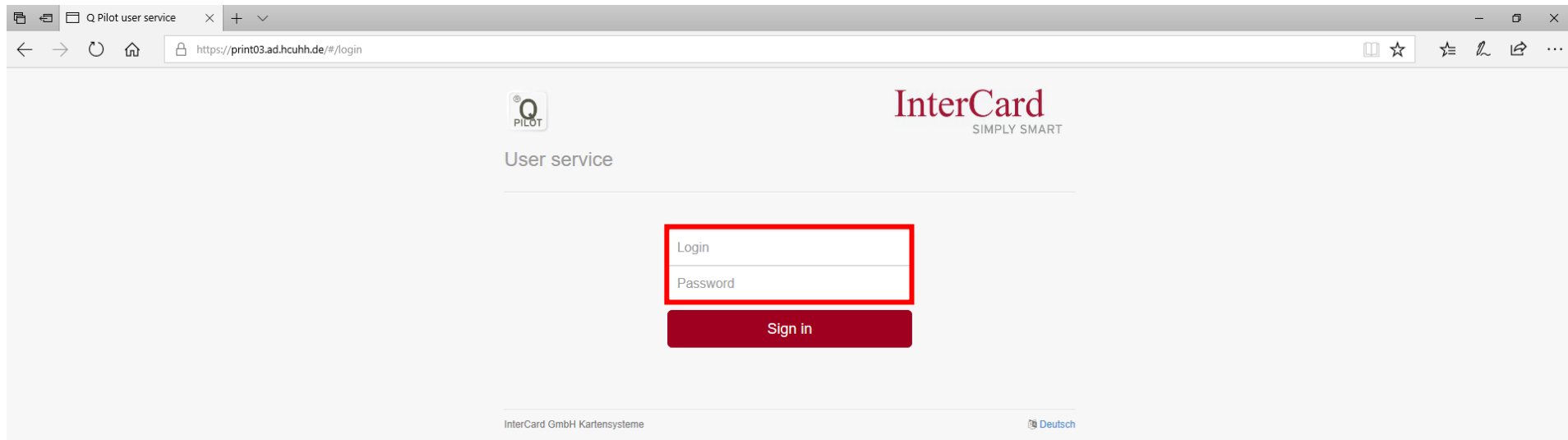


→ You can now select the printers in your program of choice (for example Word).

→ FollowMe-sw for black and white printing.

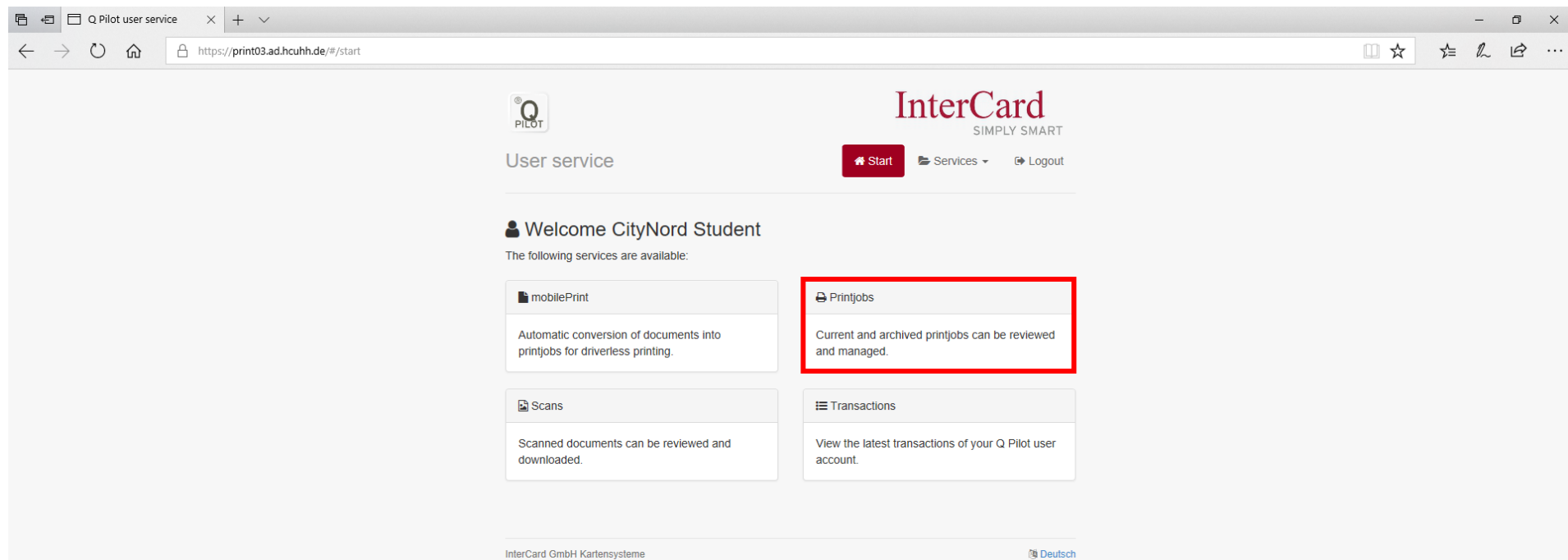
→ FollowMe-color for color printing.

With InterCard you can access the issued printjobs at <https://print03.ad.hcuhh.de>.



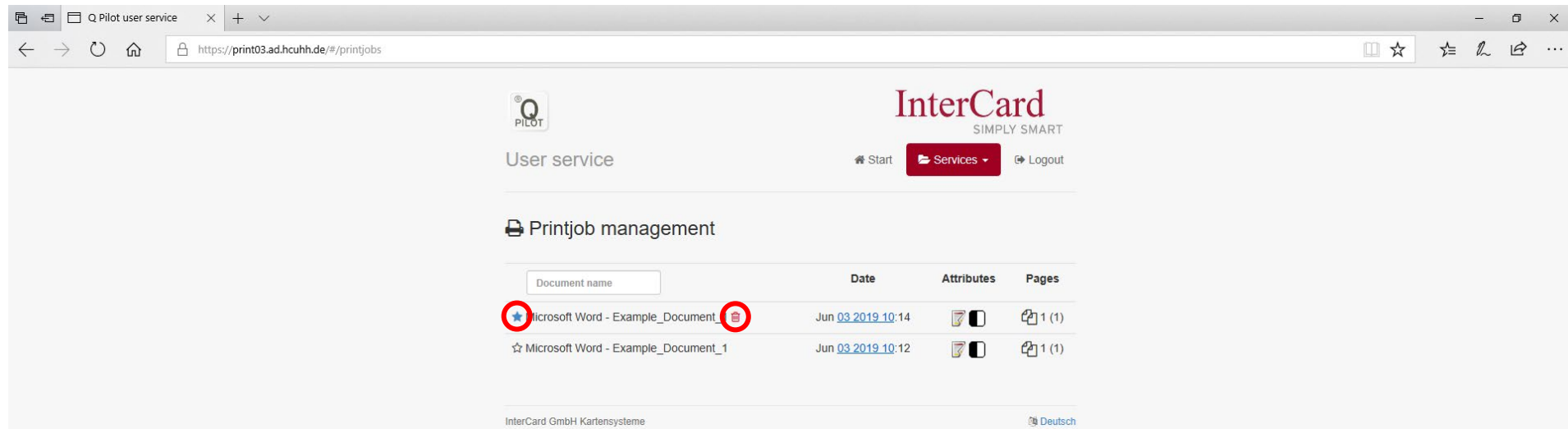
The screenshot shows a web browser window with the address bar containing <https://print03.ad.hcuhh.de/#/login>. The page features the InterCard logo (SIMPLY SMART) and the text "User service". A red rectangular box highlights the login form, which includes a "Login" input field, a "Password" input field, and a "Sign in" button. At the bottom of the page, there is a footer with "InterCard GmbH Kartensysteme" and a "Deutsch" language selector.

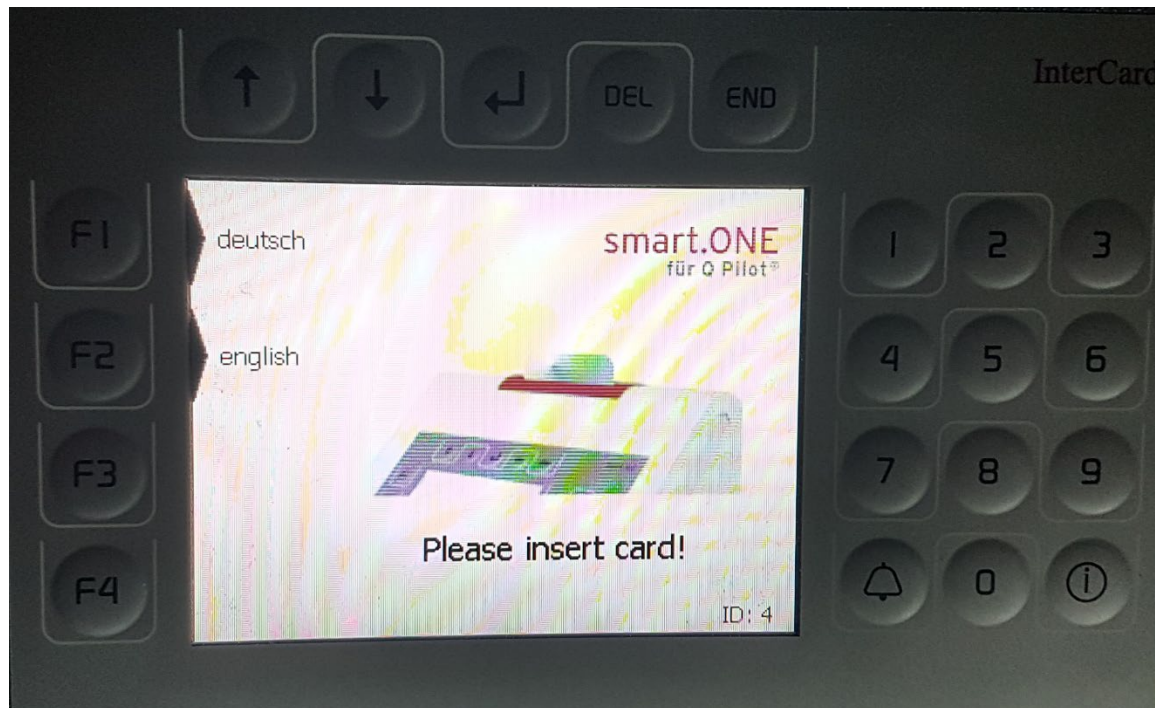
→ Log in with your HCU-ID (for example hcu123).



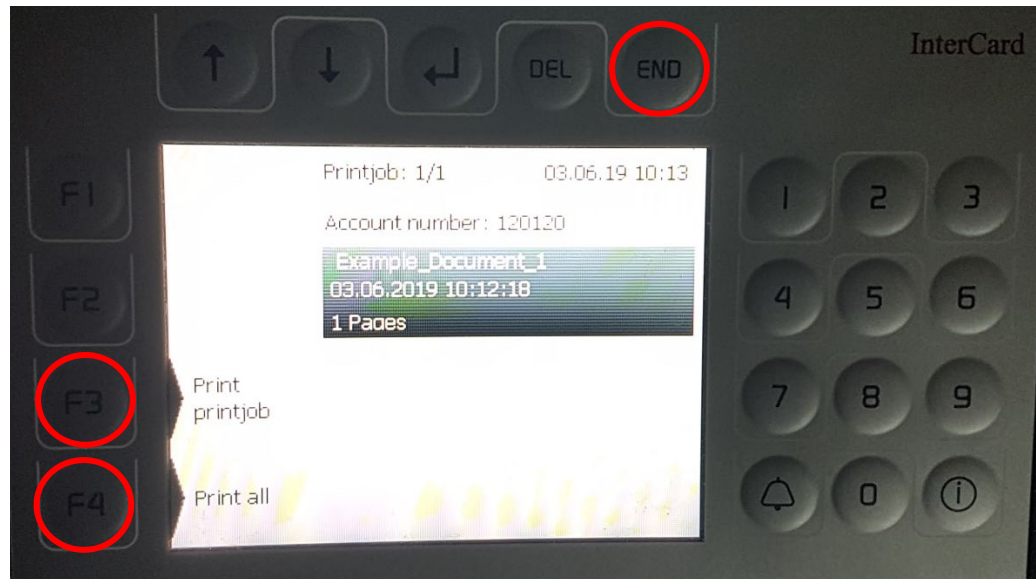
→ Click on Printjobs.

This is where you can manage your printjobs. New printjobs are marked with a blue star and completed printjobs are marked with a black framed star. Issued printjobs can also be canceled by moving your mouse over the file name. A bin will appear on the right hand side of the file name.





→ Insert your HCU-Card into the InterCard Terminal.



→ Your new printjobs are listed here.

→ To print all or just a certain printjob press F3/F4.

→ To end the process press „END“ and take your card.