

## Your Student ID Card

Dear Students,

At the DHBW Mosbach and at all other branch campuses the "CampusCard" is used as official student ID card. It is possible to use this card on every location of the DHBW Mosbach. In this document you will find some information about where to get your card and how to use it.

### How do I benefit from this card?

You can use your card, for example, for borrowing books from the library. Additionally you can also buy your food and pay without cash at certain ATMs (specific locations for each campus, i.e., in MGH Castle no. 13). Furthermore, the "CampusCard" can be used at various universities across the State for library privileges or food purchases. Food services are often provided by the same student services organization (Studentenwerk Heidelberg), so your card is also valid at cafeterias in Mosbach, Bad Mergentheim, Heilbronn, and other state universities.

### How do I get my Campus Card?

If you haven't have received your card during the new student introduction you can get it from the administration (MGH room 1.13, MOS through the International Office, etc.)

### New Print and Copying System

The print and copying system is administrated by a separate printing account on your card. Your printing account is separated by the actual balance of your campus card.

### Why do I need two different accounts?

You can use this card as a digital wallet. The money loaded on this card is allocated to the student services (Studentenwerk) Heidelberg. For legal reasons, the 20 Euros printing credit that you get every year from the DHBW can only be used for prints and copies. That's why you have two separate accounts: first of all your CampusCard-account as digital wallet and secondly your printing and copying account. The latter is already loaded with your annual credit. You will find more information below in "Checking credits and recharging" at the end of this document.

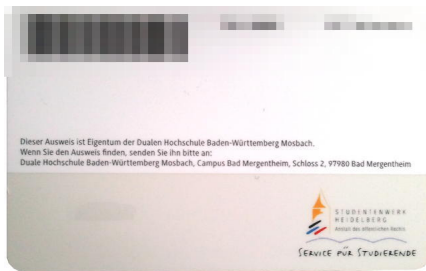
### Before the first use

To validate your card you have to use the validation station (can be found in the PC-Pool in Castle 2 at the right hand sided wall). The box looks like the picture on the right.

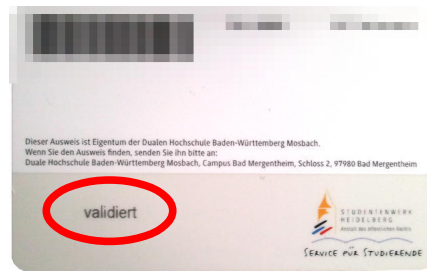
You need to put your card in to the validation station<sup>1</sup> and wait a few seconds. On the back side of your card you will find "validiert" (validated) printed.



<sup>1</sup> In rare cases it is also possible that your card does not work. You will realize that if the card is not accepted by the validation station after several attempts. Please exchange your card in that case.

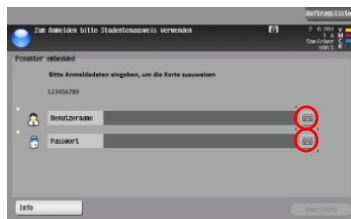


Before



after

Before you can log yourself in to the printing and copying system you have to let the copier "read" your card. Just hold your card over the card reader (see picture on the right).



Now you will be asked for your user name and your password. These are the same as you use to log-in on the PCs. After you pressed the keyboard symbol, you will see the keyboard where you can type in the information.

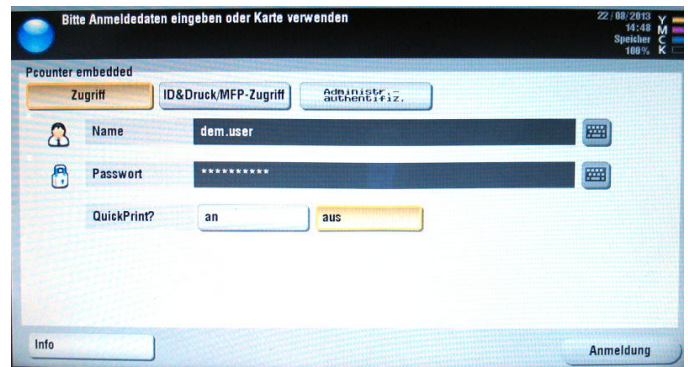
Once you have entered your information, you can use your card without having to type in your information again. If you lose your card or have to get a new one for any reason, you must repeat this step with the new card. This will not affect your printing credit. You can also use the copy machine without your card – see the information below.

### Using the copying machine

Before you can use the copying machine you have to log yourself in. Please take your Campus Card to the copying machine you wish to use and hold your card over the card reader.

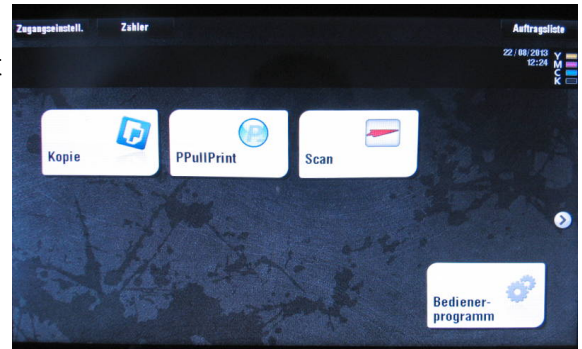
### How to log in without your card

In the case you forgot your card, you can also log in to the copy machine without it. Simply type your user name and password in the panel. These are the same access codes that you also use to log-in to the PCs or to Moodle. Please note that you have to have at least one cent credit on your card to log-in successfully.



When you are logged in, you can see the following options:

- Copy  
It's obvious – you would like to copy something. It works as usual
- PPullPrint  
This is the printing button, if you want to print something from the PC. You will learn more about this under "Printing"
- Scan  
The scanning button, that will be also explained below.



## Printing (PPullPrint)

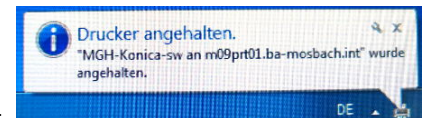
This is how to print: You log yourself in to a PC and send your print job from there. You can choose from the following printers: One black-white printer "Konica-sw" and one color printer "Konica-Farbe."

Besides that there are also some more printers installed on your PC, depending on your location. (for example MGH Schloss 2, Schloss 10 or MTF): The PDF printer "eDocPrintPro" and OneNote that you will usually find on Windows, as well as fax-printers and one or two others. In our example it is Printer8. We would ask you to use the copy machines as they can process their jobs significantly faster and more flexible. The other printers are only for emergency cases, if the other printers don't work.



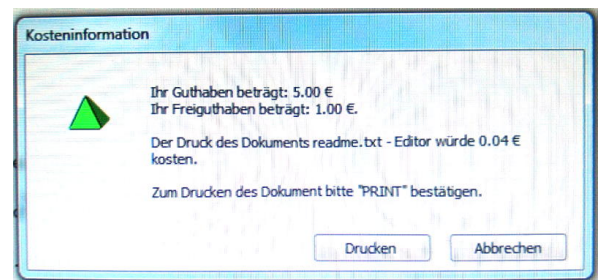
Please send your print jobs to "Konica-sw" for black/white prints and "Konica-Color" for color prints.

Shortly after you clicked the PRINT button "Drucken" you will get a message saying that the printer was stopped. (Drucker angehalten). This message is standard, it means that your print job is in the waiting line. After approximately 30 seconds (it unfortunately always takes that long) a message will pop up which looks like the following:



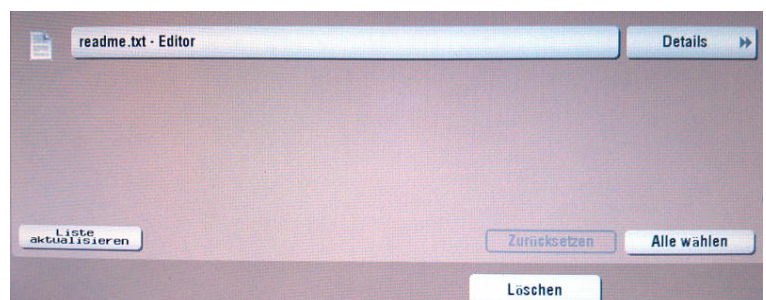
Here you can see your credits:

The first one shows the amount that you loaded yourself on the card. In the second line you can see the free credit that you get from the DHBW every year. (20 Euros per year). The printers and the copying machines will first use the free credits. After the free credits are gone, the money you loaded on the card will be used.



In addition you will see the costs of your print job. If you want to print please click "drucken", if not, please click "abbrechen."

Afterwards, please go to a copying and hold your Campus Card over the card reader. Then, select the "PPullPrint" option. You will now find all your print jobs listed, that you sent to the copying machine. In the example on the right it is the file "readme.txt".



Select the file which you want to print and push the start button of the copying machine. Your file will be printed then.

Start-button →

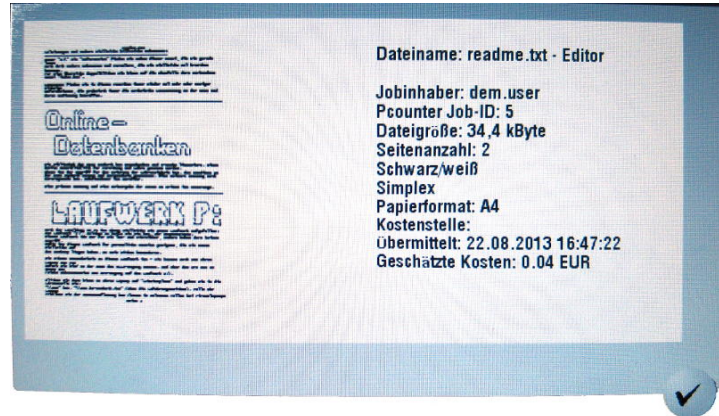


If you sent several print jobs to the copier and you don't know which one you want to print, you can select the "Details" button on the right next to the file name. You will receive a preview of your print job then.

In the detailed preview you can also see the amount that will be charged from your account as soon as you confirm and print your print job.

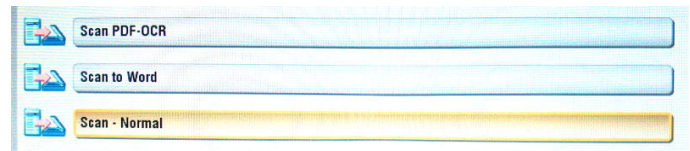
You can now close the detailed preview by clicking on the symbol on the right below. It closes only the the preview – you won't print anything right now. You will return to the overview of your print jobs.

Once you sent a print job to the system it will remain there for two hours and will then be deleted automatically.



## Scanning

After pushing the scanning symbol you have three possibilities:

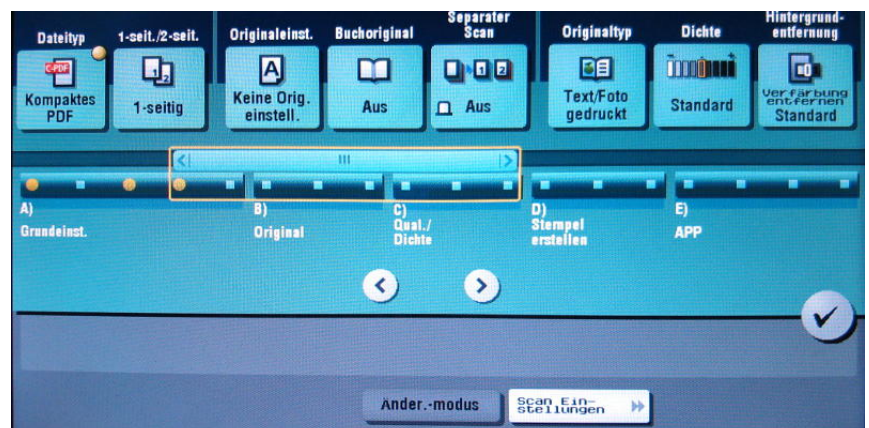


- Scan PDF-OCR  
Creates a PDF-File from your scanning template. This PDF not only includes the scanned files as pictures but also "real text" that you can look through with the "search" button of your PDF-Reader and use for "copy and paste".
- Scan to word  
Creates a Rich-Text-Format-File (RTF) that can be read with almost all word processing programs. Your scan will be lead through an OCR , that basically typewritten your scanned documents. Please note that the success of the OCR depends on the quality of your scanning template. If you intend to scan articles from newspapers or single pages from books the success quote is usually good to very good.
- Scan – Normal  
Creates a simple image file

You can also change the settings by pushing the "Scan-Einstellungen" button, if you feel that it is necessary.



You will then see a menu that almost looks like this one here:

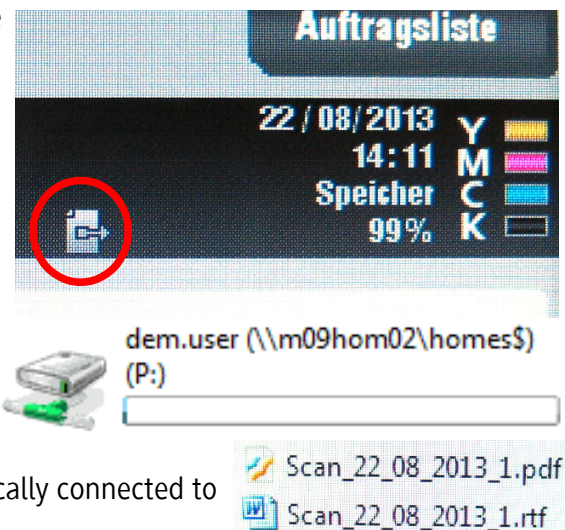


You can change the resolution, if you want to have a really small template (e.g. a passport photo) with a higher resolution.

For 99,9% of our cases the default settings are suitable.



After you have chosen one of the three possibilities or made your own settings and put your document on the scanner, please push the start button. After your document was scanned you will see a small icon. This icon shows that you scan has been successfully transferred.



But where's the scan?

To get your scan, please log in to one of the PCs. You will find the three net drives I: K: and P:.. The P: drive is your personal drive.

There you will find your scan. Depending on the scanning option you chose you will find either a PDF, a RTF (automatically connected to WORD by default) or an image file such as JPG or TIFF.

Please note that the first two scanning options (PDF-OCR and WORD) may take some time, especially if you scan lots of documents. The OCR needs a while to work through the documents.

**Important:** Please don't forget to log out (Abmelden) after using the copying machine. Otherwise everybody who uses the copying machine after you can use your credit to copy. You will be automatically logged out when you don't use the copy machine for one minute.



## Checking My Credits and recharging it

As we have mentioned at the beginning of this document, you have two accounts. First, the Campus Card account as a digital wallet, second your printing and copying account only for printing and copying settlement.

### Campus Card as digital wallet

The amount on your Campus Card – that you can use to pay on ATMs in Schloss13 (MGH), to pay your food vouchers or to pay your library fees – can be increased on each of the three charging stations on the MGH campus.

- In the PC-Pool of Schloss 1 is one charging station that accepts EC-Cards as well as cash. You will find the charging station on the right wall.
- In Schloss 10 you can find the charging station in the first floor. Here you can only pay by EC-Card.

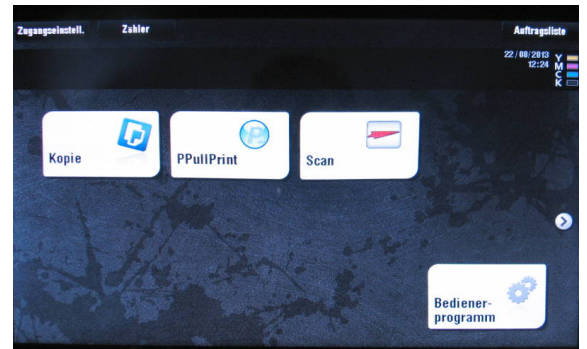
- In the Mittelstandszentrum you can also find the charging station in the PC area. It can only be used with EC-Card.

Please use one of those ATMs to recharge your card. Put the card into the card slot and follow the instructions on the little screen.

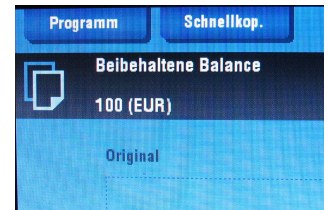


## Printing and Copying Account

This account is only used for prints and copies. Your credit cannot be seen on your campus card, it is separated. You can check your printing and copying credits on every copying machine. Just hold the card on the card reader, you can then choose from one of the options that are available.



Select "Kopie" and you will see a text line which changes with the display of another information text.



You can recharge your printing and copying credits with your Campus Card every time. (You have to have enough money in your digital wallet). Please use one of the transfer stations. There you can transfer money from your Campus Card account to your Printing and copying account. Please insert the card into the ATM and chose the amount that shall be transferred to your printing account. Just follow the instructions on the screen.

Please note that it is not possible to transfer money from your printing account to your Campus Card.

