

Print.mercantec.dk Guide.

Åben ny Internetside gå på **print.mercantec.dk**

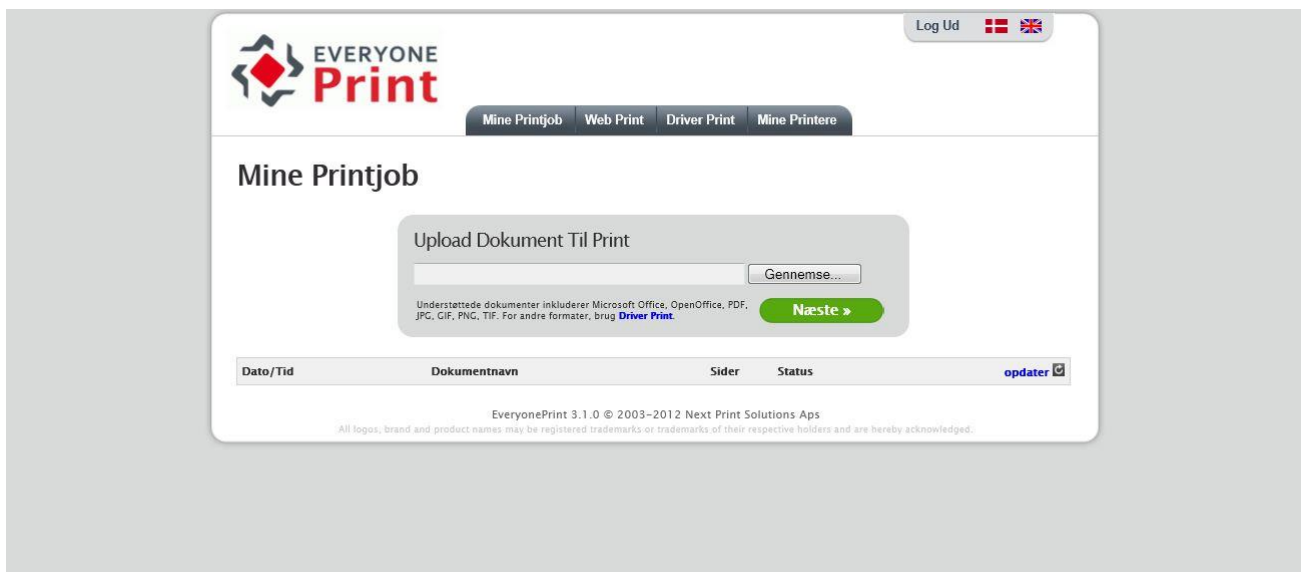
Du skal logge på med samme bruger som du bruger til skolens systemer (Mail)



The screenshot shows a web browser window with the URL <http://print.mercantec.dk/login.cfm?destindex.cfm&...>. The page features the 'EVERYONE Print' logo at the top. Below the logo, there is a login form with the text 'For at logge ind, skriv dit brugernavn og password nedenfor.' (To log in, write your username and password below). The form contains two input fields: 'Brugernavn:' (Username) and 'Password:'. A 'Log Ind' button is located to the right of the password field. At the bottom of the page, there is a copyright notice: 'EveryonePrint 3.1.0 © 2003-2012 Next Print Solutions Aps'.

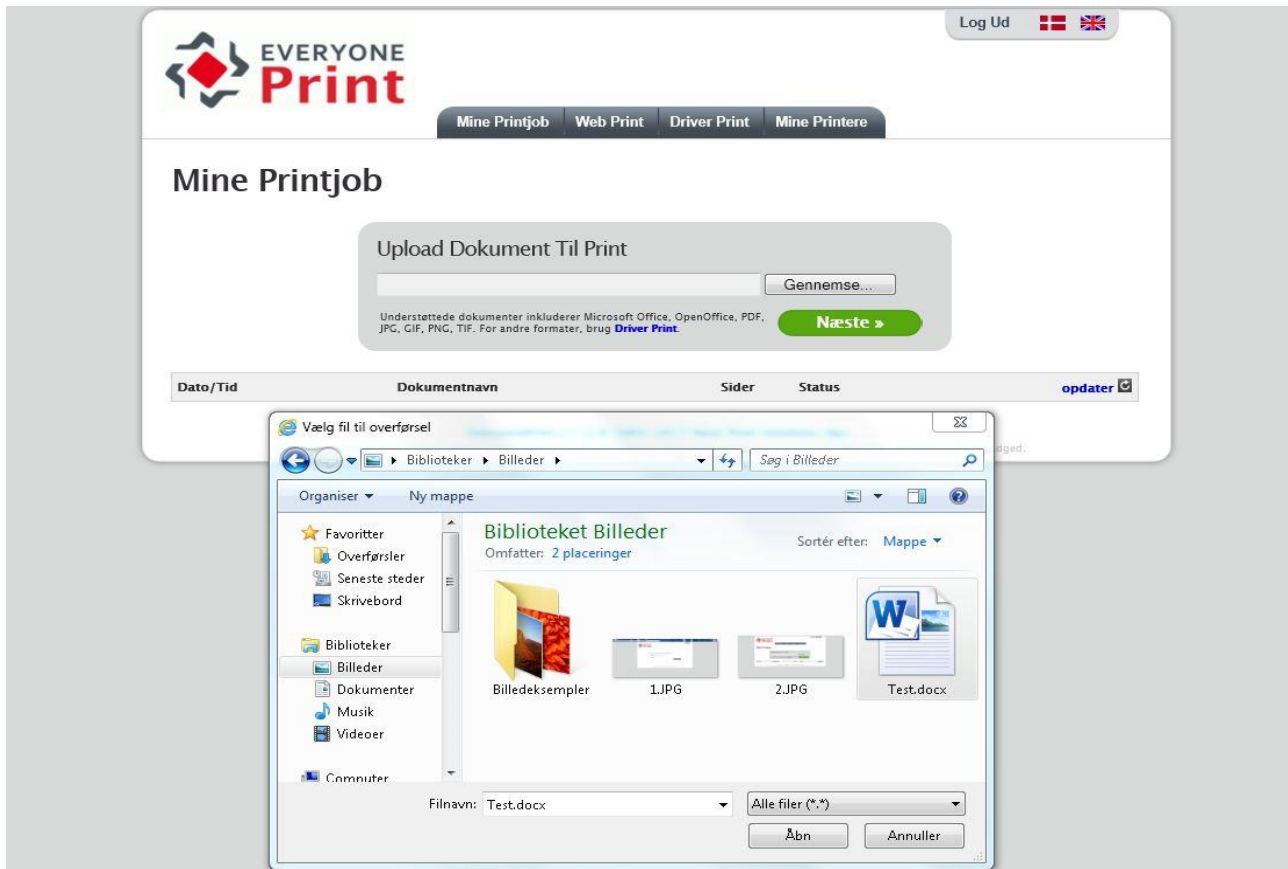
Som du kan se understøtter Webprint følgende programmer og fil typer Microsoft Office, Open Office, PDF, JPG,GIF, PNG og TIF

Tryk på **Gennemse** for at vælge hvilket dokument du ønsker at udskrive

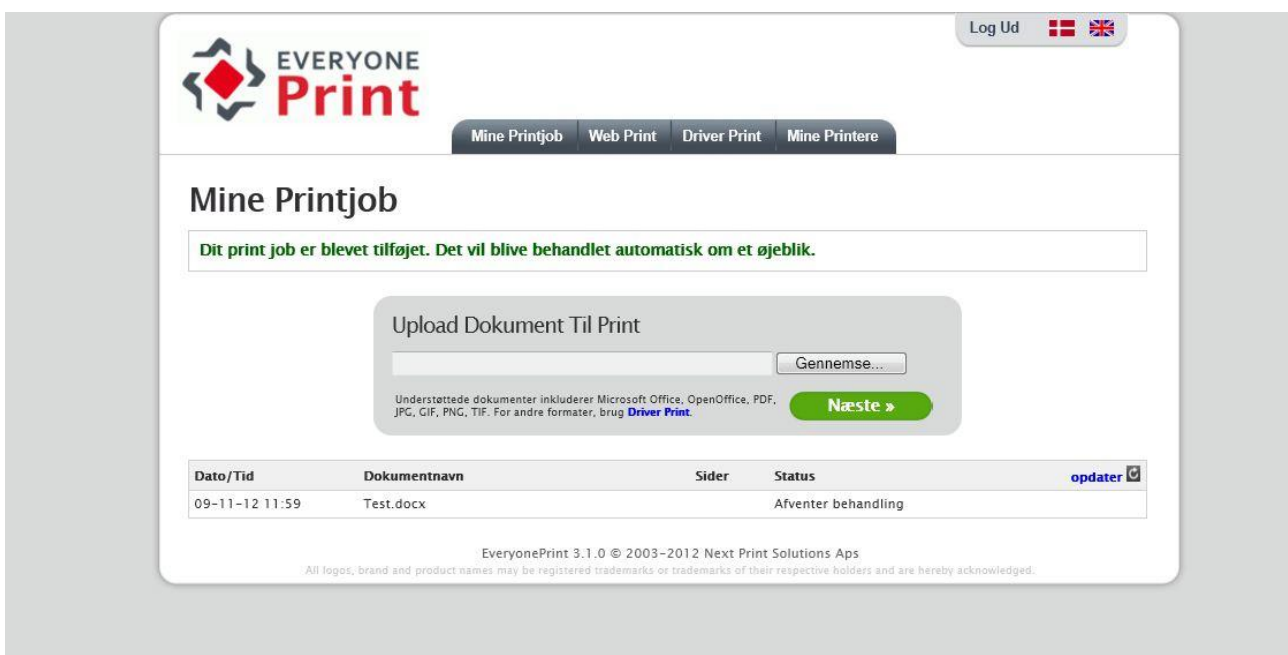


The screenshot shows the 'EVERYONE Print' interface. At the top, there is a navigation bar with links: 'Mine Printjob', 'Web Print', 'Driver Print', and 'Mine Printere'. The 'Mine Printjob' link is selected. Below the navigation bar, the page title is 'Mine Printjob'. There is a section titled 'Upload Dokument Til Print' with a text input field and a 'Gennemse...' button. Below this, there is a green button labeled 'Næste »'. At the bottom, there is a table with columns: 'Dato/Tid', 'Dokumentnavn', 'Sider', 'Status', and an 'opdater' button. The footer contains the same copyright notice as the login page: 'EveryonePrint 3.1.0 © 2003-2012 Next Print Solutions Aps'.

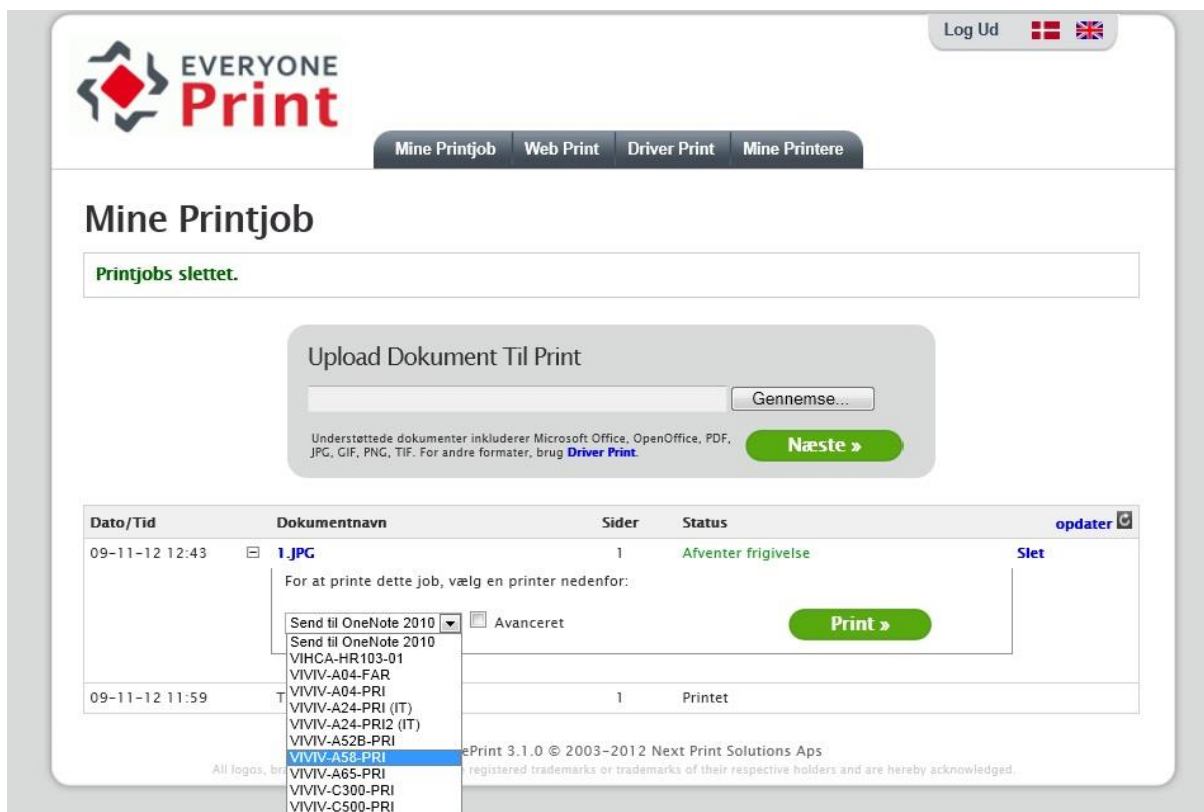
Her vælger du dit ønskede dokument.



Når du har valgt dit dokument vil jobbet komme frem på listen.
Webprint vil nu behandle dit dokument



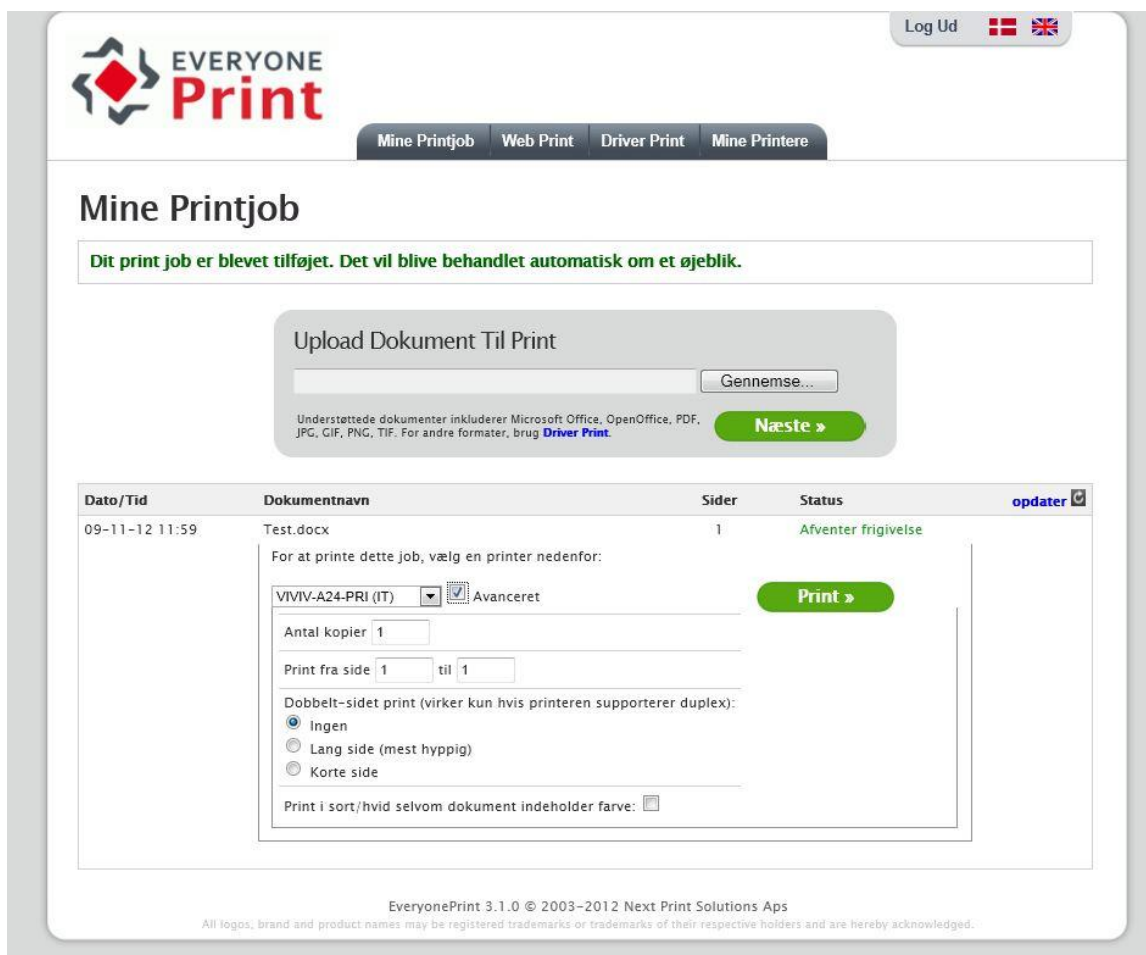
Dit job er nu færdig behandlet og klar til udskrivning.
Du skal nu vælge den ønskede printer ud fra listen.



The screenshot shows the 'Mine Printjob' section of the EveryonePrint web interface. At the top, there's a navigation bar with 'Mine Printjob', 'Web Print', 'Driver Print', and 'Mine Printere'. Below the navigation bar, a message states 'Printjobs slettet.' (Print jobs deleted). There is an 'Upload Dokument Til Print' section with a file upload area and a 'Gennemse...' button. Below this, a table lists print jobs. The first job is dated '09-11-12 12:43' and named '1.JPG', with a status of 'Afventer frigivelse'. A dropdown menu is open for this job, showing a list of printers: 'Send til OneNote 2010', 'VIHCA-HR103-01', 'VIVIV-A04-FAR', 'VIVIV-A04-PRI', 'VIVIV-A24-PRI (IT)', 'VIVIV-A24-PRI2 (IT)', 'VIVIV-A52B-PRI', 'VIVIV-A58-PRI' (highlighted), 'VIVIV-A65-PRI', 'VIVIV-C300-PRI', and 'VIVIV-C500-PRI'. There is also an 'Avanceret' checkbox and a 'Print »' button. The second job in the table is dated '09-11-12 11:59' and named 'T', with a status of 'Printet'.

Dato/Tid	Dokumentnavn	Sider	Status	opdater
09-11-12 12:43	1.JPG	1	Afventer frigivelse	Slet
09-11-12 11:59	T	1	Printet	

Hvis Du sætter flueben i Avanceret får du blandt andet muligheden for antal kopier mm.



The screenshot shows the 'Mine Printjob' section of the EveryonePrint web interface. At the top, there's a navigation bar with 'Mine Printjob', 'Web Print', 'Driver Print', and 'Mine Printere'. Below the navigation bar, a message states 'Dit print job er blevet tilføjet. Det vil blive behandlet automatisk om et øjeblik.' (Your print job has been added. It will be processed automatically in a moment). There is an 'Upload Dokument Til Print' section with a file upload area and a 'Gennemse...' button. Below this, a table lists print jobs. The first job is dated '09-11-12 11:59' and named 'Test.docx', with a status of 'Afventer frigivelse'. A dropdown menu is open for this job, showing a list of printers: 'VIVIV-A24-PRI (IT)' (selected), 'VIVIV-A04-FAR', 'VIVIV-A04-PRI', 'VIVIV-A24-PRI (IT)', 'VIVIV-A24-PRI2 (IT)', 'VIVIV-A52B-PRI', 'VIVIV-A58-PRI', 'VIVIV-A65-PRI', 'VIVIV-C300-PRI', and 'VIVIV-C500-PRI'. There is also an 'Avanceret' checkbox. Below the printer selection, there are fields for 'Antal kopier' (set to 1), 'Print fra side' (set to 1) and 'til' (set to 1). There is a section for 'Dobbelt-sidet print (virker kun hvis printer supporterer duplex):' with radio buttons for 'Ingen' (selected), 'Lang side (mest hyppig)', and 'Korte side'. There is also a checkbox for 'Print i sort/hvid selvom dokument indeholder farve:'. There is a 'Print »' button.

Dato/Tid	Dokumentnavn	Sider	Status	opdater
09-11-12 11:59	Test.docx	1	Afventer frigivelse	

Fanebladet mine printer

Her kan du lave din egen print liste. Sæt flueben ud for de ønskede printer.

Hvis du laver en print liste vil dit valg af printer se ud som her.



Log Ud  

Mine PrintjobWeb PrintDriver Print**Mine Printere**

Gør det hurtigt og enkelt at printe, ved kun at vælge de printere som du normalt bruger!

Mine Printere

Nedenfor er alle printere til rådighed for dig. Hvis du kun benytter nogle få af disse printere, kan du vælge dem du bruger som favoritter, og ovenikøbet give dem dit personlige navn, for eksempel "Printer i blå bygning". Så vil kun dine favoritprintere blive vist, som vil gøre det nemmere at printe ofte.

Favorit	Beskrivelse:	Dit printer øgenavn (ikke påkrævet):
☐	Send til OneNote 2010	
☐	VIHCA-HR103-01	
☒	VIVIV-A04-FAR	
☒	VIVIV-A04-PRI	
☐	VIVIV-A24-PRI (IT)	
☐	VIVIV-A24-PRI2 (IT)	
☐	VIVIV-A52B-PRI	
☒	VIVIV-A58-PRI	
☒	VIVIV-A65-PRI	
☐	VIVIV-C300-PRI	
☐	VIVIV-C500-PRI	

Gem Ændringer

EveryonePrint 3.1.0 © 2003-2012 Next Print Solutions Aps
All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.

Dit valg af printer vil nu se ud som følgende.



Log Ud  

Mine PrintjobWeb PrintDriver PrintMine Printere

Mine Printjob

Printjobs slettet.

Upload Dokument Til Print

Gennemse...

Understøttede dokumenter inkluderer Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF. For andre formater, brug [Driver Print](#).

Næste »

Dato/Tid	Dokumentnavn	Sider	Status	opdater 
09-11-12 12:55	 1.JPG For at printe dette job, vælg en printer nedenfor: VIVIV-A04-FAR ☐ Avanceret VIVIV-A04-PR1 ☐ Avanceret VIVIV-A58-PR1 ☐ Avanceret VIVIV-A65-PR1 ☐ Avanceret	1	Afventer frigivelse	Slet
09-11-12 11:59	Test.docx	1	Printet	

EveryonePrint 3.1.0 © 2003-2012 Next Print Solutions Aps
All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged.