

---

## Printing in the library from a personal device

When you are a member\* of the library at Centre Céramique it is possible to print documents in Centre Céramique from your own device. Make sure that you have money on your library card\* before printing. You can deposit money to your card at the pay station on the second floor. Follow these steps to print your documents from your own device:

- Go to this page or scan the QR code: <https://centreceramique.easyaccountplus.nl/secure/uploadprintjob>
- Type in your membership number (the number on your library card) and password.
- Select 'Webprint'



- Upload your prints in three steps

### Upload print job

#### Step 1: Select printer

[View your printing prices.](#)

Zwart Printen

Kleur Printen

---

[> Show advanced print options](#)

#### Step 2: Select files

Drop files here or click to choose your files.

The following file types are allowed: pdf, doc, docx, xls, xlsx, ppt, pptx, odt, jpg, jpeg, png, tiff, gif, bmp, txt, rtf, tif  
Maximum file size: 20 MB

#### Step 3: Upload

Upload selected files

- At 'Show advanced print options' you can choose for additional options such as number of copies, page range and double sided.
- After uploading, you have to wait a while until the print job has been processed. Then the text 'ready for printing' appears.
- Your document is now ready to be printed by the printer on the third floor or the souterrain.
- To print: scan your library card on the device (at the pillar) next to the copier. The print job will start immediately.

The document will be available for 30 minutes to be printed. No money on your card? Go to the pay station on the second floor or souterrain.

---

\* If you want to become a member of the library you will get a library card. At the servicedesk on the second floor you can get the card. On our website you find [various memberships](#)