

Printing/Scanning

When you are at the THI campus you can send a print job to any of the printers in the university network or scans to your university mail address from any end device.

The following printer queues are available:

- **KM-STUD-sw**
black/white printing on Konica-Minolta.
- **KM-STUD-color**
color printing on Konica-Minolta.

Go to the selected printer and use your student ID card for authentication to activate your print job.

Alternatively you can send your jobs by web interface or e-mail: print.thi.de

Printing credit

- Current printing credit can be checked by double-clicking the € symbol in the task bar on all public computers at the university.
- The electronic purse of the student ID card can be used to increase printing credit at the **charging terminals** (e. g. in library foyer).

Charging terminal

All payments at the university are made cashless using the charging terminals. Examples of the services provided at these terminals include:

- Recharging your printing account
- Paying for transcripts of records
- Paying for course fees
- Purchasing software



ServicePoints

The ServicePoints are information desks where we answer questions, process your inquiries, agree appointments and look forward to hearing your suggestions and ideas.

ServicePoint Library

Building A, Room A001
Esplanade 10
D-85049 Ingolstadt

Service hours:

Mon - Fri 10 am - 6 pm
Sat 10 am - 2 pm

Opening hours:

Mon-Sun 6 am - midnight

Tel. +49 841 9348-2160
bibliothek@thi.de

ServicePoint IT Service

Building A, Room A001
Esplanade 10
D-85049 Ingolstadt

Service hours:

For opening hours of the
IT-ServicePoint and general
information about IT see:
www.thi.de/service/it-service

Tel. +49 841 9348-3200
support@thi.de



Technische Hochschule
Ingolstadt



*Getting started
with the Library and IT Service*

Library – IT Service

Welcome to the Technische Hochschule Ingolstadt!
You need to access your e-mail account, want to print out a script or look for specialist literature? The Library and the IT Service are the central suppliers of library, IT and media services at THI. This leaflet provides a brief overview of the services available. For more detailed information visit the websites:
www.thi.de/en/service/university-library.html
www.thi.de/en/service/it-service.html

At the beginning of their course, all students receive a student ID card and a user account for authentication of services provided by IT Services:

Student ID card

- Proof of membership of the university
- Library card
- Electronic key for access to the library and the PC labs
- Registration at the printers
- Electronic purse e.g. for the university canteen

Activating user account

Your personal IT account allows a single login for many various university services. You will receive your account information with an initial password via the application portal. To activate your account, sign either on a computer of the THI or Outlook Webmail.

- **Important:** There is no possibility of using IT service without changing the initial password!

Students' portal

Students' portal PRIMUSS allows to check personal data and retrieve documents (enrolment certificate, evaluation sheets, etc.).

For more information, see:
www.thi.de/go/primuss

Library Services

Intensive individual work or group work? Reading a newspaper and have a quiet cup of coffee? The library offers suitable facilities. Almost day and night. 18 hours a day, 7 days a week.

- **Research** in library catalogs and specialist databases
- **Borrow** and **reserve** media, **extend** lending periods
- Order media not available in Ingolstadt via the **interlibrary loan service**
- **E-journals, e-books** and **databases**
- **Get expert advice** in all questions related to information research, document delivery, quoting and academic work



IT Services

IT Service is responsible for all aspects of PCs, printers, copying machines, network, emailing and software:

- **E-mail** services
- **E-learning** platform Moodle
- Memory systems
- Operation of servers and provision of software
- Operation of the campus network and access to the internet via WiFi and **VPN**
- **Print services**

WiFi

The following WiFi networks are available:

- **campus**
For members of the university.
- **eduroam**
Eduroam is a global roaming access service for the international research and academic community. The city of Ingolstadt provides this network in the inner city.

With **campus** you have access on infrastructure of THI and media services of the library. **Eduroam** offers the usage of internet.

For more detailed information, visit the IT Service website:
www.thi.de/service/it-service/wifi

VPN

If you're not on campus you will need a VPN client for access to your group or home drives.

For more detailed information, visit the IT Service website:
www.thi.de/en/service/it-service/vpn/

EZproxy

Full texts of licensed databases, e-books and e-journals can only be accessed with EZproxy from outside the campus.

More information:
www.thi.de/go/ezproxy

THI-APP

Students may get a fast overview on important information about their studies via THI-App, e.g.:

- Display of personal **schedule**
- **Contact information** of lecturers
- **Examination information**
- **Booking tool** for seats in library