Important information on frequently asked questions:
(as of 30 January 2023)

1. Printing (Drucken)

There are several ways to print out documents and pictures at the university.

You will need to put money in your printing account (Doku PRO Guthaben). You can do so via the TUKAN-machines on campus:

1. **Printing via the PC-Pools:**
   You can use one of the pc-pools. You can find one e.g., in the library (BZ 11, right after you enter the library through the main entrance gate) and one on the first floor of the B-Building (B 121, next to the Japanese studies department)
   ➔ To print using the universities pc-pools, you need to log in at one of the computers using your university log in data. After that, you can print files using the university network. (documents will be sent to one of the printers (Multifunktionsgeräte). To print them, put your student ID (Tunika) on the little card reader to log in at the printer. You can find more information on where to find the printer [here].

2. **Everyone Print - Mobile Printing (via upload from your personal computer)**:
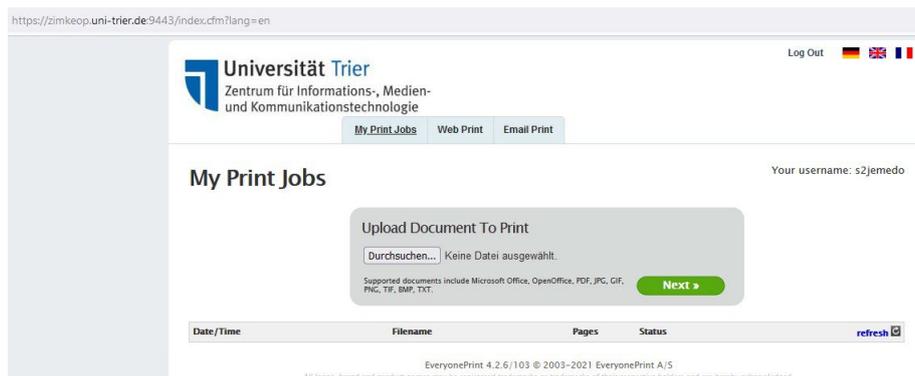You can also use your own computer to send print orders to one of the universities printers. To do so, you will have to upload them to the portal [Everyone Print](#) after logging in with you university log in data.

LOG-IN:

UPLOAD:

After you uploaded your file, just go to one of the printers (Multifunktionsgeräte) at the university.

Note: You can also use the app *Everyone Print* from developer *Next Print Solutions*. (Available via Appstore/iTunes/GooglePlay)

2. Unisport

To use the universities sport facilities or join one of the sports courses available, you must purchase a SPORTSEMESTERTICKET (ticket valid for one whole semester at one of the TUKAN machines on campus.

How to purchase a ticket:
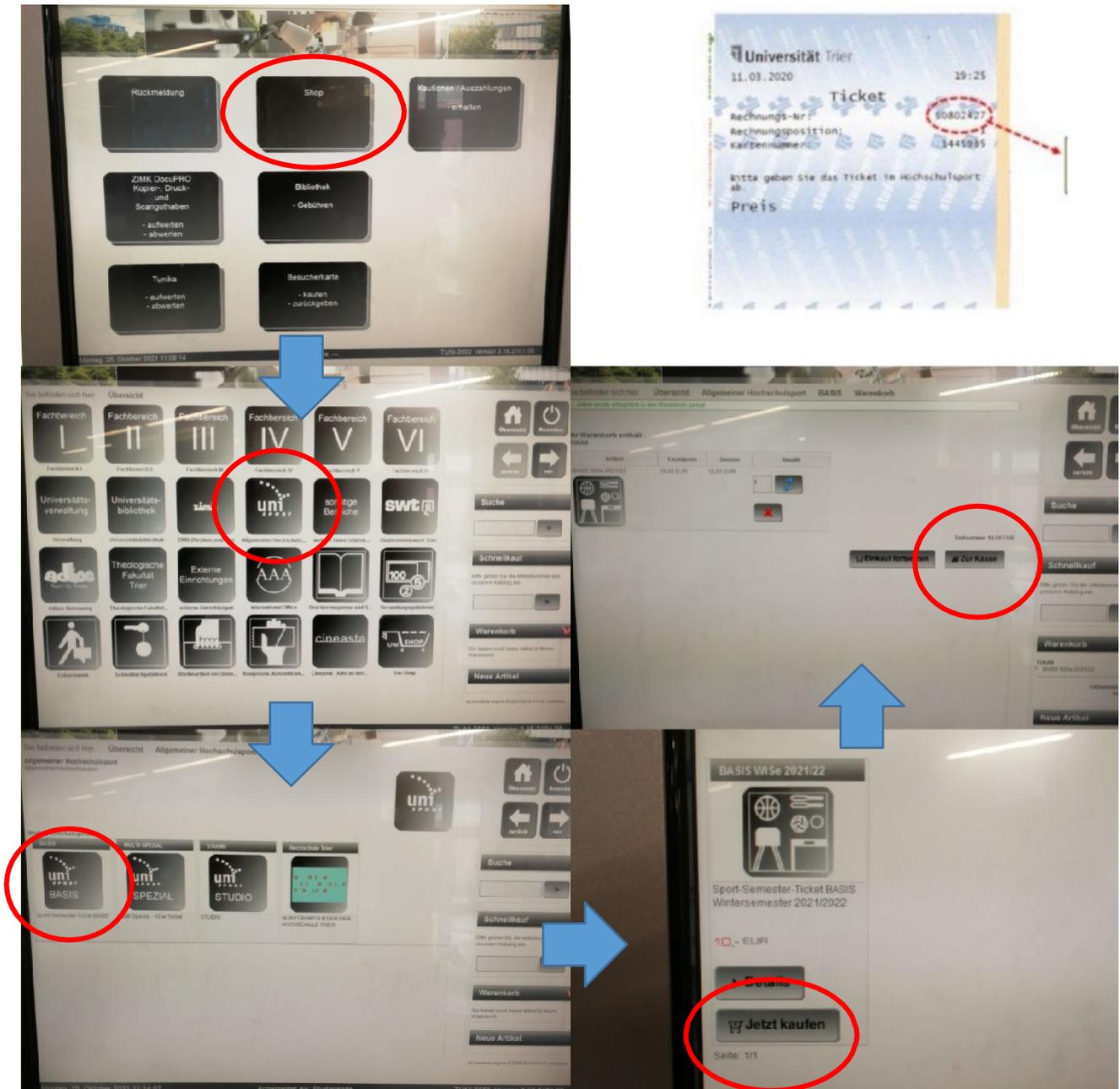
After you paid for your ticket, you will receive three receipts. On one of them you will find your ticket number (Ticketnummer) and billing number (Rechnungsnummer). **It is important you keep this receipt** as you will have to send a picture of this receipt (with your signature on it) to the following mail address for validation: uniSPORT@uni-trier.de

After that, you can log-in to your account via this page and sign up for courses. If you don't have a valid certificate of vaccination for COVID-19, you can still participate via online-live streams. If you want to participate in person, you will need to sent a picture/file of your certificate of vaccination to the same e-mail mentioned above. Here you can find a more detailed guide on how to register for courses. (in German)

3. Library (Bibliothek)

Using the university library (Universitätsbibliothek) is quite simple. Once you enter through the main entrance door, put your jacket and bags (laptop bags are also not allowed) in a locker in the locker room to the right. You can use only of the handy red baskets to put the things you want to bring into the library in there. When you pass through next to the entrance counter, turn right and climb the stairs to arrive at the first level. From there you can go on to explore different departments, use the pc-pools, copy and read lend books.

Campus I

- Mo-Fr 8 bis 20 Uhr
- Sa 13 bis 17 Uhr
- So geschlossen

Campus II

- Mo-Fr 9 bis 17 Uhr
- Sa und So geschlossen

To lend a book, give them to the library staff at the entrance counter and put your student ID on the little scanner to the right. He or she will scan your books and you are free to take them with you. Once the lending period (usually four weeks if nobody reserves it) is coming to ist end, you will receive an e-mail as a reminder. If you fail to bring back the book in time, you will have to pay a fine.

You can find more information on how to use the library [here](#) (the videos are highly recommended and easy to understand even if you don't speak German well yet)

There is also a great [tutorial](#) on how to use the TRiCAT (digital search portal of the library). Here you can search, download articles and also reserve them if they are not available right away)

4. Lost and Found/ Fundbüro

If you lost something on Campus 1 or Campus 2, it might have been taken to one of the porter's offices (Büro der Pedelle). The porter's office on Campus 1 or 2 can be found right at the main entrace of Building A.