

**Manual**  
**Biebprinten.nl**



Year 2023 | version 3.1

[www.beesmart.nl](http://www.beesmart.nl)

## 1 Log in

To print, go to the website <https://biebprinten.nl>, where you will be presented with the following options:

**Inloggen** 1

Pasnummer  
Pasnummer

Wachtwoord  
Wachtwoord / Pincode

Log in

**Gasten** 2

Als u geen pas heeft kunt u hieronder een gastcode met wachtwoord aanvragen.  
Met deze code kunt u verschillende printopdrachten uploaden.  
De betaling gebeurt achteraf bij het geven van de opdracht bij de printzuil.

Nieuwe gastcode

1. **Log in with your membership number and password:** Choose this option if you are already a member of the library.
2. **Log in as a guest:** Select "Nieuwe gastcode" if you are not a member of the library.

## 2 Submit a print job

After logging in, you will see the following screen:

The screenshot shows the Biebprinten web interface. At the top right is a 'UITLOGGEN' button. The main header features three icons (mobile, printer, and paper) and the 'Biebprinten' logo with 'Powered by BeeSmart' underneath. Below the logo, there is a 'Gastcode:' label, a barcode, and the number '999415460'. A note states: 'De printopdracht wordt afgerekend bij de desbetreffende printzuil. De kosten hiervan kunnen verschillen per locatie.' Below this is the section 'Actieve printopdrachten' with the text 'Je hebt op dit moment geen actieve printopdrachten.' On the right side, there is a settings panel with the following options: 'Opties' with radio buttons for 'Zwart/wit' (selected) and 'Kleur'; 'Aantal kopie(ën)' with a text input field containing '1'; and 'Selecteer en bestand' with a 'Bestand kiezen' button and a 'Geen ...kozen' button. Below the settings panel is an orange 'Bevestigen >>' button. At the bottom right, there is a list of terms: 'Alleen A4 enkelzijdig staand.', 'De print wordt afgerekend bij de printer.', and 'De toegestane bestandstypes zijn: pdf, doc, docx, ppt, pptx, xls, xlsx, png, jpg, jpeg en ico'.

Step-by-step guide for submitting a print job:


This is a close-up of the settings panel from the screenshot above. It shows the 'Opties' section with radio buttons for 'Zwart/wit' (selected) and 'Kleur'. Below it is the 'Aantal kopie(ën)' field with the value '1'. The 'Selecteer en bestand' section has a 'Bestand kiezen' button and a 'Geen ...kozen' button. At the bottom is an orange 'Bevestigen >>' button. Below the panel, the same list of terms is visible: 'Alleen A4 enkelzijdig staand.', 'De print wordt afgerekend bij de printer.', and 'De toegestane bestandstypes zijn: pdf, doc, docx, ppt, pptx, xls, xlsx, png, jpg, jpeg en ico'.

1. Select whether the document should be printed in black and white or in color
2. Choose the number of copies
3. Click on “bestand kiezen” and select the file you want to print (one file at a time))
4. Confirm the print job

After confirming the print job, it will appear in the left column under “actieve printopdrachten”



**Biebprinten**  
Powered by **BeSmart**

UITLOGGEN

Gastcode:  
  
 999415460

De printopdracht wordt afgerekend bij de desbetreffende printzuil.  
De kosten hiervan kunnen verschillen per locatie.

Actieve printopdrachten

Datum	Naam	Status		
01-08-24	Balie.png	Ready		



Opties  Zwart/wit  Kleur

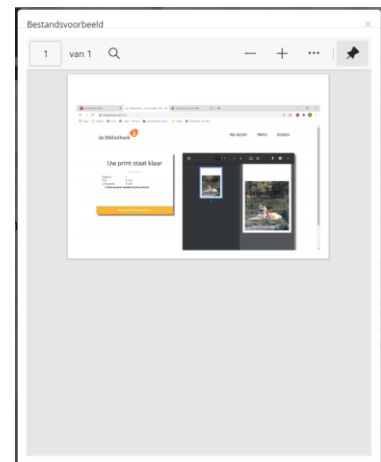
Aantal kopie(ën)

Selecteer en bestand  Geen ...kozen

[Bevestigen >>](#)

- Alleen A4 enkelzijdig staand.
- De print wordt afgerekend bij de printer.
- De toegestane bestandstypes zijn:  
pdf, doc, docx, ppt, pptx, xls, xlsx  
png, jpg, jpeg en ico

- The date of the print job is displayed
- By clicking on the eye icon , a print preview is shown
- By clicking on the trash bin icon  the print job is deleted

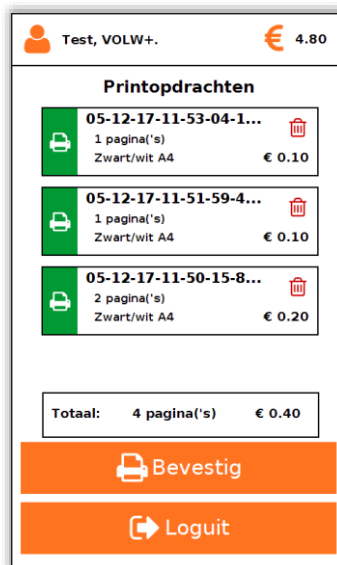


### 3 Retrieving a print job

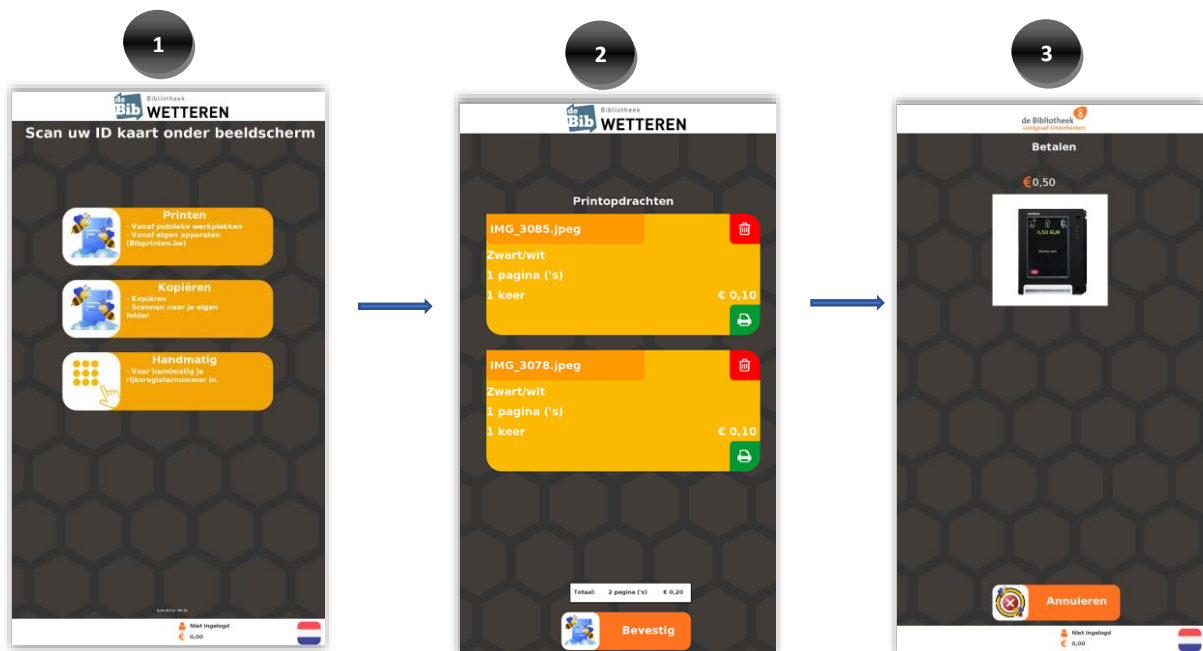
When the print job appears under “actieve printopdrachten”, it is ready to be printed. At the top left of the screen, you will find the membership card number. If you are a **guest** (not a library member), a membership card number with a barcode will be created for you. **Make sure to remember this number.** Write it down or take a photo of the number, including the barcode, with your smartphone. You can later scan this barcode or enter the number at the printing kiosk near the library printer to print and retrieve your print job.



Step-by-step guide for retrieving (printing) the print job (HoneyCube 3):



## Step-by-step guide for retrieving (printing) the print job (HoneyCube 4):



When a visitor has created print jobs on a public workstation

When a visitor has created print jobs on a public workstation

1. If you are a member, place your library card in the gray holder of the library's printing kiosk (HoneyCube). If you are a guest, scan your barcode number or enter the guest number you wrote down or took a photo of.
2. Next, select from the 'actieve printopdrachten' which job(s) you want to print (a print job remains valid for 24 hours and will be automatically removed from the list afterward).
3. Next, select from the 'actieve print jobs' which job(s) you want to print (a print job remains valid for 24 hours and will be automatically removed from the list afterward).
4. Once the payment is completed, the print job will be printed.