PRINTING

my**hive** offers the possibility to print at all locations with a single Printing Tool.

I want to use the printer at one of the myhive locations - what do I have to do?

At myhive, we use the Cloud Printing Management Tool from ezeep. It is a web browser based service that you can access from all myhive locations. On the day of onboarding, you will receive an email from ezeep. Please click on the link in the email to activate your personal printing account.

I have registered with ezeep as described above. How do I print a document now?

Please go to the website portal.ezeep.com and log in with your username and the password you have defined. Please select "Print now" in the ribbon and drag and drop the document you want to print to the right pane.
Now please select the printer where you want to print the documents. The name of the printer shows the myhive location as well as the exact location in the object.
The documents will be sent to the printer immediately, no further action is needed at the printer.

How many pages can I print?

By default, 120 pages (color/black and white) per fixed workstation in A4 and A3 formats per month are included. You need to print more? No problem - feel free to contact the Welcome Desk.