Quick Guide - Multifunctional Printer

### Authentication (3 options)

1. **Pass the UPF card through the reader.**
   - The card must be registered, if it isn’t, register it by following instructions on screen with your Campus Global user.

2. **Enter username and password**

3. **Enter your PIN**

---

### Functions

1. **Home screen**
   - Home – Print functions
   - Access to other functions (copy and scan)
   - Apply button

2. **For copy and scan select the proper option**

3. **PAS/PDI – Choose the cost center (if applicable)**

---

### Prerequisites

1. For personal jobs you need to have credit.
   - Credit Loaders at: Library/CRAI (J20.526), Reprographics Center, 40.153 Classroom
2. Additional information at: [www.upf.edu/bibtic/informatica](http://www.upf.edu/bibtic/informatica)

---

### Print (Default option)

1. **Select the job to print**

2. **Press the green button (Apply)**

---

### Copy

1. **Access with Copy shortcut**
2. **Insert the original document**
3. **Set the proper copy settings**
4. **Press green button (Apply)**

---

### Scan

1. **Access with Shortcut Scan**
2. **Insert the original document**
3. **Set the proper copy settings**
4. **Press green button (Apply)**

---

### Logout

1. **Select Logout option**

---

In case of incident get in touch with reprographic service 93 542 1694.
1. **Authentication (2 methods)**

**By using UPF card**
- Pass your UPF card.
  *The card must be registered, if it is not register it in the nearest printer.*

**By using PIN**
- Enter your PIN
- If you don’t have PIN
  1. Visit [http://imprimir.s.upf.edu:9191](http://imprimir.s.upf.edu:9191)
  2. Login with **Campus Global** username and password
  3. Click at “Change Details”, and click “Generate ID”.
  4. Now, you have your new PIN

2. **Credit load**

- Insert the amount of credit you want
  - Bills (up to 100€)
  - Coins (from 5 cents)
- Enter the coins at a time.
  *Be careful not to clog the charger with smaller coins*
- Check total credit balance

3. **Logout**

- Press “D” button to end session

---

1. You should be registered in the printing service
2. The loader doesn’t return change
3. The amount recharged will not be returned
4. Loaders at:
   - Library/CRAI (20.S26)
   - Reprographics Center (20.0V11)
   - 40.153 Classroom
5. Additional information at: [www.upf.edu/bibtic/informatica](http://www.upf.edu/bibtic/informatica)

---

In case of incident get in touch with reprographic service 93 542 1694.
Quick Guide – Printing from UPF workstations

1. **Sending the job**
   1. Select printer “Impressio-estudants”
   2. Enter **Campus Global** username and password
   3. Select the time you want to keep the session active

2. **Releasing the job**
   1. Go to the nearest printer (you can release the job from any printer)
   2. Pass the UPF card through the reader to log on to the printer
   3. Select the job to print and press the green button (Apply)

   (*) To log in by using other methods, see the Quick Guide you’ll find next to the printer.

1. You should be registered in the printing service.
2. For personal jobs you need to have credit.
3. Nearest loaders at:
   - Library/CRAI (20.526)
   - Reprographics Center (20.0V11)
   - 40.153 Classroom
4. The following printing methods are also available:
   - Google Cloud Print
   - Print to Mail
   - Web Print
5. Additional information at www.upf.edu/bibtic/informatica

In case of incident get in touch with reprographic service 93 542 1694.