Quick Guide - Multifunctional Printer

1 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

Select methods 2 or 3 in the display

2 Functions

1. Home screen

2. For copy and scan select the proper option

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

4. Functions

Print (Default option)

1. Select the job to print

2. Press the 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)

Copy

1. Access with Copy shortcut

2. Insert the original document

3. Set the proper copy settings

4. Press green button (Apply)

5 Logout

1. Select Logout option

In case of incident get in touch with reprographic service 93 542 2636/93 542 1694.

Prerequisites

1. For personal jobs you need to have credit. (Credit Loaders at: Library (61.018), Reception (61.1V01))

2. Additional information at: www.upf.edu/bibtic/informatica

Additional information:

- Credit Loaders
  - Library (61.018)
  - Reception (61.1V01)

- Additional information:
  - www.upf.edu/bibtic/informatica

- In case of incident get in touch with reprographic service 93 542 2636/93 542 1694.
Quick Guide – Credit Loader

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
  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

In case of incident get in touch with reprographic service 93 542 2636/93 542 1694.

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 (61.018)
   • Reception (61.1V01)
5. Additional information at: www.upf.edu/bibtic/informatica
**Quick Guide – Printing from UPF workstations**

### Sending the job

1. Select printer **“Impressio-estudiants”**

2. Enter **Campus Global** username and password

3. Select the time you want to keep the session active

### 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
   *The card must be registered, if it is not register-it in the nearest 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.

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**In case of incident get in touch with reprographic service**

93 542 2636/93 542 1694.

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1. You should be registered in the printing service

2. For personal jobs you need to have credit.

3. Nearest loaders at:
   - Library (61.018)
   - Reception (61.1V01)

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](http://www.upf.edu/bibtic/informatica)