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

2. **Functions**

   1. **Home screen**
      - Access with Copy shortcut
      - Insert the original document
      - Set the proper copy settings
      - Press green button (Apply)

   2. **Print** (Default option)
      - Select the job to print
      - Press the green button (Apply)

   3. **Scan**
      - Access with shortcut Scan
      - Insert the original document
      - Set the proper copy settings
      - Press green button (Apply)

   4. **Logout**
      - Select Logout option

Prerequisites

1. For personal jobs you need to have credit. (Credit Loaders at: Library (50.010), Reception (53.0P01))
2. Additional information at: www.upf.edu/bibtic/informatica

In case of incident get in touch with reprographic service 93 542 2444.
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](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

Note: In case of incident get in touch with reprographic service 93 542 2444.
Quick Guide – Printing from UPF workstations

1. Sending the job

1. Select printer “Impressio-estudians”
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
   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.

In case of incident get in touch with reprographic service 93 542 2444.