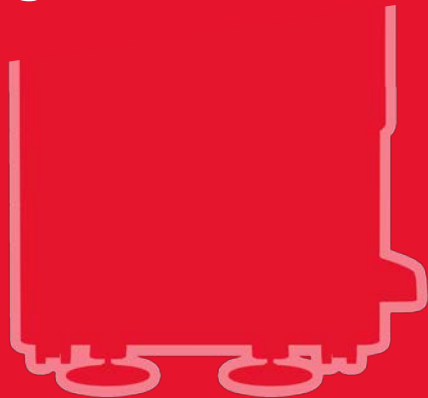


SciencesPo

USER GUIDE



Printing and copying 101



QUOTAS & PRINT CREDITS

#1 YOUR QUOTA & PRINT CREDIT

Sciences Po provides each student with an annual print quota of 30 euros (tantamount to 600 A4 black and white copies). You need to log in on the copier with your Po student card or with your Sciences Po credentials (firstname.name@sciencespo.fr and associated password). Please note that you will have to enrol your card on the copier for your first use:

1. Place your student card on the badge reader:
2. Press "Compte/mot de passe" (account/password)
3. Type in your **Sciences Po email address / associated password**



Veillez associer votre carte à votre compte en entrant votre compte et votre mot de passe

Votre compte _____

Votre mot de passe _____

Annuler Se connecter

Press
« se connecter »
(connect)

#2 BUY MORE PRINT CREDIT **NEW**

Buy more credit using the secured online website:
<https://pmv.sciencespo.fr/> (<https://pmv.sciencespo.fr/>).

1. In the "My quota accounts" tab, click on "Credit my quota" (top right of the screen)

Account selection

Quota Account label	Status	Balance	Limit	to credit
Cartaprint	Empty	0,00 €	30,00 €	

Amount to credit: Select the amount to credit

E-Mail address: Please type your e-mail address

Next

Select the amount to credit

Click on next, then click the "validate" button on the following page, then proceed to secured payment (VISA or Mastercard)

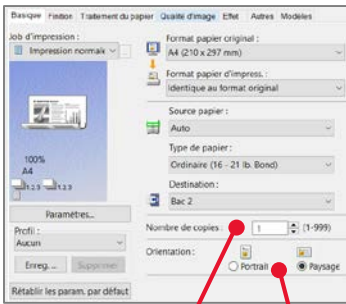
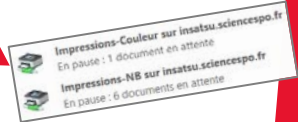
2

PRINTING DOCUMENTS

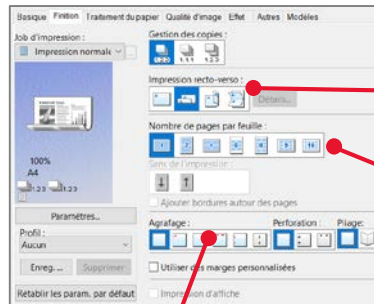


#1 PRINTING ON SELF-SERVICE COMPUTERS

1. Log in with your Sciences Po credentials: `firstname.lastname@sciencespo.fr` then password
2. Use regular menus to print documents
3. Make sure to end your session once you are done



Number of copies Orientation



Stapling

2-sided mode (duplexing)
Number of pages per sheet

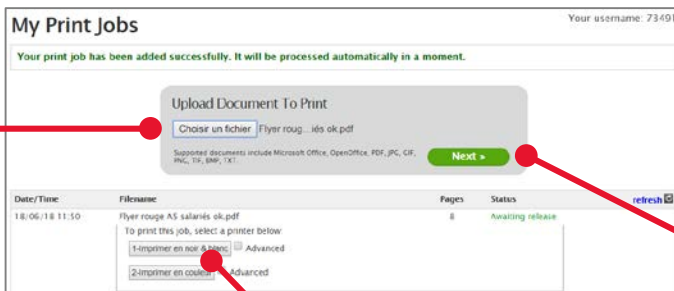
#2 ONLINE PRINTING **NEW**

Exclusively via the SciencesPo-secure network or wire access

1. Log in with your Sciences Po credentials to your campus online printing application:

- Paris ▶ imprimer.sciencespo.fr
- Dijon ▶ imprimer.dijon.sciencespo.fr
- Le Havre ▶ imprimer.havre.sciencespo.fr
- Menton ▶ imprimer.menton.sciencespo.fr
- Poitiers ▶ imprimer.poitiers.sciencespo.fr
- Reims ▶ imprimer.reims.sciencespo.fr

2. Select your file



3. Click on Next

3. 4. Select printing option
5. You have 6 hours to print your document on one of the copiers
File maximum size is 25Mb



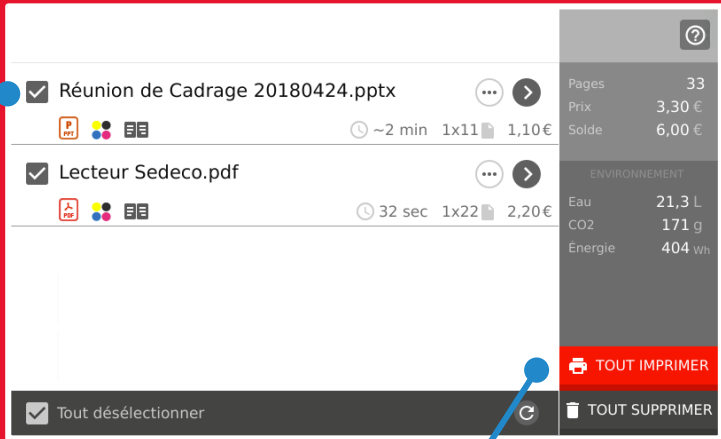
PRINTING DOCUMENTS

#1 PRINTING ON COPIER



The icon "Mes impressions" ("my print jobs") displays automatically when you unlock the copier after badging

Tick document(s) to print



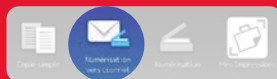
Tap on "Tout imprimer" ("print all jobs")

All unprinted jobs will be deleted after 6 hours. Printing is available on all copiers on the campus.

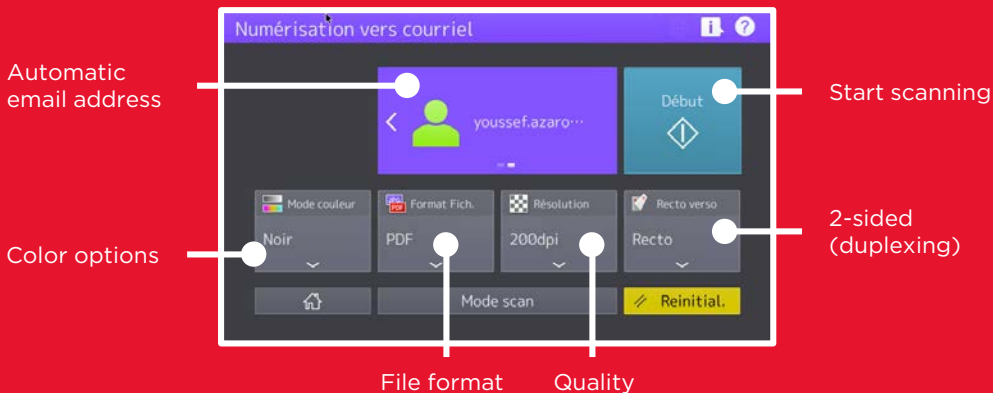


SCANNING DOCUMENTS

#1 SCAN TO EMAIL **NEW**

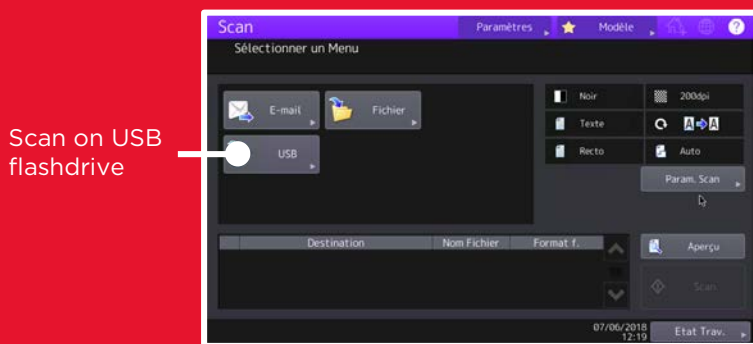


Quickly scan your document(s) and send as attachment(s) to your Sciences Po email address



#2 SCAN ON USB FLASHDRIVE **NEW**

Scan document(s) directly on your USB flashdrive



PHOTOCOPYING DOCUMENT



#1 SIMPLE COPY FUNCTION



Number of copies

Start copying

Output format

2-sided (duplexing)

Advanced copy mode

Stapling

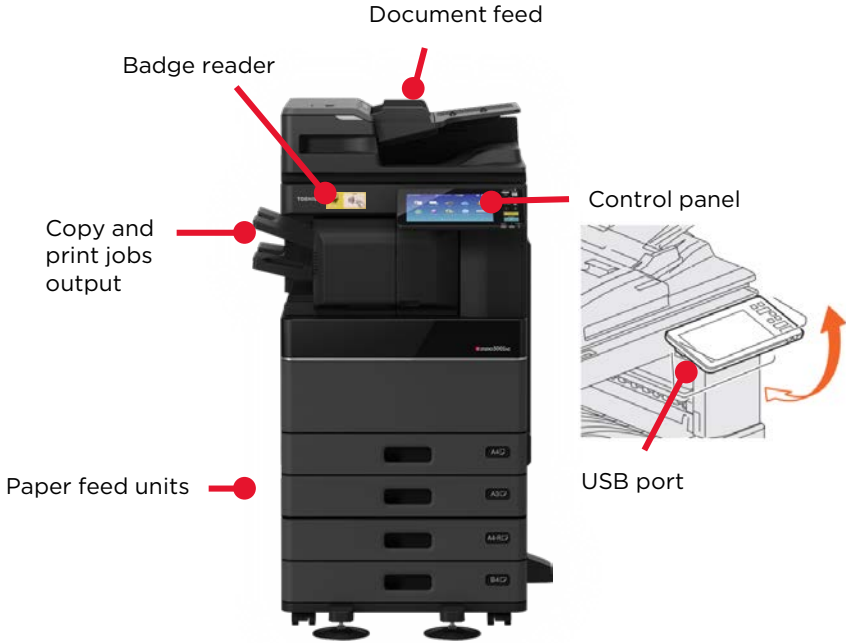
#2 PHOTOCOPY OPTIONS

Output format

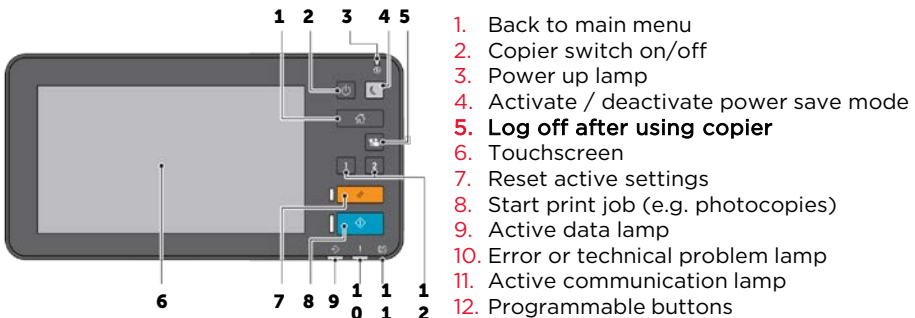
Stapling (simple or double)

2-sided mode (long or short edges)

#1 ANATOMY OF YOUR PRINTER



#2 CONTROL PANEL



BEST PRACTICES AND CONTACTS

#1 HELP SAVING THE PLANET



Printing and copying entail high maintenance costs (energy, paper, toner) that impact negatively our environment.

You can make a difference by following these best practices:

1. Print only when necessary
2. Use digital content online
3. Use the 2-sided mode (duplexing)
4. Use the Booklet mode
5. Scan rather than print

#2 CONTACT

For assistance and troubleshooting, please contact the



Sciences Po Helpdesk:
01 45 49 77 99 – sos@sciencespo.fr

