

Printing 101



Enrol your card

Place your card on the badge reader



Press « Compte/mot de passe »

Compte/mot de passe

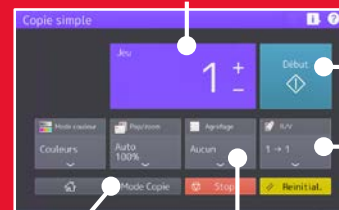
Enter your Sciences Po email address and password

Votre compte

Votre mot de passe

Photocopy documents

Number of copies



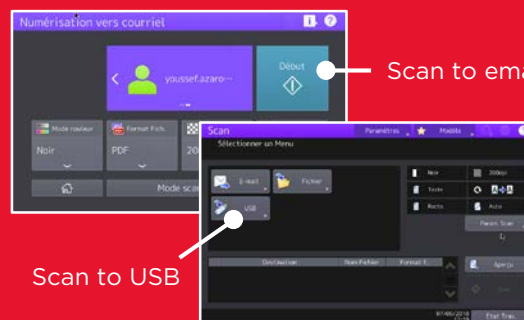
Start copying

2-sided

Advanced options Stapling

Scan documents

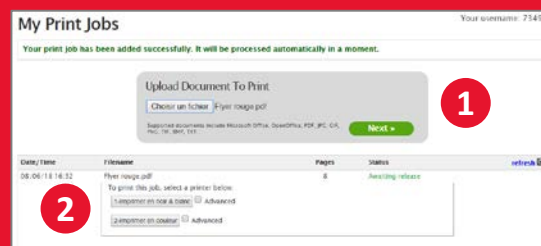
Scan to email



Scan to USB

Print online

1. Upload the document on the online print application (imprimer.sciencespo.fr)
2. Start printing on the copier



Help saving the planet



Do I really need to print this document?
I use the 2-sided mode (duplexing)...
I use the booklet mode...
I scan rather than print...



For more information: please consult the online tools website



For any assistance or troubleshooting, please contact the Sciences Po Helpdesk: sos@sciencespo.fr / +331 45 49 77 99