

SciencesPo

USER GUIDE



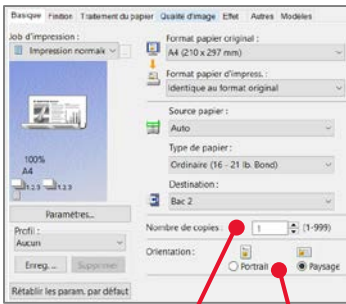
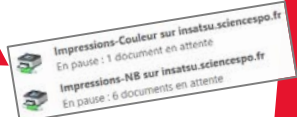
Printing and copying 101

PRINTING DOCUMENTS

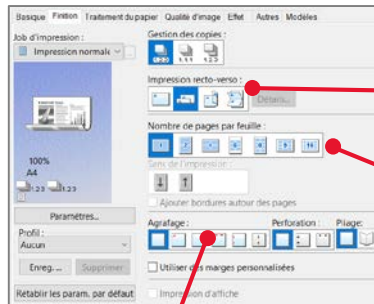


#1 PRINTING ON SELF-SERVICE COMPUTERS

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

NEW

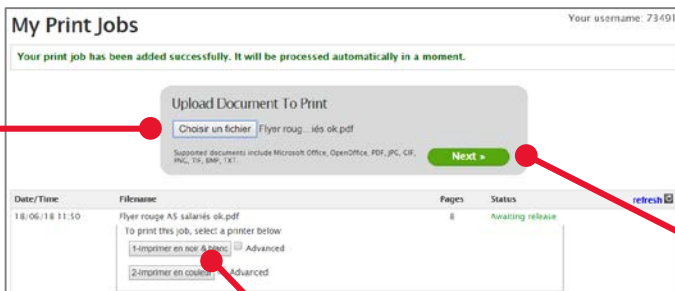
#2 ONLINE PRINTING **NEW**

Exclusively via the SciencesPo-secure wifi or wire access network

1. Log in with your Sciences Po credentials on 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

4. Select printing option

- 2
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

Document	Time	Size	Price
<input checked="" type="checkbox"/> Réunion de Cadrage 20180424.pptx	~2 min	1x11	1,10€
<input checked="" type="checkbox"/> Lecteur Sedeco.pdf	32 sec	1x22	2,20€

Tout désélectionner

TOUT IMPRIMER

TOUT SUPPRIMER

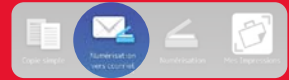
Tap on "Tout imprimer" ("print all jobs")

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

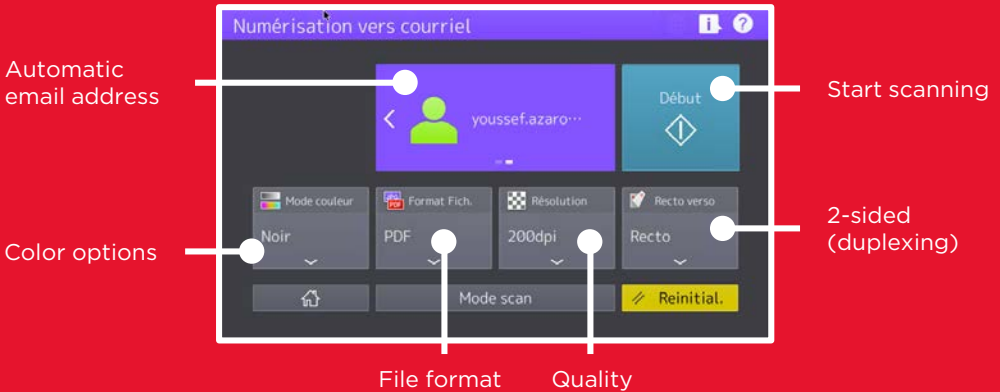


SCANNING DOCUMENTS

#1 SCAN TO EMAIL **NEW**

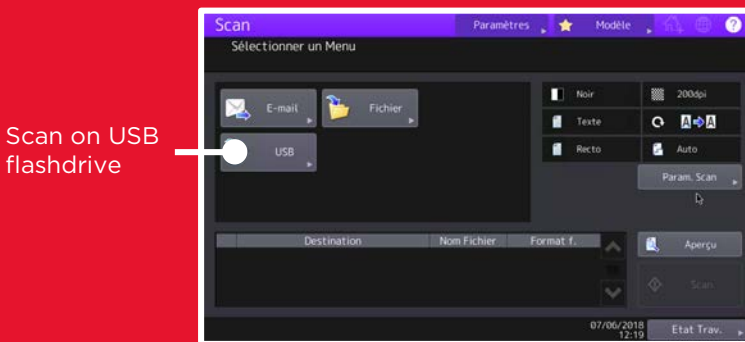


Quickly scan your document(s) and send as attachment(s) to your Sciences Po email address



#2 SCAN ON USB FLASHDRIVE **NEW**

Scan document(s) directly on your USB flashdrive



PHOTOCOPYING DOCUMENTS



#1 SIMPLE COPY FUNCTION



Number of copies

Start copying

Output format

2-sided (duplexing)

Advanced copy mode

Stapling

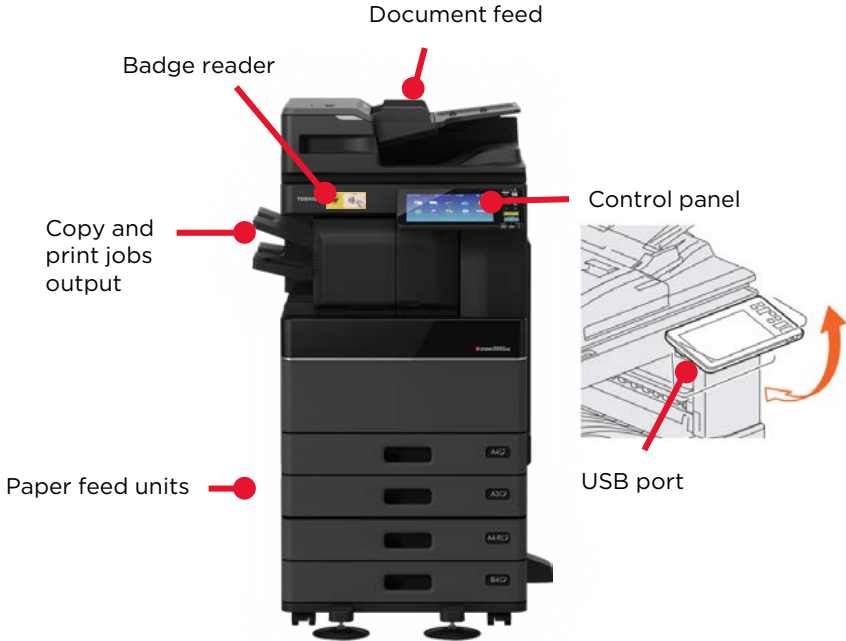
#2 PHOTOCOPY OPTIONS

Output format

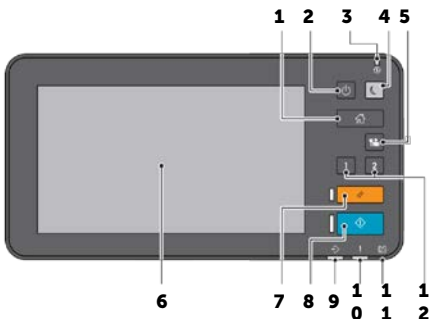
Stapling (simple or double)

2-sided mode (long or short edges)

#1 ANATOMY OF YOUR PRINTER



#2 CONTROL PANEL



1. Back to main menu
2. Copier switch on/off
3. Power up lamp
4. Activate / deactivate power save mode
5. **Log off after using copier**
6. Touchscreen
7. Reset active settings
8. Start print job (e.g. photocopies)
9. Active data lamp
10. Error or technical problem lamp
11. Active communication lamp
12. Programmable buttons

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

