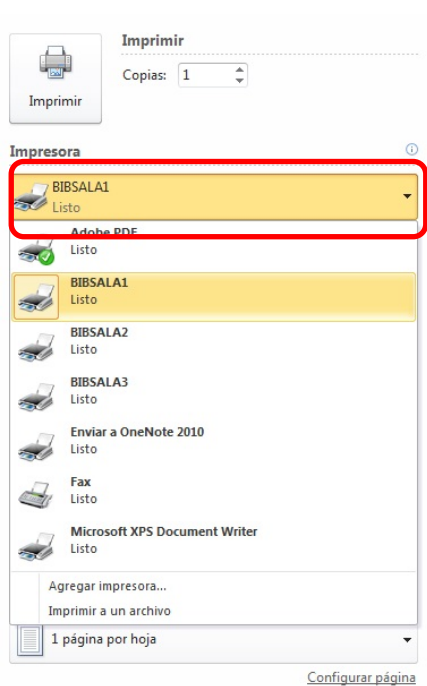


HOW TO PRINT DOCUMENTS FROM THE LIBRARY DESKTOP COMPUTERS

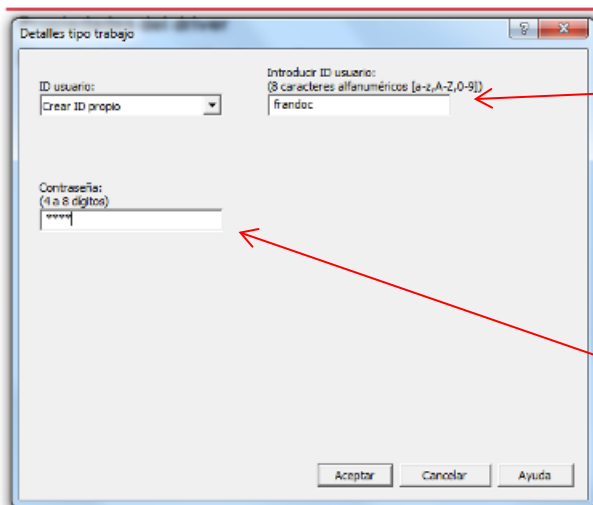
1. Open the document you want to print and select “**Imprimir**” (Print).



Choose one of the following printers:

- BIBSALA1 (Photocopying room 1)
- BIBSALA2 (Photocopying room 2)
- BIBSALA3 (Photocopying room 3)

2. Make all the settings and click “**Imprimir**” (Print). A pop-up window will open where you will have to choose a **user ID and a password** (which can be different from the ones used for the university services).



The **ID user** appears in the list of documents to print so you can identify your works. Using the password only the ID user selected can print the document.

Using the **password** only the user ID selected will be able to print the document.

3. Then select “**Aceptar**” (Ok).

IN THE PHOTOCOPYING ROOM

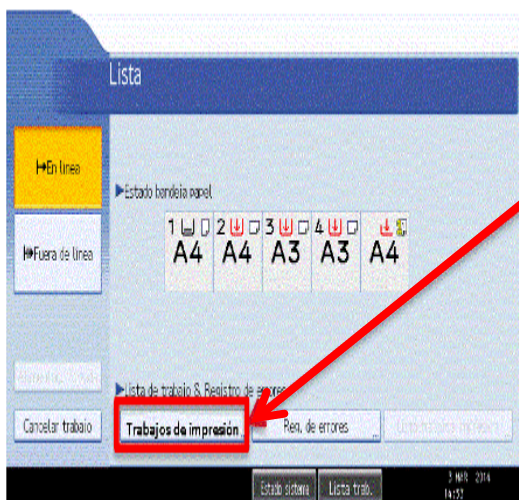
1. Put the card in the reader to identify yourself.



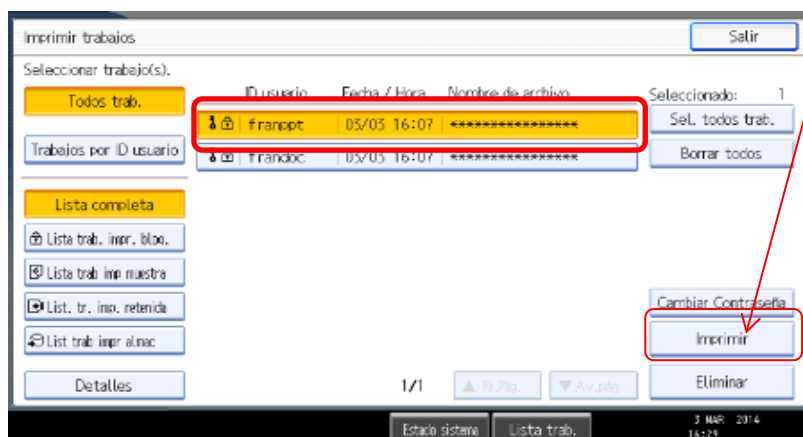
2. Select the printing button “Imprimir”.



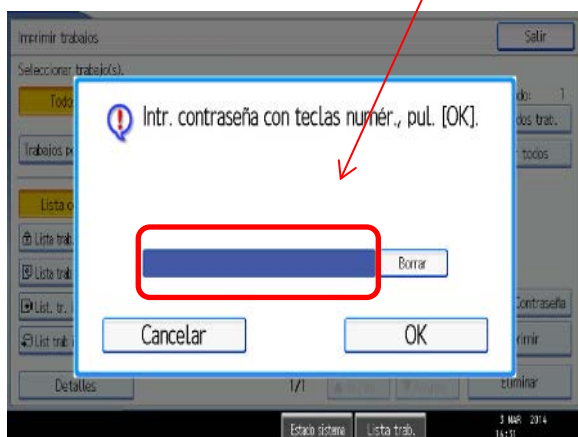
3. Choose “**Trabajos de impresión**” (documents to print).



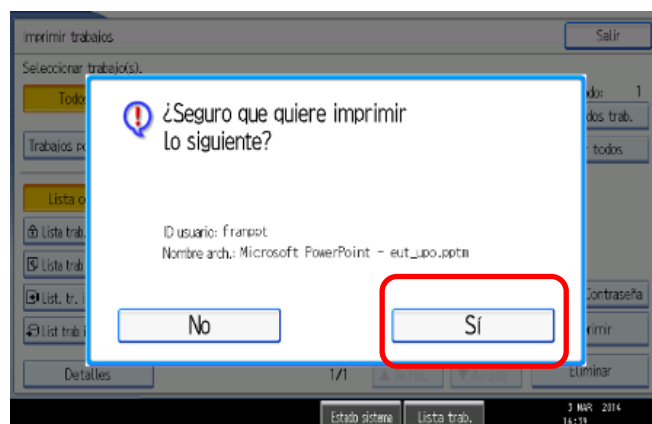
4. You will see a list with all your documents. Select one of them and “**Imprimir**” (print).



5. The system will ask for the **password**. Introduce it and select **OK**.



6. Before printing the selected document you will see a confirmation message. When you are sure select “**Sí**” (Yes) and the copier will start printing.



Updated 28/10/2015