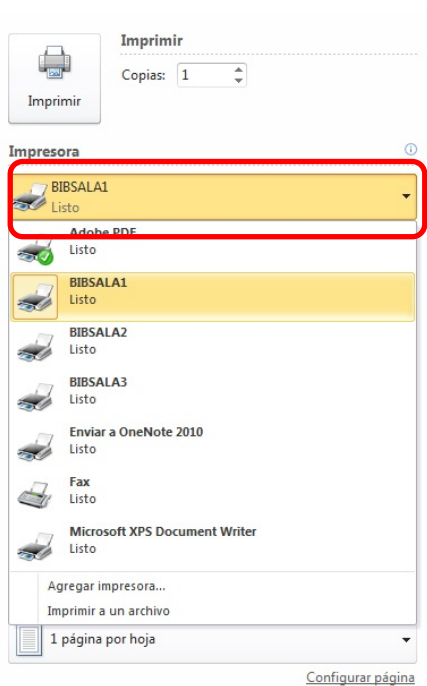


HOW TO PRINT DOCUMENTS FROM THE LIBRARY DESKTOP COMPUTERS

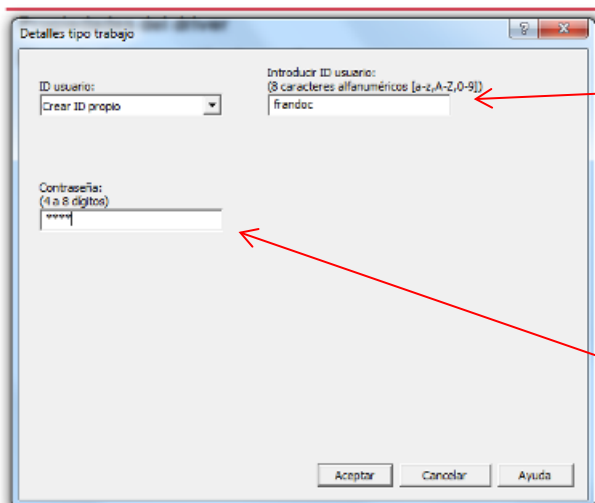
1. Open the document you want to print and select “**Imprimir**” (Print).



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.

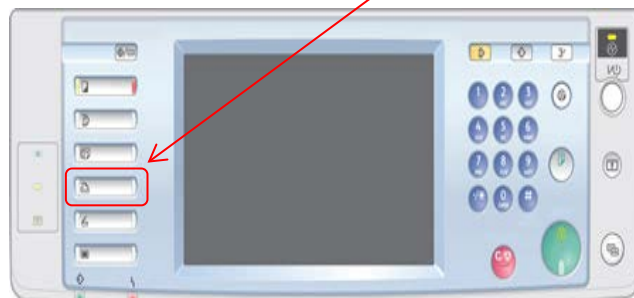
3. Then select “**Aceptar**” (Ok).

IN THE PHOTOCOPYING ROOM

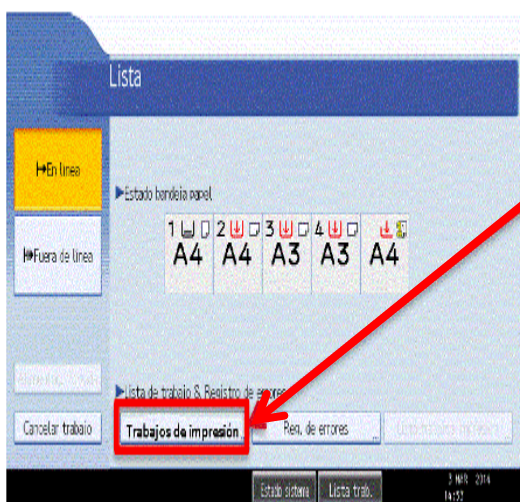
1. Put the card in the reader to identify yourself.



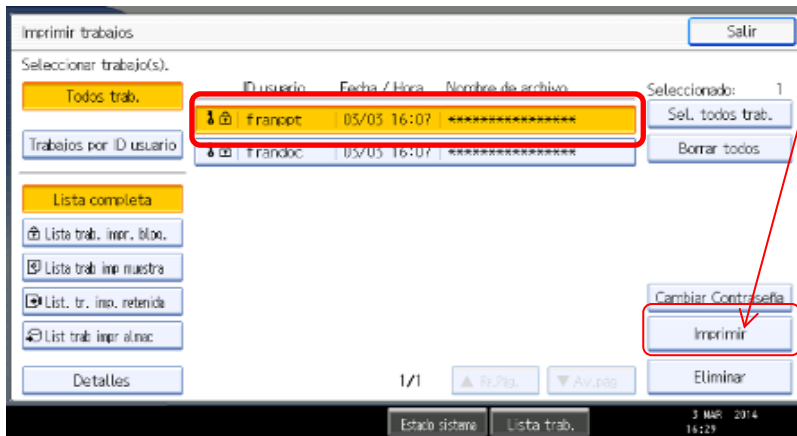
2. Select the printing button "Imprimir".



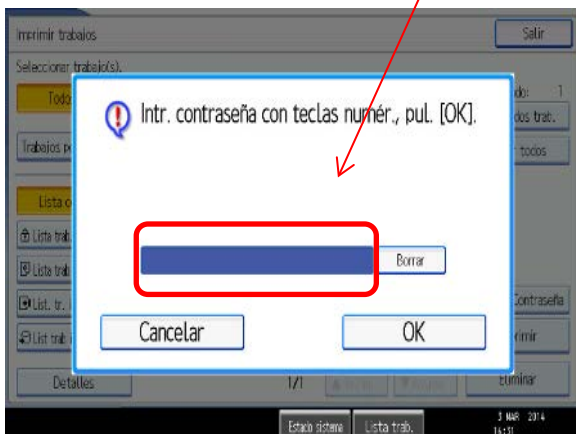
3. Choose "Trabajos de impresión" (documents to print).



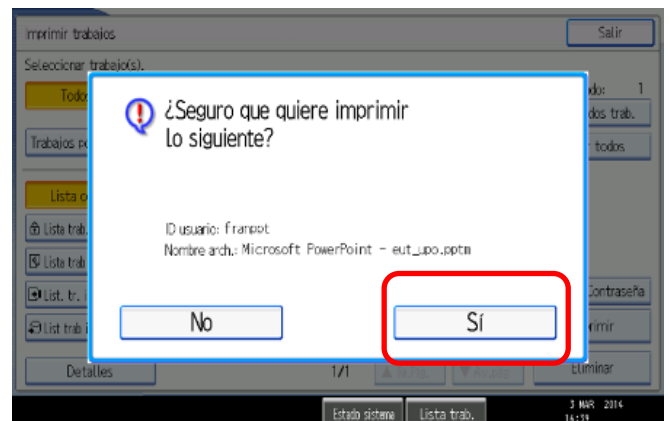
4. You will see a list with all your documents. Select one of them and **"Imprimir"** (print).



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