

myPrint simplified guide



myprint.epfl.ch

Assistance

In the event of a breakdown or problem, contact the Service Desk at 1234@epfl.ch

Complementary offer

Professional printing on thick paper, bindings, large format, stickers and more!

→ Repro - Print Center

EPFL BP, level 0 | repro.epfl.ch

1 Login

Swipe your Camipro card in front the printer's reader

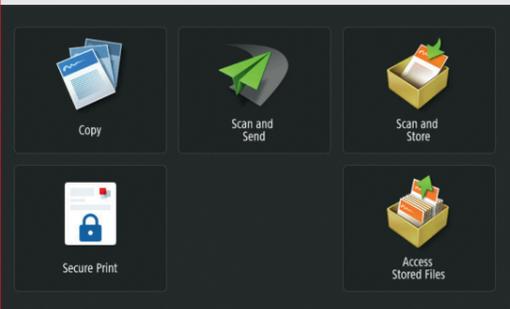
or click on "login AD" and enter your Gaspar identifiers



For staff members belonging to several units: choose the cost centre you wish to use

2 Printing / scanning

In the main menu, select a **function**

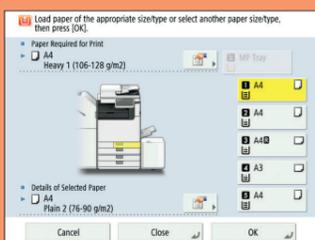


3 Logout

Swipe your Camipro card again

or click Log Out

No more paper

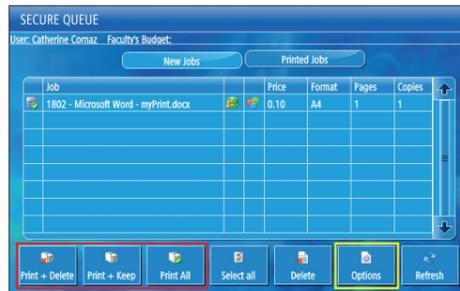


If a red light is blinking with a "choose paper" warning displayed at the bottom of the screen: select the appropriate paper tray

Printing



If necessary, change the printing options



Select the files to be printed and start printing by clicking one of the buttons (possibility of saving them for a future reprint)

or print all the files in the queue

Printing from EPFL Campus app

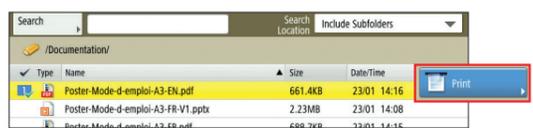


Instructions in the "Print" menu

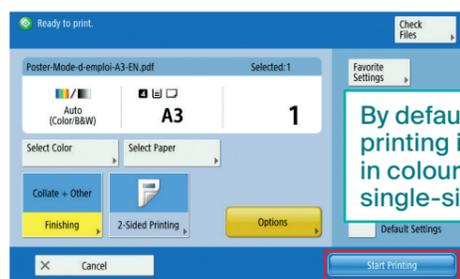
Printing from USB key



Insert your USB key, select the file and click on "Print"



If necessary, change the options and click on "Start Printing"



By default, printing is in colour and single-sided

Eject the USB key

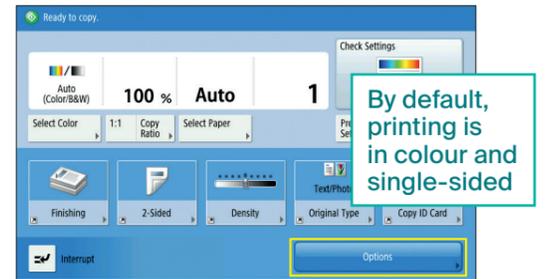
Click the button, then on "Remove"



Photocopy



Select the options : your choices are displayed in **yellow**



Click on the "Start" button to start scanning



Then click "Start Copying" to launch printing

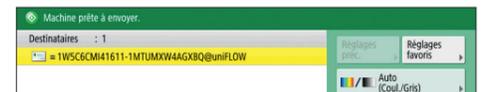
Scan to email



Choose "Send to Myself"



your email address is displayed encrypted



If necessary, modify the options

Click "Start" to begin scanning



Then click on "Start Sending"



Scan to USB key



Insert your USB key, select the location and click on "Scan"

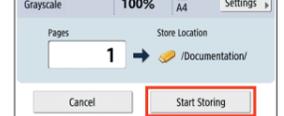


If necessary, modify the options

Click "Start" to begin scanning



Then click on "Start Storing"



!!! Eject the USB key !!!