



STUDY ROOMS – PRINTING INFORMATION

The following information refers to the multifunction printers available in Sala ALFA (via dei Mulini, 23/25) and Sala Polivalente (via dell'Università, 50).

Each student is entitled to a maximum of 1,000 printing credits per academic year (September–August), upon providing paper for printing.

- To enable printing credits on your account, you must:
 1. Log in for the first time on one of the computers in the Study Room;
 2. Bring one ream of 500 A4 sheets (to receive 500 printing credits).
You may bring up to two reams to obtain 1,000 credits (the full annual printing allowance).
- **Reams of recycled paper, loose sheets, and paper with a weight other than 80 g/m² are not accepted.**
- Reams may be delivered to the staff on duty at:
 - ✓ **Sala ALFA** (during opening hours)
 - ✓ **Sala Polivalente** (only from 9:00 a.m. to 3:00 p.m)
- In Sala ALFA, there are two printers:
ALFA-Stampa1 and **ALFA-Stampa2**, automatically installed on the room computers.
- In Sala Polivalente, there is one printer:
SalaPoli, automatically installed on the room computers.
- Printing Credit Costs:

Sheet (per side)	COST (credits)
A4 B/N	1
A3 B/N	2
A4 Colori	4
A3 Colori	8