

How to copy, scan and print through Palazzo Corradini Library PCs

To copy/print it's necessary to **buy a prepaid card** at the vending machine at the entrance of Palazzo Corradini.

Available printers:

- 1 multifunction printer located at the entrance of Palazzo Corradini (to copy, scan and print, in colors too).
- 1 printer inside the library (B/W copies only).

This is not an assisted service, however instructions are available near the printers.

To print a file from a library PC **Unibo login is needed**, the service is not available through personal devices.

It's possible to send scanned file to an e-mail only through the multifunction printer located at the entrance of Palazzo Corradini.

From PC:

- Select the printed named "ATRIO PALAZZO CORRADINI".
- The password is not required.
- The files are sent to the multifunction printer located at the entrance of Palazzo Corradini.
- The printing options (front and back, B/W, n. of copies) must be chosen from the printer panel, not from the PC.

From the printer:

- Insert the prepaid card and select "Stampe da PC".
- Choose the file to print: it's named as your Unibo account.
- Press the green button to print.

Multiple copies

To print multiple copies of the same file it's necessary to specify the copy number through the printer keyboard before starting.

How to delete files

Files are saved for 24 hours; to delete them after the printing it's necessary to select "Elimina file" from the printer.