- Retrieve the scanned documents at www.bib.uab.cat/oce entering the PIN code and the library where you have scanned them. You can view, save, send by email, retrieve with the application QR Code and delete them (they will be automatically deleted after 24 hours).

Where to buy a Canon card?

- At the Reprographic Services of the University
- At the **money loaders**

TROUBLESHOOTING

You can report any problem or make a complaint by calling at the Canon store to 93 581 16 60 or sending an email to: ocivica@canon.es

Opening hours of the Reprographic Service in the Plaça Cívica: Monday to Friday from 8:30am to 7pm

For more information: www.uab.cat/doc/autoimpressio.pdf

How to print in the UAB libraries

There are two printing systems in the UAB libraries: UAB Auto-printing and Printers with Canon card or coins.

UAB AUTO-PRINTING

MFDs based system that allows you to print documents from any device (desktop, laptop, tablet, smartphone...) or from the computers in the libraries logging with **NIU and password** and recover them in any multifunctional printer located on Bellaterra Campus and Sabadell Campus.

Before printing...

It is essential to have **sufficient balance** in your personal account. Otherwise the document will not be sent nor saved. To recharge balance you should go to the charging points or to the Reprographic Services in the University. You can also check your balance in the same charging points or in the same printers with the "Secure Print" option.

All multifunctionals machines can print in black and white, including the color ones, but in these ones you have to choose it beforehand. Color printers print on white paper and b/w printers on recycled paper.

The system maintains the works in queue for **24 hours**. From that moment they will be erased and can not be recovered.

PREGUNT@

SERVEI D'INFORMACIÓ DE LES BIBLIOTEQUES - UAB

How to print?

1. From the library computers login with your NIU and password

Select the printer that appears by default, **Impressora_UAB_Estudiants**. Choose the print options and send the document. All file formats for printing accepted (*pdf, doc, xls...*).

2. From other devices

You can print documents in **PDF, JPEG and TIFF** format from your laptop, smartphone, tablet, etc. You have two options:

- **Printing via website**: go to https://impressio.uab.cat and log in with NIU and password. Select the settings for your job, attach the job to print and send it.

- **Printing via email:** send an email to impressio@uab.cat attaching the document to print. You must do it always from your institution email address (*name.surname@e-campus.uab.cat*).

3. With a USB drive

The multifunctional printers have a USB port where you can plug in your *pen drive*. File formats accepted for printing: **PDF, JPEG and TIFF.**

Pick up printed documents, photocopy and scan

Once on the machine, select the button 🟢 and insert your student card or log in with NIU and password. Then click on "Inici de sessió". To access all the functions press the button 🏠 .

- **To print sent documents**, click on "Secure Print", select the works from the list and choose print options. Then click on the option "Imprimir + Eliminar"

- **When printing from a USB drive** choose the option "Fitxers desats", select the documents, the print options and finally click on the option "Inici impressió".

- **If you want to photocopy** click on "Còpia", load the originals into the tray and click on the button ⬦ .

- **If you want to scan** you can send the documents to your email by clicking on the 'option "Llegir i enviar" or save them on your USB memory drive using the option "Llegir i desar". Once selected the printing options, click on the button ⬦ and then "Inici enviament" or "Inici emmagatzamament" to complete the process.

PRINTERS WITH CANON CARD OR COINS

You can print in these printers from any computer of the UAB libraries by selecting the library printer where you want to send the documents, eg.: *Ciència i Tecnologia-Biblioteca Moneda i Targeta*

These machines print only in black and white.

How to print?

1. From the computer select the printer and send to print.
2. Once on the machine, select your document with the username **Biblioteca**.

Printing tips

- Give a name to your document.
- Give it a security code (so only you can print it).

To do this, press the *Propietats* button, next to the name of the printer. Give a name to your document, check the *Seguridad* button and enter a numerical password.
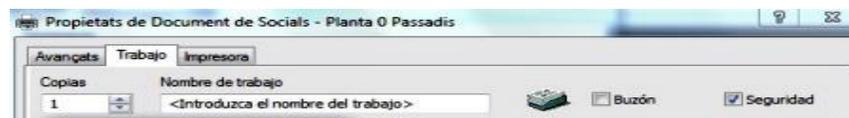
- You can also choose other print options: pages per sheet, 1 or 2 sides, etc**.**

How to scan?

- From the Printer/Photocopier select the Scan function "**Escanejar**" and with the buttons 🔵 choose **Escaneig alumnes**, and enter a 4-digit PIN code.

- Press ⬦ if you want to scan each document in a different file. If you press it twice the task will be finished.

- Press ➡ to scan all pages into one file and press ⬦ at the end of the last page.