How to print from public workstations

To print a document **displayed** on a public workstation of the Library:

- from the browser:
  - o open the document
  - o click on the top right *printer* icon
  - o in the field *Destinazione* you see *Salva come pdf* (*Save as pdf*)
  - o select *Salva* (*Save*)
  - o assign the *name to the file* without modifying the type (printedfile.pdf)
  - o select the directory in which to save (you are advised to select *Download*)
  - o click on the button *Salva* (*Save*)
- click on the icon ***Stampa in Biblioteca (Print in Library)*** on the Desktop of the workstation
- insert your credentials to log in to the system MyQ:
  - o for those affiliated to the SNS, name.surname@sns.it and relative password
  - o for external users, e-mail address and PIN number
- in the window that appears, select the tab *Lavori (Works)* at top left
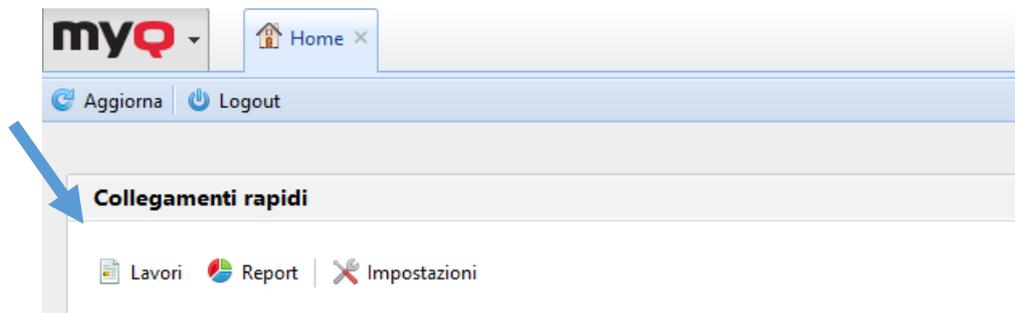
- in the new window, select, at top left, the button ***Stampa file (Print file)***
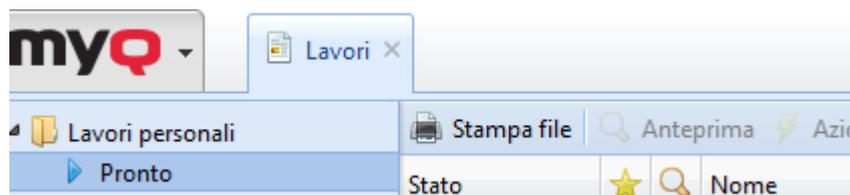
- now click on ***Sfoglia (Browse)*** to select the file previously saved and click on ***OK***

Stampa file

File: Sfoglia... Nessun file selezionato.

Formato: pdf, bmp, doc, docx, jfif, jpe, jpeg, jpg, mime, myqurl, odp, ods, odt, png, ppt, pptx, tif, tiff, txt, xls, xlsx
Formato Max.: 50,00 MB

B/N: ☐
Modo economico: ☐
Fronte/retro: ☐
Copie: 1 ⇕

✔ OK   ✖ Annulla
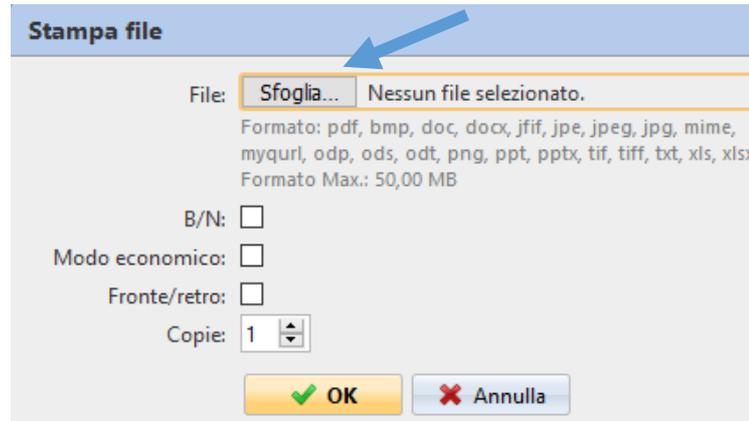
- close the window of the browser and *log out* from the public workstation
- to obtain a printout, go to the multifunctional device desired and from there:
  - authenticate with your badge or PIN
  - select *Stampa (Print),* selecting the file to print