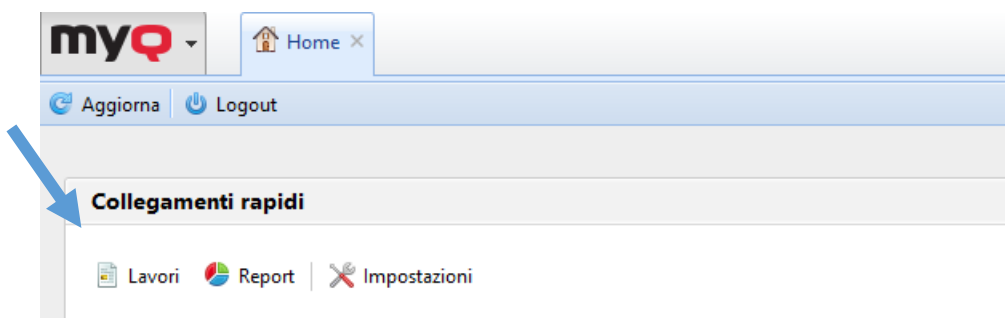


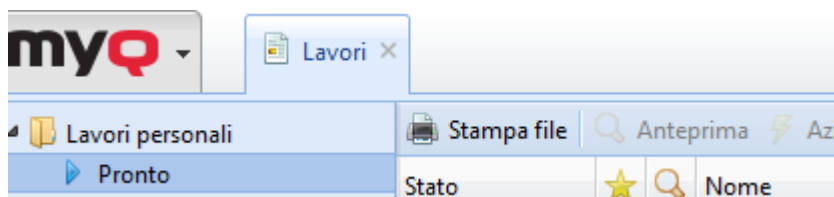
## How to print from public workstations

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

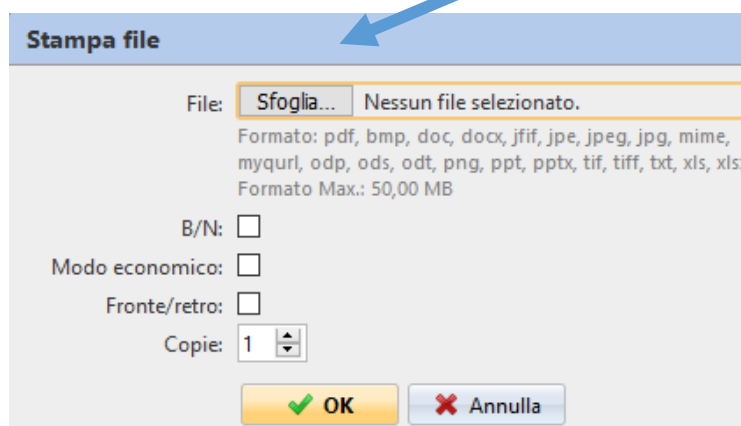
- from the browser:
  - select **Print**
  - select **Print to file**
  - assign the *name to the file* without modifying the type (e.g. printedfile.pdf),
  - select the directory in which to save (you are advised to select *Desktop*)
  - click on the button **Print**
- click on the icon **Stampa in Biblioteca (Print in Library)** on the Desktop of the workstation
- insert your credentials to log in to the system MyQ:
  - for those affiliated to the SNS, [name.surname@sns.it](mailto:name.surname@sns.it) and relative password
  - 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**





- 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