

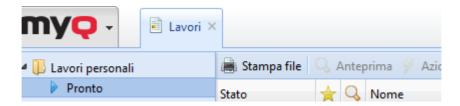
How to print from public workstations

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

- from the browser:
 - o select **Print**
 - o select Print to file
 - o 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*)
 - o 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:
 - o for those affiliated to the SNS, <u>name.surname@sns.it</u> 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

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• 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 🔹		
	V 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:
 - \circ $\;$ authenticate with your badge or PIN $\;$
 - o select Stampa (Print), selecting the file to print