Multifunction printers – quick guide

Login
Pass your Camipro card over the printer’s reader
Or Login AD on screen then enter Gaspar’s username and password
For certain employees only: Choose your Cost Center

Main Menu

Logout
Press the button ID
Or press Log Out on screen
Or pass again your CAMIPRO card over the printer’s reader.

Copy
Select jobs to print (dark blue)
Choose your printing options.
Selected options are in yellow
To print in duplex, select 2-Sided
Start copying with the green button

Print

Scan and Send
To scan a document and send the file to your own email address, select Send to myself.
Your address is displayed crypted.
Then, select your options.
Start the scan with the green button
email with Start Sending

Scan to Mail

Print from USB
1. Insert your USB drive
2. Select the files to print
3. Press Print
4. On Ready to print panel, set parameters and press Start Printing
To disconnect safely your USB drive, press the Eject button (« Remove »)

Scan to USB
1. Insert your USB drive
2. Select the recipient folder.
3. Press Scan
4. On Ready to scan panel, press the green button to start scanning.
5. Press Start Storing

PocketCampus
At EPFL, print PDFs files directly from your smartphone.
See http://pocketcampus.epfl.ch

You need HELP?
Call SERVICEDESK 1234@epfl.ch

info on site myPrint.epfl.ch