



Printing via email



**You must check your
print credit before
printing**

Step-by-step instructions

STEP 1

Send an email from your **university account** attaching the documents or files you want to print. (The system does not support direct linking from cloud storage like OneDrive.).

STEP 2

Send your documents to this email address:

imprimir.biblioteca@ulpgc.es

STEP 3

By default, documents will be printed in **black and white and duplex (flip on long edge)**.

You can **modify these printing options** by typing these tags in the body of the email:

- Just one side, black and white: **1cara**
- Color and duplex: **acolor**
- Duplex, flip on short edge: **ladocorto (more information at the QR Code)**

STEP 4

Log in at the printer by using your **ID and university password**. Once you are in the system, you can start printing.

Due to high system demand, your file may take a moment to appear.

Scan the QR Code for
more information.





Service Guide



Add credit

You can top up your credit online (from a desktop computer as well as from a phone), by following the next instructions:

- Log in with your ULPGC email address and press “Iniciar sesión”.
- Press the **“Recarga de presupuesto” (Budget top-up) button.**
- Type the amount of money you want to add (1€ minimum) and press “Siguiente”.
- Enter your credit card details in the online payment services provider Redsýs and press “Pagar”.
- Then **confirm your payment** with your bank password and press “Continuar” to get back to the top-up portal.
- Press the refresh button and your operation will appear in your history.

Printing from a library computer.

- Open the document on the computer and press “imprimir”.
- Ensure the print settings are correct (**color or B/W, single or duplex, flip on long or short edge**).
- Go to any printer and log in with your university credentials. (**ID and password**).
- You will access the print queue and see the list of documents you have sent for printing.
- The **balance** shown is the amount **remaining** after we have printed the documents.
- Press “imprimir” to start printing.
- **Log out when finished.**