

# TO SCAN

FREE

BADGE YOUR IZLY CARD

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## SCAN THEN EMAIL

Click on the "scan" (numérisation) icon .  
Place the page to be scanned on the copier glass and press the Start button .



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## SCAN TO USB DRIVE

Insert your USB drive on the left side of the screen.

Tap on the screen on the "Copier" icon and again on the "Copier" button.

Click "Scan to USB".

Place the page to be scanned on the copier glass.

Press the start button .



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If the document has several pages, change the page on the glass and follow the instructions on the screen. When finished, tap "Finish" (Terminer) on the screen.

Note: To save documents in separate files, click on "Finish" (terminer) each time (otherwise all pages will be scanned into one file).

# TO PHOTOCOPY

A4 B&W: 0,07 € A4 COLOR: 0,16 €

A3 B&W: 0,14 € A3 COLOR: 0,32€

DOUBLE-SIDED :

A4 B&W: 0,12 € A4 COLOR: 0,30 €

A3 B&W: 0,24 € A3 COLOR: 0,60€

BADGE YOUR IZLY CARD

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Tap on the screen on the "Copier" icon and again on the "Copier" button.

Select "Simple copy".

**Note that, depending on the printer chosen, the copy will be by default either in black and white or in color.**

To change the settings, use the gray shortcuts banner or click on "Copy mode" (Mode copie).

For small formats (identity card, vital card, etc.), click on "Identity card". Position the card to be photocopied at the mark (The top left arrow).

Place the pages to be copied on the copier glass.

Press the Start button.

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## DON'T FORGET TO LOG OUT



# TO USE THE COPIERS

CONNECT YOUR READER ACCOUNT (FIRST USE)

Badge your IZLY card on the photocopier.

Log in with firstname.lastname then your password for your Université Paris-Saclay account or CentraleSupélec email and password. Press Ver. Maj. (or Symbols) if you want to access numbers, capitals and special characters.

**Click on connection and then on Ok.**

THE FOLLOWING TIMES, ONLY BADGE YOUR IZLY CARD ON THE COPIER.

université  
PARIS-SACLAY

  
CentraleSupélec

# TO PRINT

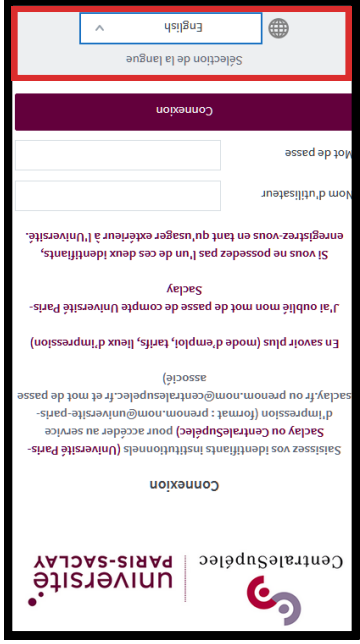
A4 B&W: 0,07 € A4 COLOR: 0,16 €  
A3 B&W: 0,14 € A3 COLOR: 0,32€  
DOUBLE-SIDED :  
A4 B&W: 0,12 € A4 COLOR: 0,30 €  
A3 B&W: 0,24 € A3 COLOR: 0,60€

You can't print directly from a USB key inserted in the copier. You must print from a unilbrary computer or from your personal device (computer, tablet, telephone, etc.).

1- Go to the site: <https://imprimer-bu.utsi.universite-paris-saclay.fr> or scan the QR code :



2- Log in with your university / CentraleSupélec and corresponding (firstname.lastname and password for CentraleSupélec). You can choose the language.



3- When on the "Web printing" (Impression web),

Select "Color copier" or "Black and white copier" and click on "Print options" (Options d'impression) at the bottom.

Choose the number of copies and click on "Documents to send" (Documents à envoyer).

Choose the file(s) to print by clicking on "Browse" (parcourir). Click on Submit (Envoyer) and Finish.



When the screen says "Held in Queue" (retenu dans une file d'attente), your document is ready to print.

4- Go to the printer you have chosen (black and white or color) (noir et blanc ou couleur) and badge your card. If this is your first time, enter your university username (firstname.lastname) and password.

# DON'T FORGET TO LOG OUT