

*Windows CSI*

# Printers

Access credentials

**Windows CSI**

Contact persons

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## Printing and copying

Copy machines are available for students in the same areas where PCs are located. These may be used both for making copies or for printing documents from the PCs. At the beginning of the academic year, each student is assigned 1000 (one thousand) copies to their accounts (including copies and printouts, single or double-sided). Should a student finish their available prints before the end of the academic year, the account may be recharged with extra copies by first going to the accounting office for purchasing the desired amount of copies (CHF 10.- per hundred copies) and secondly going to the IT services office.

In order to print or copy documents, users must first authenticate by providing their Windows CSI access credentials.



It is also possible to associate a personal RFID tag with the personal credentials. In order to make the association, first place the tag on the tag reader and then provide your access credentials. This association is permanent, so for future copies or prints, the personal RFID tag will suffice.



***Important***

***Please remember to logout from each workstation you use when finished – either a PC or a copy machine – as neglecting to do so may invite others to exhaust your copy credit. The school cannot verify any of such irregularities.***

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