

*Account CSI*

# Printers

Access credentials

**Account CSI**

Contact persons

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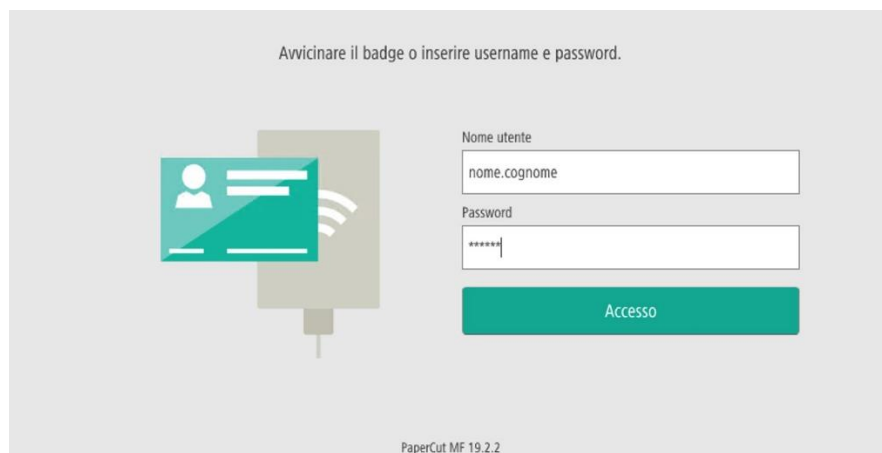
Last update

**23.11.2020**

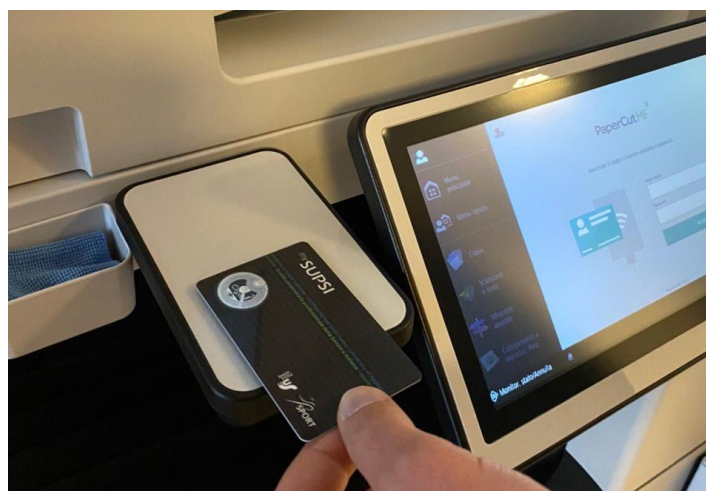
## Printing and copying

Copy machines are available for students in the same areas where PCs are located. These may be used for both making copies and 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).

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



It is also possible to associate a personal RFID tag (like from the CSI or SUPSI cards) 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***

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*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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