

I WANT TO PRINT / PHOTOCOPY / SCAN

Copiers are available in the library for photocopying, scanning, and printing A4 and A3 documents in black and white or colour.

You will find details on how to

- **activate** your Sciences Po card,
- **print** from your own computer or the library computers,
- **scan** documents and send them as email attachments to your Sciences Po email address or save them to a flash drive,
- and check on the copiers how much **print credit** you have

on the [library website](#).

A [photocopier user's guide](#) is also available.



And don't forget to follow our [printing best practices](#)!

You can use the library computers to print from, but also the computers available in Sciences Po's [open access computer rooms](#).

If you have any problems or questions or notice a malfunction, please contact the Helpdesk (sos@sciencespo.fr / 01 45 49 77 99).