

How to print free of charge at UDD

DURING THE WELCOME PROGRAM, WE WILL GIVE TO YOU A COPLAN KEYCHAIN, WITH IT YOU WILL HAVE 350 LETTER SIZE PRINTS IN BLACK AND WHITE FOR FREE, NOT ACCUMULATING FROM ONE MONTH TO ANOTHER. IF THESE ARE NOT ENOUGH, YOU HAVE THE ALTERNATIVE OF BUYING ADDITIONAL PAGES IN THE OFFICE OF COPLAN.

- FIRST, YOU HAVE TO ACTIVATE YOUR KEYCHAIN. TO DO SO, YOU HAVE TO GO TO COPLAN'S OFFICE WITH YOUR KEYCHAIN AND THE FOLLOWING INFORMATION:

- Your full name
- Rut UDD (which appears on your credential) Example: "001234567-1"
- Major code Santiago: 9000S
- Major code Concepción: 9000C
- Finally, ask the man to give you the "Ingreso".



- THEN YOU WILL BE ABLE TO PRINT FOR FREE (UP TO 350 LETTER SIZE PRINTS IN BLACK AND WHITE)
TO PRINT:

1. From the UDD computer select the printer "Liberada" (Check the format is in LETTER size)
2. In the popup window you will need to enter your RUT without the "00". Example "1234567-1"
3. Enter your password which are the first 4 digits of your Rut UDD without the "00". Example "1234"
4. Go to the nearest print kiosk and select "Impresiones Liberada"
5. Carry your Coplan keyring activated to login.
6. Select the files you want to print
7. Print and Ready!



IF YOU HAVE ANY DOUBTS ABOUT HOW PRINT KIOSKS WORK, DO NOT BE AFRAID TO ASK ANOTHER STUDENT.