HEC PARIS
Learning Center

How to print?

1. RELOADING PRINT BALANCE

Check your print balance

NB: your print account is different from your restoration credit

- Connect from the HEC network to: **e-print.hec.fr**

- Click on **« Summary »**

 Summary

Reloading your print balance

- Connect from the HEC network to: **e-print.hec.fr**

- Click on **« Rechargement »** and follow the instructions

 Rechargement

- Updating your balance may take a few minutes
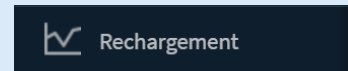
2. PRINTING ONLINE

On your personal computer

- Connect from the HEC network to: **e-print.hec.fr**

- Click on **« Impression web »** and follow the instructions

 Web Print
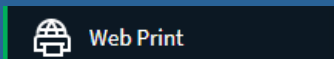
On a computer of the Learning Center

- Print from your document, making sure you choose the printer: **« EPRINTSTUD »**

- Wait a few moments... a pop-up window will appear

- Type your **name** and **HEC password**

3. PRINTING ON THE PRINTER

1. Enrol your badge

- Place your card on the badge reader:

  ID CARD HERE

- or type your **name** and **HEC password:**

  Nom d'utilisateur

  Mot de passe

  Connexion

2. Print

 Impressions

- Click on **« Impressions »**
- Select the document(s) and click on **« Imprimer »**

Help saving the planet

- Do I really need to print this document?
- I use the 2-sided mode

3. Logging out

- Click on: or