

# PRINTING ON CAMPUS

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There is a computer area located near the main entrance desk.

To print, you can click [HERE](#) and follow the steps:

1. On the left side menu, click on **Web Print**
2. Submit job by using the green box
3. Choose the size (no need to select a printer, your documents can be printed out from any printer on campus)
4. Upload your document
5. Log in to any printer by using your MyEdhec account's login and password to print out your document (detailed information can be found in the document attached)

Once you will have your student card, you will be able to login by using your student card.

Price list for printing and copying (per page):

|    | Black        | Colors       |
|----|--------------|--------------|
| A4 | 0,07 credits | 0,18 credits |
| A3 | 0,14 credits | 0,36 credits |

If you have any issue with the activation of your student card or the printing, you can visit the IT department or contact [helpdesk@edhec.edu](mailto:helpdesk@edhec.edu)



**Once activated, your student card will count 49 credits.** If you use all your credits, you will have to buy new credits.