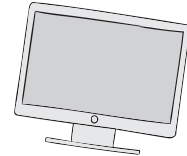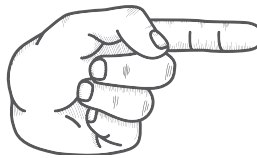# COMPUTER and Plotting Centre

The Computer and Plotting centre is located on the **X level (-1)**. There are four classrooms with desktop computers, plotters, paper cutting machines and big scale scanners.

Opening hours vary during the year depending on demand and supply capacity of trainees to manage the centre. Also, during final exams and project deadlines CDC **remains open 24h a day** in order to facilitate the big demand for services.

DAETSAM manages and finances a big part of CDC.

DESKTOP computers

To login into Windows, you would need an username and a password that will be provided by the trainees .

You can check the available software in each room in the following section.

SHARED FILES

On the CDC´s desktop computers' root directory there is a server called " COMPARTIDOS" (shared). You can access this server in order to download documentation referring to your subjects such as cad files, researches, photographies and all kind of material you might find interesting and useful.
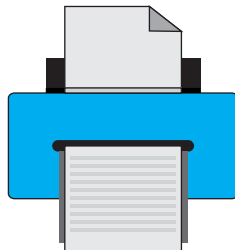
http://etsamadrid.aq.upm.es/cia

In order to plot you have to use the CDC´s desktop computers or install the plotter´s drivers in your laptop. Drivers can be find in "Compartidos" folder.
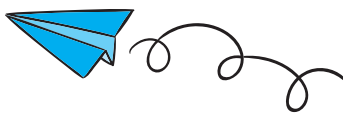
This is the printing process

1. **Select the printer** you desire from the printing dialogue box as well as adjust the scale and printing properties .

2. "Save As" the file in "Compartidos" folder with a .plt extension

3. Go to the Plotting room and ask the person in the CDC office to send your file to the printer you desire. **You will be asked to leave your student ID.**

4. Once your file has been printed go back to the office to **show** the person the **amount and size of your printings**. Your student ID will be charged with the corresponding amount of money. You can consult CDC´s prices in the catalogues found in the plotting room (CDC is a non-profit service managed by DAETSAM, so you won´t find any cheaper prices anywhere).

FROM HOME

Now, you can print directly from home, you just have to follow the instructions found in the link behind the QR code.

WHERE to STAY

UPM general accommodation information

Bulletin boards & internet portals

The easiest way for you to look for a place to stay is through the renting offers placed on the bulletin boards and walls of the University or near the metro station "Ciudad Universitaria".

"Vive y Convive" accommodation program

"Vive y Convive" is an international programme through which elderly persons offer to share accommodation with university students. There is a double-goal which consists, on one hand, to give the joy of a company to lonely elderly persons, and, on the other hand, help young foreign students to find accommodation.

For students: free accommodation and 490 € / academic year (depending on the accommodation length)