REGISTRATION

Visit the website unipd.albamyprint.it

1. Click the link "Create Account", insert your e-mail address and choose a password. The password must be at least 6 characters long and include at least one capital letter and one number. Write it down as you will need it again.

2. You will receive an activation e-mail. Follow the instructions contained in the email. If you have not received your email within a few minutes, check the Spam folder.

3. Activate the account by clicking the registration link and you will receive a second e-mail. This will contain your Personal User ID (8-digit numeric code). If this second email does not arrive, visit your myPrint page and click "My profile" and "Edit User ID" to receive a new link or contact 392 92 99 095.

4. Press your student card to the copier reader. The following message will appear on the display: "Card not recognized. Log in to register the card". In the orange box below write your User ID with the numeric keypad, then confirm the file with the green button and send it to the printer via "WebPrint" (or by touching the "Login" item on the display).

5. Registration is completed. From now on you will be recognized by each Ricoh copier. All that is required is that you press your student card on the copier reader without having to rewrite your User ID.

COPY

Press the first key at the top left of the display (the icon that shows a sheet of paper with its corner bent over).

PRESS "Follow you" on the touchscreen to find the files to print. There are 4 different print modes to choose from:

- You can access your account on myPrint website, select the file and send it to the printer via "WebPrint".
- You can send the file to print to padova@albamyprint.it. The e-mail to be used for sending the file must be the one that was used when registering on MyPrint.

SCAN

Press "scan to me" on the display screen. The scan will be sent to the email address used for registration after pressing the delete key.

Please Note. Files over 10 MB will not be uploaded

LOGOUT

ONCE YOU HAVE FINISHED, ALWAYS TERMINATE THE SESSION by pressing "Logout" and "OK" on the touchscreen, or by passing your card in front of the reader and clicking "OK." Otherwise the printer will continue to be connected to your account for the next minute and the next user may be able to use the printer with your credit.

ASSISTANCE

For assistance contact GABRIELE at telephone number 392 92 99 095 or write to: stampadisil@albaingegneria.com

PRICES (self-service)

- Black and white A4 print and copy € 0.04
- Colour A4 print and copy € 0.25
- Black and white A3 print and copy € 0.08
- Colour A3 print and copy € 0.50
- Black and white scan € 0.01
- Color scan € 0.02

ADDITIONAL SERVICES IN COPY SHOP

- THESIS BINDING IN HARD LEATHER € 12.90
- THESIS RELIEF IN SOFT LEATHER € 8.00
- THESIS BINDING IN CARDBOARD € 4.00
- COIL BINDING € 1.50 / 3.00

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USE the QRCode to create your account unipd.albamyprint.it