



IN ADDITION TO THESE SERVICES, TUTORIALS ON YOUTUBE WHICH ARE DIVIDED INTO INDIVIDUAL ACTIVITIES ARE ALSO AVAILABLE:

● MyPrint UNIPD - REGISTRATION

● MyPrint UNIPD - PHOTOCOPY

● MyPrint UNIPD - Print from WEB

● MyPrint UNIPD - RECHARGE YOUR CARD

● MyPrint UNIPD - SCAN

● MyPrint UNIPD - Print from E-MAIL

● MyPrint UNIPD - Print from PC

REGISTRATION

Visit the website unipd.albamypoint.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.

TOPPING UP YOUR STUDENT CARD

Once you associate your My Print account with your badge, you can top up your credit.

- From the top-up machine in the library:
Press your badge in front of the reader of the top-up machine.
The screen will show the credit on your MyPrint account.
Enter the amount you want to top up.
Tap "Transfer to account" on the screen to transfer the credit to your MyPrint account: your updated credit will appear on the display.
The credit is available to use immediately.
- On the website with your credit card or via paypal
- In the copy shop at the university:
Palazzo Maldura - Piazzetta Gianfranco Folena 1
Library of Political Sciences - Via del Santo 28 Psychology
Library - 5th floor Via Venezia 12

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

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).

PRINTING

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

- From your PC, visit the website unipd.albamypoint.it and install myPrint on your PC (only with Microsoft Windows and Internet Explorer.)
You can print directly on RICOH printers. Once installed, click the "Activate your MyPrint ID" button and follow the instructions.

IT'S IMPORTANT THAT YOU FOLLOW THE TUTORIAL'S INSTRUCTIONS

- 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@albamypoint.it. The e-mail to be used for sending the file must be the one that was used when registering on MyPrint.
- You can print with the public printer from the PCs supplied to libraries or Copy centers. In libraries, some PCs may have a LINUX operating system, in this case you can print from a PC only via "WebPrint".

N.B.

The files will remain available for 24 hours.
Files greater than 10Mb will not be loaded.
We advise you that if you have a file larger than 10Mb to print at intervals (for example from page 1 to page 50) or to reduce the file size.

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.

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.

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



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