



PIN AND PRINT

**Print, photocopy and scan
IN THE LIBRARIES
of your own university!**



UNIVERSITÀ
DEGLI STUDI
FIRENZE



UNIVERSITÀ
DI SIENA 1240



UNIVERSITÀ DI PISA

1. HOW TO OBTAIN YOUR PIN

- Access the portal <http://pinandprint.sbart.eu> from a Library computer or any mobile device.

For university internal users (students, staff, researchers...):

- Click Generare il Pin (generate your PIN). Your username can be either your fiscal code or your university email address.
- Key in the password you use for all your university services.
- Click again Generare il Pin, then click SI (yes) and your Pin will be generated. Make a note of it and keep it handy. You will need it to access all services!

All other users:

- Enter in the portal of the University you are interested in, register yourself and then click Generare il Pin (generate your PIN).

2. RECHARGE AND ADD CREDIT TO YOUR ACCOUNT

You put money in your account in two ways:

- By cash: go to a charging station, key in your Pin using the touch screen, insert banknotes or coins.
- With Paypal: go to <http://pinandprint.sbart.eu>, click Ricarica (charge/add credit) with Paypal. Enter the Paypal portal, select the amount and authorise the payment.

3. PHOTOCOPY, PRINT, SCAN

- From the multi-function machines situated in your library you can do all three.
- Use the touch screen to insert your Pin, then select one of the following options:

Photocopy

- Insert Pin, check the photocopy option and click Login.
- Click Copy.

Print

- Access the portal <http://pinandprint.sbart.eu> and enter in your university website.
- Upload on your profile the files you need to print and click Aggiorna (update).
- Go to the printer, insert your Pin and click **Login**.
- Click SafeQ Print, and a window will open showing all the files you have uploaded.
- Select them and start the printing process.
- If your files are on a USB pen drive first insert your Pin in the printer, check the print option, click Login and then insert the USB pen drive in the printer.
- Select the files you want to print from the display and start printing.

Scans

- Insert your Pin, check the scan option and click Login.
- Insert a USB pen drive to save your scans to.
- Click SafeQ Scan to start scanning.

Always LOGOUT from your account when you are finished by clicking Access

YOUR 9 DIGIT PIN GUARANTEES THEY SECURITY OF YOUR ACCOUNT!!

PRICE LIST



PRICE LIST

PHOTOCOPIES

b/w A4 0,035€
b/w A3 0,075€
color A4 0,29€
color A3 0,348€

PRINTS

b/w A4 0,035€
b/w A3 0,075€
color A4 0,29€
color A3 0,348€

SCANS: b/w 0,012€ - color 0,023€



LOCATIONS

FIRENZE

Largo Brambilla, 3
Via del Proconsolo, 12
Via La Pira, 4
Via Micheli, 2
Via Santa Marta, 3
Piazza Brunelleschi, 4
Via San Salvi, 12
Via della Pergola, 56
Via Bolognese, 52
Via delle Pandette, 2

PISA

Via del Borghetto, 80
Viale delle Piagge, 2
Via Ridolfi, 10
Via Serafini, 3
Via del Collegio Ricci, 2
Via Moruzzi, 3
Largo B. Pontecorvo, 3
Via Derna, 1
Via Paolo Savi, 10
Largo Lucio Lazzarino, 1
Via S. Maria, 44
Via Pasquale Paoli, 9
Piazza Torricelli, 2
Via S. Maria, 67
Via Nicola Pisano, 38
Via E. Calabresi, 16/18

SIENA

Via Fieravecchia, 19
P.zza San Francesco, 7
Via Mattioli, 10
Via Roma, 56
Via Laterina, 6 - 8
Via A. De Gasperi, 2
Strada delle Scotte, 6
Chiesa della Rosa (Prato
Sant'Agostino)

GROSSETO

via Ginori, 23

AREZZO

Viale Cittadini, 33

IN THE LOCATIONS MARKED IN RED THERE IS A CASH CHARGING STATION.