



POLITECNICO
MILANO 1863

PRINT CENTER

To use our Print Center you need to be registered, have a PIN number and a Person Code.

HOW TO REGISTER TO LECCO CAMPUS PRINT CENTER

User with a valid active career (student, faculty member or employee...)

- Log into the **Print Management** app, available in the Administration section of your Online Service, www.polimi.it/servizionline
- Select the desired EndPoint -> Lecco
- Express your will to print clicking **ENABLE**
- Memorize the new **PIN code**
- Enable your Policard
- Wait a few minutes till the activation process is complete

N.B.: you'll be able to print till six months after your career is no longer active.

HOW TO GENERATE A NEW PIN CODE

- Log into the **Print Management** app, available in the Administration section of your Online Service, www.polimi.it/servizionline
- Select the desired EndPoint -> Lecco
- Click on **CREATE A NEW PIN CODE** and memorize the new PIN code
- Wait a few minutes till the activation process is complet

HOW TO ENABLE YOUR POLICARD

- Put your Policard near the electronic sensor available at the Campus Print Center (bulding twelve, first floor) and wait for the beep and for the led to turn on before removing it.

HOW TO TOP UP

- Put your Policard near the electronic sensor available on the MoneyLoader at the Campus Print Center
- Insert banknotes and/or coins.
- The credit top-up does not give any change.

N.B.: You can check your residual credit on the Moneyloader.

SEND/CANCEL PRINTS

- Send your printings from the Print Center PCs.
- Type your Personal Code and your PIN code in the popup window.
- Accept the amount due (it will be deducted only when the following step is completed).
- Put your card near the reader associated with the printer and select the job you want ot unlock.

N.B.: copy and send to me (via e-mail) functions are directly available on Multi-Function Printers.



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TARIFFE / PRICES

PERIFERICA PRINTING MACHINE	FORMATO PAPER TYPE	TIPO DI STAMPA o COPIA TYPE OF PRINT or COPY	TARIFFA € PRICE €
Stampanti e MFP Printer and MFP	A4	colori / color	0,30
	A4	bianco e nero / black and white	0,04
	A3	colori / color	0,60
	A3	bianco e nero / black and white	0,08
Plotter	ISO A0	colori / color	4,80
	ISO A0	bianco e nero / black and white	2,40
	ISO A1	colori / color	2,40
	ISO A1	bianco e nero / black and white	1,20
	ISO A2	colori / color	1,20
	ISO A2	bianco e nero / black and white	0,60
	ISO A3	colori / color	0,60
	ISO A3	bianco e nero / black and white	0,30
	ISO A4	colori / color	0,30
	ISO A4	bianco e nero / black and white	0,15
	1 m ²	colori / color	4,80
	1 m ²	bianco e nero / black and white	2,40

N.B.:

- La funzione send to me (via e-mail) è disponibile, senza costi, sulle Multi-Function Printers.
The send-to-me (via e-mail) function is free and available on the Multi-Function Printers.
- Se si stampano più pagine sullo stesso foglio, la stampa è calcolata come se fosse una sola (esempio, 3 pagine stampate sul una stampante o MFP su un'unica facciata A4 costano 0,04 €).
If you print more pages on the same sheet, they're counted as one (i.e. three B/W pages printed with a printer or MFP on one face of a A4 sheet will cost 0,04€)
- Le stampe fuori formato inviate sui plotter sono conteggiate a percentuale di area stampata.
Out of size prints done with A0 paper on a plotter are charged according to the percentage of printed surface.