



# 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.**