



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N.B.: you'll be able to print till six months after your career is no longer active.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

HOW TO ENABLE YOUR POLICARD

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



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TARIFFE / PRICES

PERIFERICA PRINTING MACHINE	FORMATO PAPER TYPE	TIPO DI STAMPA o COPIA TYPE OF PRINT or COPY	TARIFFA € PRICE €
MFP BW	A4	bianco e nero / black and white	0,04
	A3	bianco e nero / black and white	0,08
MFP COLOR	A4	colori / color	0,30
	A4	bianco e nero / black and white	0,15
	A3	colori / color	0,60
	A3	bianco e nero / black and white	0,30
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
Plotter (carta fotografica) (photo paper)	ISO A0	colori / color	32,00
	ISO A0	bianco e nero / black and white	16,00
	ISO A1	colori / color	16,00
	ISO A1	bianco e nero / black and white	8,00
	ISO A2	colori / color	8,00
	ISO A2	bianco e nero / black and white	4,00
	ISO A3	colori / color	4,00
	ISO A3	bianco e nero / black and white	2,00
	ISO A4	colori / color	2,00
	ISO A4	bianco e nero / black and white	1,00
	1 m ²	colori / color	32,00
	1 m ²	bianco e nero / black and white	16,00

N.B.:

- La funzione send to me (via e-mail) è disponibile, senza costi, sulle Multi Function Printers (MFP).
The send-to-me (via e-mail) function is free and available on the Multi Function Printers (MFP).
- Se si stampano più pagine sullo stesso foglio, la stampa è calcolata come se fosse una sola (esempio, 3 pagine stampate su una MFP BW 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 MFP BW 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.