



UNIVERSITÀ  
di **VERONA**

**SISTEMA  
BIBLIOTECARIO**  
di Ateneo

## MYPRINTBIB'S COPY AND PRINT SERVICES

The machines and card dispensers are located in the following libraries:

**Biblioteca Frinzi** and **Biblioteca Santa Marta**, Veronetta

**Biblioteca Meneghetti** at the "Istituti Biologici" block , Borgo Roma

**Biblioteca Zanotto** at the Law Faculty, City Center

Machines only are available in the following sites:

**Scienze Motorie**, Borgo Venezia

**Cà Vignal 2**, Borgo Roma

**San Floriano**

Dear Library's Guest,

we are happy to inform you that our copiers/printers' facilities are at your disposal, according to the copyright policies. To use the machines, please follow the next easy steps.

## HOW TO CREATE YOUR ACCOUNT

Type <https://myprintbib.univr.it> to enter the website.

1. Select the language (English)
2. Create your own account by clicking the option **Create account** in the lower part of the page and filling in the boxes with:

*Email address:* your Univr email address

[\(name.surname@studenti.univr.it\)](mailto:(name.surname@studenti.univr.it))

*Password:* a password of your choice

*Repeat password*

Tick *I agree the conditions* and click *Create account* to end the online registration.

In few minutes you will receive a mail from MyPrintBib.univr at your Univr email address (please check also in the Spam Directory, in case no mail arrives in your mail box); then click the link [QUI](#) to confirm your registration.

3. After confirmation, a second mail with **your own 8-number PIN code** will be sent to you.

The PIN allows you to load money into your account at the card dispenser and by typing it on the keypad of the printer, you can log-in on the machines and start to copy, print or scan your documents.

Keep it safe!

## HOW TO LOAD MONEY INTO YOUR ACCOUNT TO COPY/PRINT

Before copying or printing, please load money into your account, choosing one of the following options:

1. Enter your account, click *Purchase credit*, choose the credit to load and select one between the following options: MultiSafepay (credit cards) or PayPal

**2.** Go to the card dispenser, type the PIN and load money.

The cost of a copy/print A4 format, front, black/white is € 0,049. For different solutions, please see prices in *Price list* in your account home page.

PLEASE NOTE: the cost of a colour print is much more expensive than a b/w one. If you don't need a colour print, please tick *Forza bianco e nero* on the printer before printing.

The payment will be effective only after the material will be printed and your e-wallet will be charged for the corresponding value.

## HOW TO LOG INTO THE MACHINES

To log-in, you must type your PIN on the keypad.

At the end of the works, please always log-out, using the proper button set on the upper right side of the keypad.

## HOW TO COPY

Type your PIN on the keypad and start copying your documents.

## HOW TO PRINT FROM FILES

Only Guests with their own online account can print.

Different ways of printing your documents are possible. Choose the most suitable for you:

- send an email from your Univr email address to [myprint@myprintbib.univr.it](mailto:myprint@myprintbib.univr.it) with the attached files you are going to print. Then you can go to any machine, type your own PIN on the keypad and collect your printed documents. They will be deleted after printed.
- upload files in your personal account <https://myprintbib.univr.it>. Enter the website: click *Scegli file* and select the files, then choose among the print options (e.g. format, front or front/back page, b/w or colour) and press *Print*. When the alert notifies *Your document is ready to be printed*, go to any of the machines, type your own PIN on the

keypad and collect your printed documents. They will be deleted after printed.

PLEASE NOTE: By uploading files or sending an email to your personal account, you are able to print the whole document only.

- Install a printer driver on your laptop in order to print directly from your device.

PLEASE NOTE: with the printer installed on your mobile device, it is also possible to print custom prints (e.g. only some pages, two pages in one, and so on), which is not possible with the other methods.

**Instructions for Windows:** login to your account, take note of your personal ID code clicking *Your personal myPrint ID* at the bottom right side of the home page, then click *Install printer*.

Select operating system and click *Download package*. The files will be downloaded automatically, then open the .exe file. When the alert "*PC protetto da Windows*" – "*Non eseguire*" pops up, click "*Ulteriori informazioni*" and then "*Esegui comunque*".

In MyprintUNIVR print preferences, open "*Dettagli (Details)*" in the upper right side and type your personal myPrint ID (NOT your Pin!) in the blank box. Click *OK*, then *Applica (Submit)* and *OK* again.

Should you not be able to print yet, please type it again in the same place, or ask for support.

**For Mac**, please ask the Staff.

Files sent to the machine for printing, can stand-by for 4 days (96 hours) max. Afterwards, they won't be printable/available anymore.

Please do not hesitate to ask our colleagues at the Desk for support, you are welcome!

Thank you.

The Direction/The Library's Staff