

**PRINT
IN
CITY**



**Sign up, sign in and upload
files anywhere**



www.printincity.fi

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**PRINT
IN
CITY**

**Read more, sign in
and purchase credit**

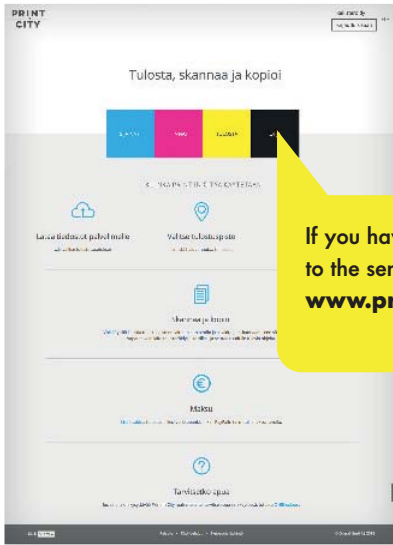


Print In City is a new and easy way to print, scan and copy documents right where it is most convenient for you. Upload your files to the server, select a suitable printpoint and retrieve your printed documents with your personal PIN code.

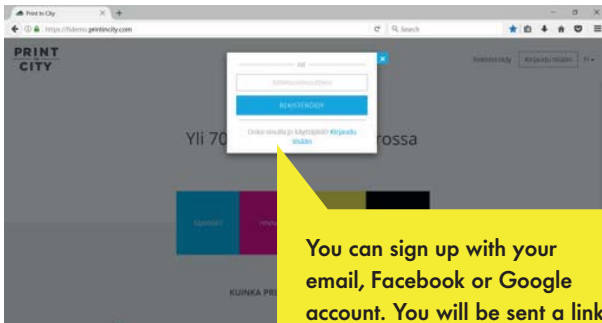
Read the Print In City service instructions [here!](#)

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If you haven't already signed up to the service, you can register at www.printincity.fi



You can sign up with your email, Facebook or Google account. You will be sent a link with which you can confirm the registration.

After registration, you can adjust your settings (the cog icon in the top menu) and account settings. Create your personal PIN code by clicking "modify" in the Print In City PIN code section. You will need the PIN code when signing into a device at a printpoint.

You can add credit using the Account balance and payment option.

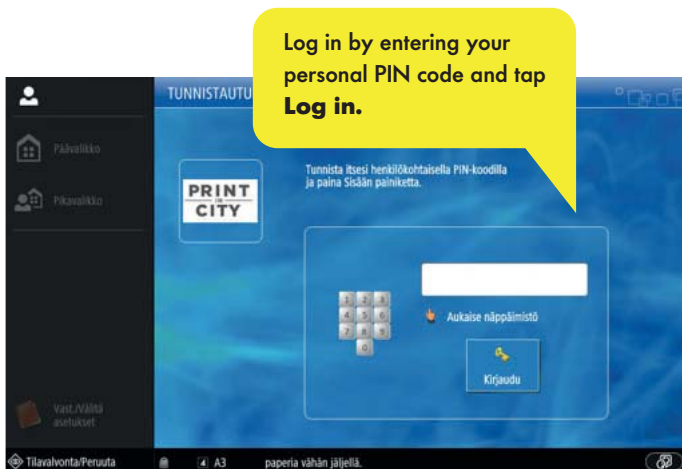
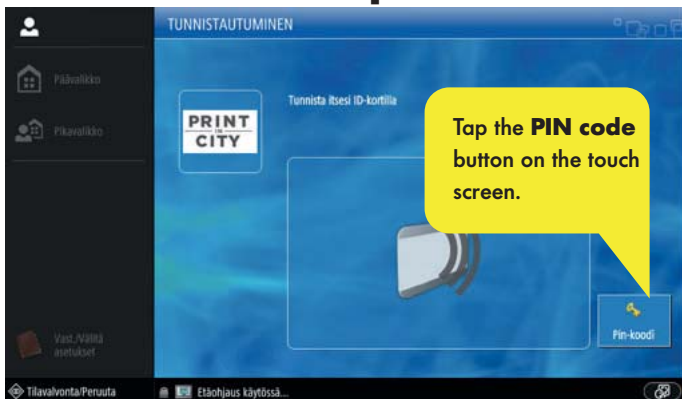
- 1 Choose the amount of credit (printing ticket).
- 2 Choose payment method and pay.

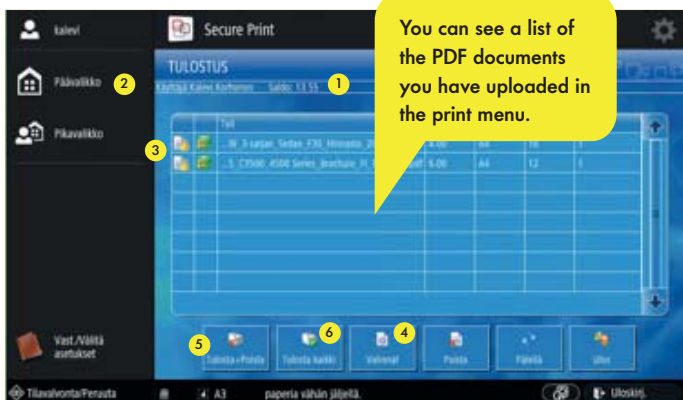
This is how you can upload the documents you wish to print

- 1 Sign in at www.printincity.fi.
- 2 On the frontpage, select **Print**.
- 3 Upload your files to the server
- 4 Choose settings
- 5 Select the printpoint

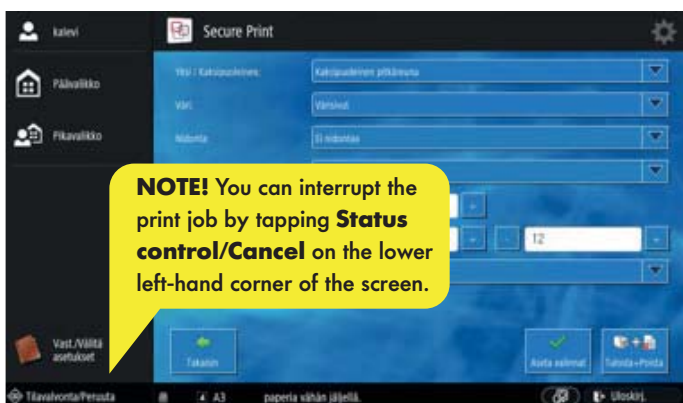
Click the print button. (The print job is uploaded to the service.)

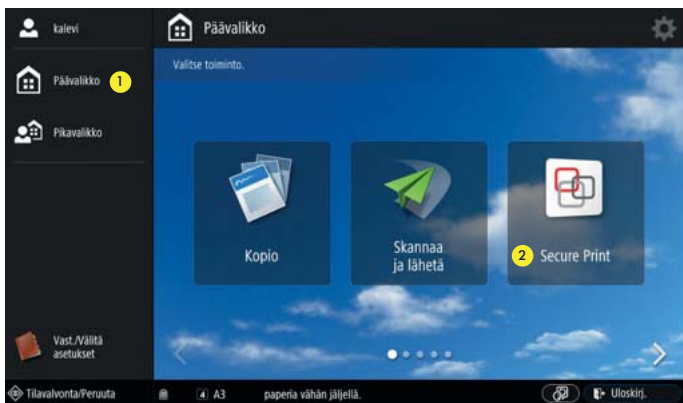
This is how you can print an uploaded file with a multi-function printer





- 1 You can see your **balance** at the top of the screen.
- 2 If you wish to copy or scan, select **Main Menu** on the left-hand side of the screen.
- 3 If you wish to print a document, select the file in the list displayed on the screen.
- 4 Select the desired number of printed documents and adjust the settings, such as stapling (if the device has the property) by tapping **Options**.
- 5 When you are ready to print, tap **Print+Delete**.
- 6 If you wish to print all of your files in the print queue, select **Print all**. Please note that the files are deleted automatically after they have been printed.





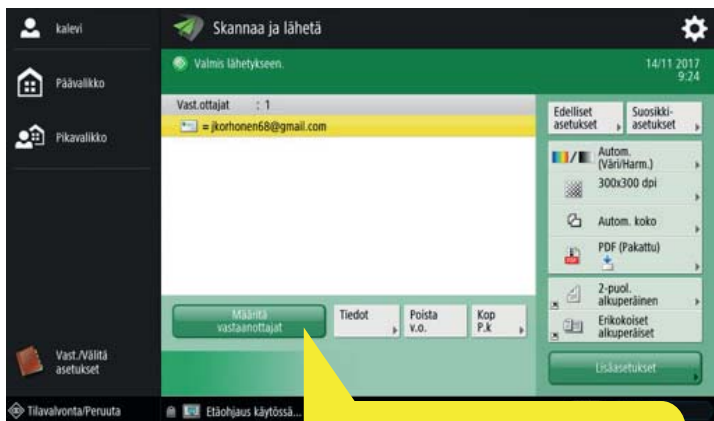
- 1 If you wish to copy or scan, select **Main Menu** on the left-hand side of the screen.
- 2 Select Copy or Scan and send. You can return to the print menu by tapping **Secure Print**.

Copy display



If the **"Add paper"** message is displayed at the bottom of the screen, please contact the personnel.

Scan display



The device identifies you on the basis of your PIN code. You can choose the **Send to myself** option or add other recipients by tapping

Define recipients.

**PRINT
IN
CITY**

**Quick and easy printing,
scanning and copying!**



Price list (in euros)

A4 one-sided, black and white.....	0,20
A4 two-sided, black and white.....	0,40
A4 one-sided, colour	0,50
A4 two-sided, colour.....	1,00
A3 one-sided, black and white.....	0,40
A3 two-sided, black and white.....	0,80
A3 one-sided, colour	0,70
A3 two-sided, colour.....	1,40
Scanning to email as a PDF file	0,10



**Do you need help? Please, contact
the info center!**

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