



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.

### Add credit

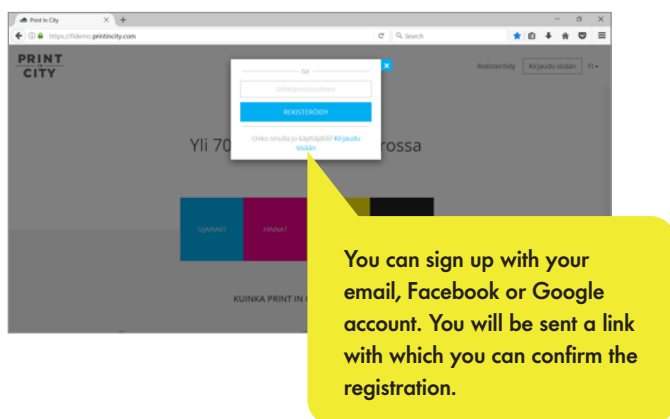
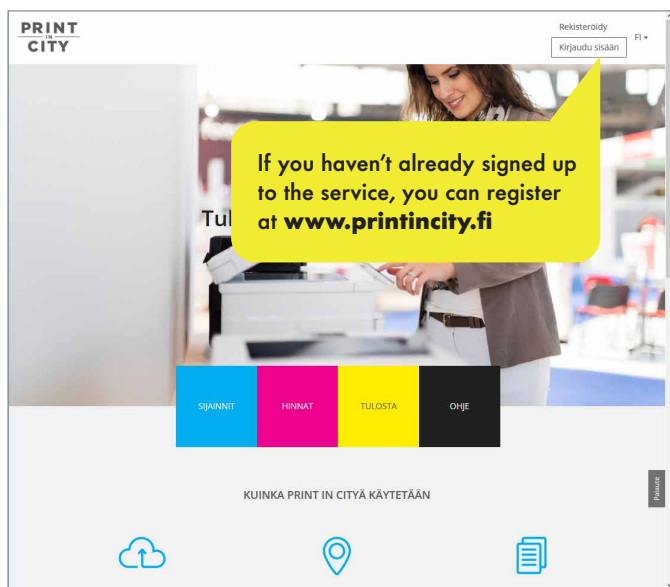
After registration, you can adjust your settings (the cog icon in the top menu) and account settings. Create your personal PIN code by clicking "modify" in the Print In City PIN code section. You will need the PIN code when signing into a device at a printpoint.

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

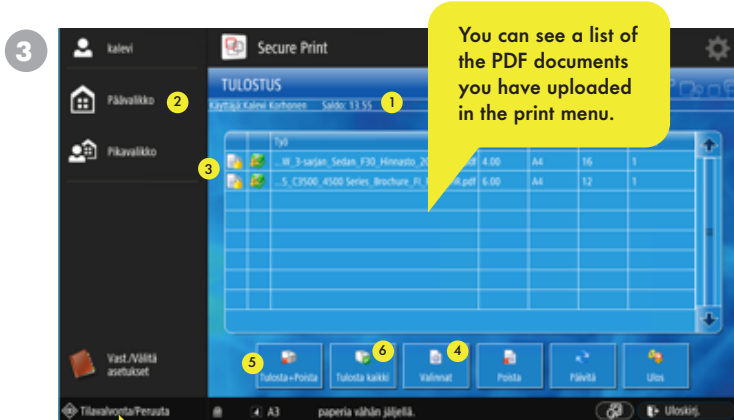
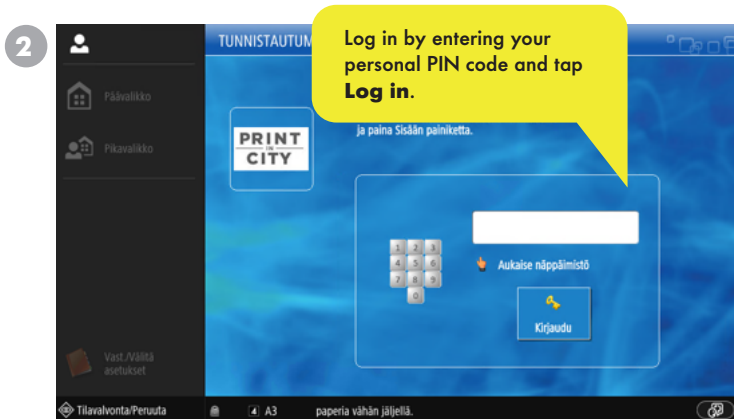
- 1 Sign in at [www.printincity.fi](http://www.printincity.fi)
- 2 On the frontpage, select **Print**
- 3 Upload your files to the server
- 4 Choose **Settings**
- 5 Select the **Printpoint**
- 6 Click the **Print** button (the print job is uploaded to the service)



### Price list (in euros)

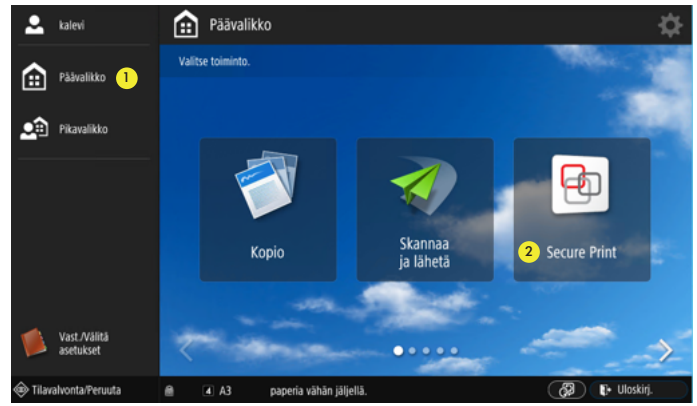
A4 one-sided, black and white.....	0,20
A4 two-sided, black and white.....	0,40
A4 one-sided, colour.....	0,50
A4 two-sided, colour.....	1,00
A3 one-sided, black and white.....	0,40
A3 two-sided, black and white.....	0,80
A3 one-sided, colour.....	0,70
A3 two-sided, colour.....	1,40
Scanning to email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

# Print



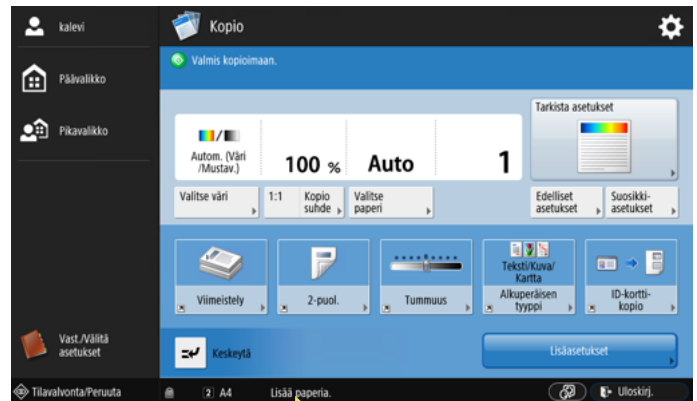
**NOTE!** You can interrupt the print job by tapping **Status control/Cancel** on the lower left-hand corner of the screen.

# Copy and scan

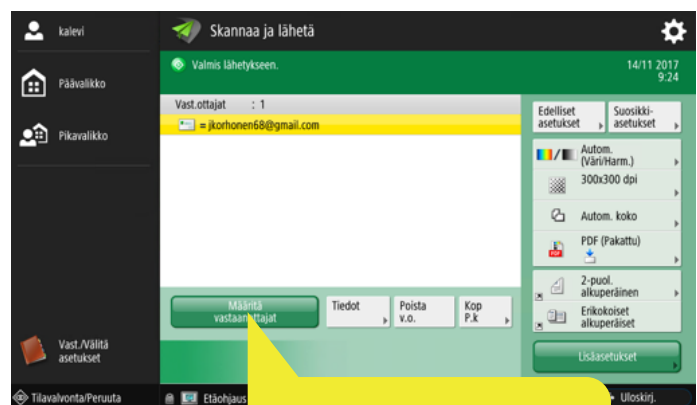


- 1 If you wish to copy or scan, select **Main Menu** on the left-hand side of the screen.
- 2 Select Copy or Scan and send. You can return to the print menu by tapping **Secure Print**.

## Copy display



## Scan display



- 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.