



**PRINT**  
IN  
**CITY**

# PRINT, SCAN AND COPY

Print In City is a new way to print, scan and copy your documents effortlessly where it is most convenient for you. Register for the service at [www.printincity.fi](http://www.printincity.fi). Upload your files to the server, select the appropriate print point and retrieve your work with your personal PIN, which you create during registration.

You will find instructions in this manual on how to use Print In City.

**[www.printincity.fi](http://www.printincity.fi)**

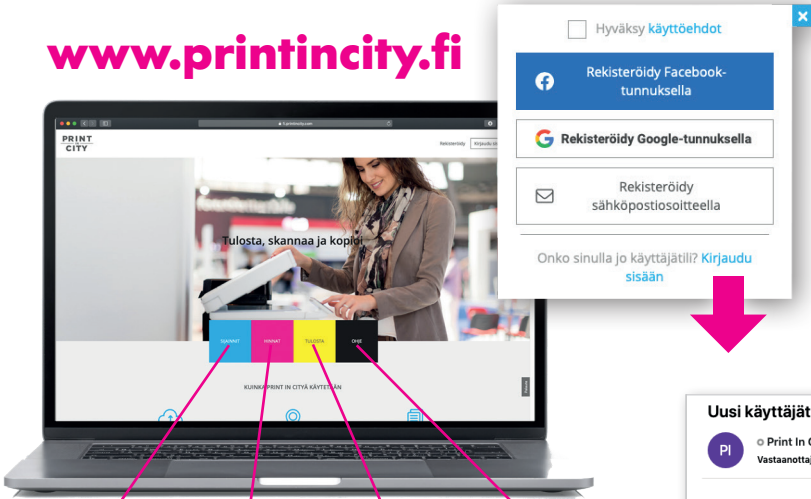
**Canon**



**UNIGRAFIA**

# 1. Registering for Print In City

**www.printincity.fi**



Hyväksy käyttöehdot

Rekisteröidy Facebook-tunnuksella

Rekisteröidy Google-tunnuksella

Rekisteröidy sähköpostiosoitteella

Onko sinulla jo käyttäjätili? [Kirjaudu sisään](#)

If you have not yet registered for the service as a user, register at **www.printincity.fi**. You can register with your own Facebook or Google account or your email address. Select the registration method and enter the required information. **Accept the terms of use.**

You will receive a link in your email through which you can continue the registration. Click on the 'Register' link on the email and fill in the required additional information on the form.

Print points and their locations.

Print point prices.

Upload the printable files to the service here. PDF and JPEG files are supported.

Find more instructions here.

**Uusi käyttäjätili**

Print In City <noreply@printincity.fi> Tänään klo 9.33

Vastaanottajat: ● Majja Melkäläinen

**PRINT CITY**

Luo Print In City -käyttäjätili ja vahvista sähköpostiosoitteesi napsauttamalla seuraavaa linkkiä: **Rekisteröidy**

Hei!

Viemme teille uuden tilin rekisteröintiä varten seuraavien kysymysten avulla.

Sukunimi

Sivuutettiin

Mies / Nainen

Sähköpostiosoite

☐ Haluan vastaanottaa Print In City -palveluun liittyviä uutisia ja markkinointiviestejä sähköpostilla.

\*Tulostusmaksu on lisätty tilaukseen.

Salasana

Välillä 8 merkkiä

Salasana uudelleen

**LUO KÄYTTÄJÄTILI**

Print In City

## Add balance

Add balance through the **Account balance and payment** option in Settings.

- 1 Select the amount to add.
- 2 Select online banking payments and make a payment.

If you cancel the job, the balance will automatically revert to your account in a few minutes. Prints are available in the service for 48 hours so that you can print them at the print point.

## Creating a personal PIN

After registration, select the **Settings** (gear image in the top menu) and account settings. Create your personal PIN from: **Print In City PIN – edit**. You need a PIN to log in to the device at the print point.

## Card login and card registration

If a card reader is connected to the printing device, and you want to enable card authentication, you can test for example the compatibility of your library or bus card. **Try this:** First, show the card to the reader. If the reader recognizes the card, you can use it in Print In City.

### Registering the card:

First, show the card to the multi-function printer's reader, after which the device asks for an Identification Number (TIC). Enter your personal 10-digit PIN. The card will be registered in your Print In City user account. If the PIN is not accepted when you register the card, create a new PIN in the Settings menu of the Print in City portal. After entering the PIN, wait a few minutes before you try to register the card again.

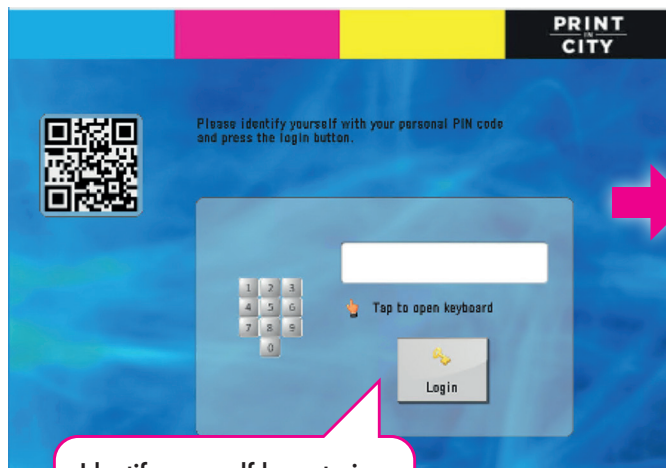


# 2. Uploading printable files to the service

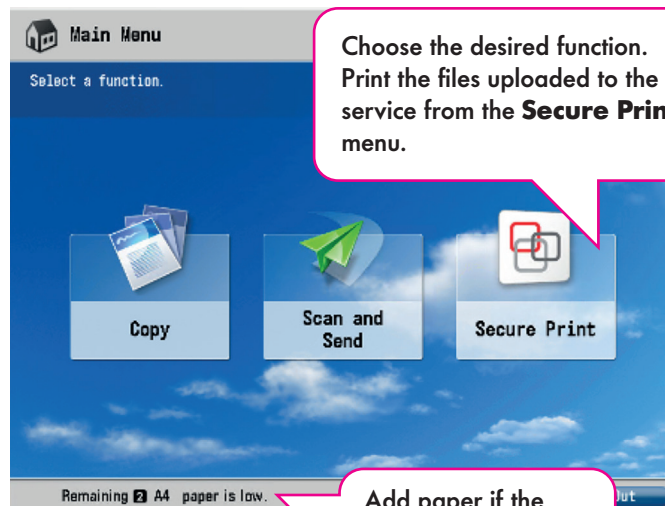
- 1 Log in to the service at **www.printincity.fi**
- 2 From the home page, select **Print**.
- 3 Upload the printable files to the service
- 4 Choose the settings: A4 / A3 paper size, orientation, black and white and single-sided / duplex
- 5 Choose a printing point.

Select print (The file is uploaded to the service)

### 3. Logging on to the device at the print point



Identify yourself by entering your personal PIN and press **Log in**.

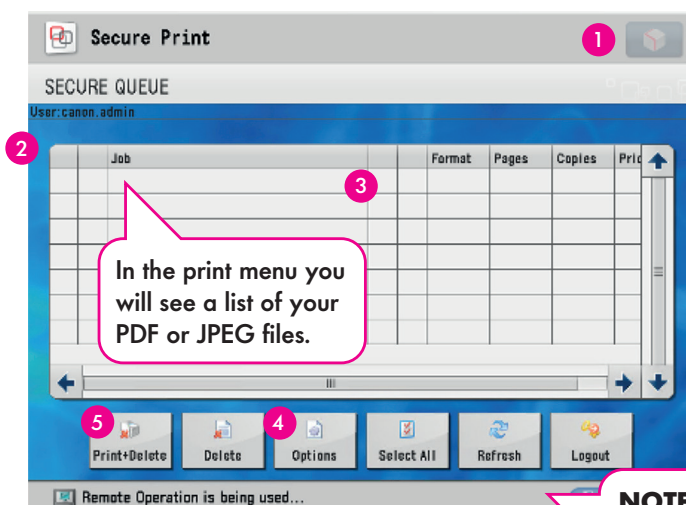


Choose the desired function. Print the files uploaded to the service from the **Secure Print** menu.

Add paper if the message "**paper is low**" is displayed.

### 4. Printing

View of the print queue, which lists the files to be printed

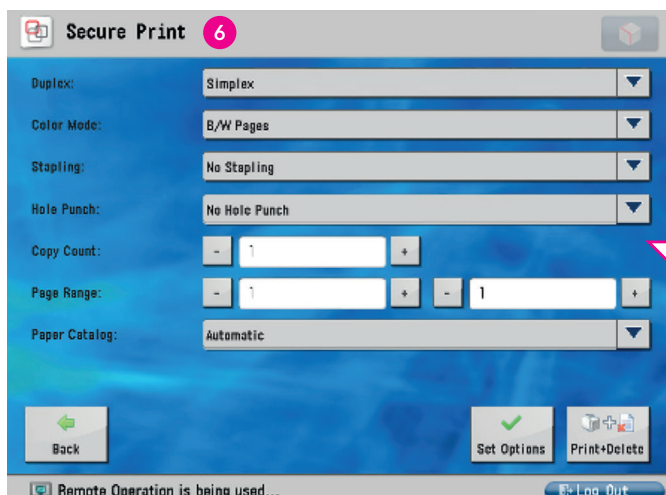


In the print menu you will see a list of your PDF or JPEG files.

- 1 You can check your balance at the top of the screen.
- 2 To copy or scan, select **Main Menu** on the left.
- 3 To print, select the document you want to print from the list that appears on the screen.
- 4 Press **Options** to change the number of prints and other desired settings, such as color and stapling (if the device has finishing features). You can also set your document-specific selections and press **Set option** to return to the document list.
- 5 When you are ready to print, press **Print+Delete**.

**NOTE!** You can interrupt the printing by pressing Status monitoring / Cancel.

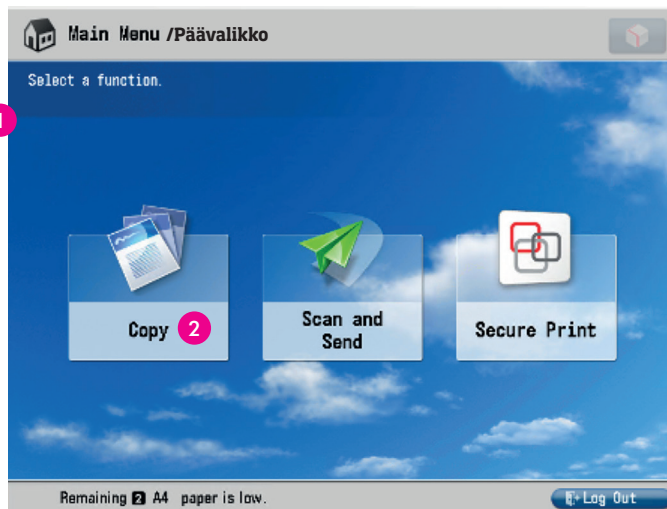
Editing print settings on the device



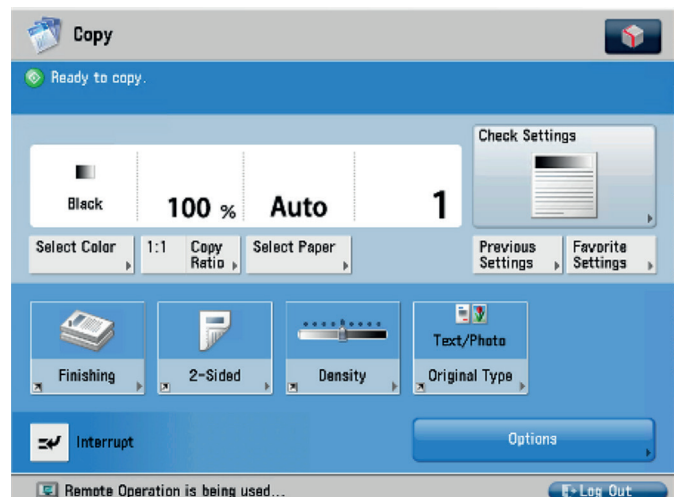
- 6 To print all your documents from the print queue, press **Print All**. Note that documents are automatically deleted as soon as they are printed.

Number of prints and other settings can be changed from the **Options** menu.

## 5. Copying



- 1 To copy, select **Main Menu** on the left side of the screen and select **Copy**.
- 2 Select **Copy**. To return to the print menu, select **Secure Print** or return via the 1 **Main Menu**.

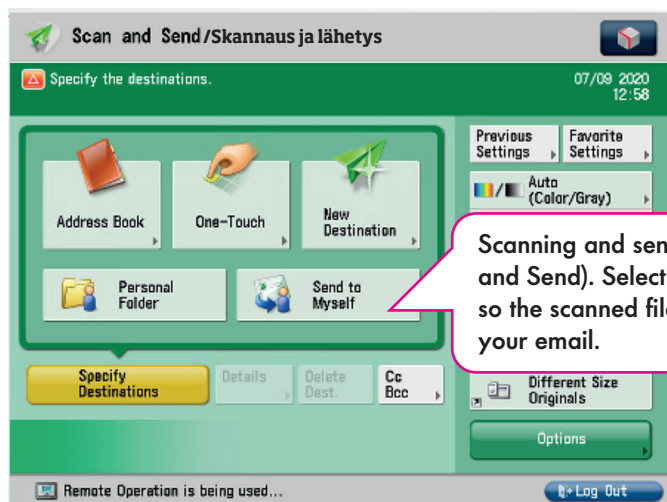


### Copy settings

Load the paper to be copied in the document feeder (or on the glass, lift the cover, and place the paper on the glass and close the cover). Select the number of copies, select other desired settings, and press the the green Start key on the device.

The default setting is a one-sided copy. If you want a two-sided copy, choose 2-sided.

## 6. Scanning



Scanning and sending to email (Scan and Send). Select 'Send to yourself' / so the scanned file will be sent to your email.

The device automatically recognizes your registered email address based on your PIN. You can select the **Send to myself** function or add other recipients by choosing the **New Destination** function. Then press the green start button, and the scan will start.

You will be charged once the files have been printed, copied or scanned. If you delete them from the device's job queue without printing, the balance will return to your account after a while.



### Do you need help?

You can send feedback at [www.printincity.fi](http://www.printincity.fi) through the feedback form or by calling the Contact Center, tel. 010 544 470  
Mon – Fri 8:00 – 18:00 In the call, mention that you are a Print In City customer. You can also contact us at the information point of this office.



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