

# PRINTING



## HOW TO

### **Pilveprint is a public printing service for everyone.**

Pilveprint uses Estonian ID-card for identification. If you don't have an ID-card, please go for first login to:  
[www.pilveprint.ee/foreign-students/](http://www.pilveprint.ee/foreign-students/)

#### **1 Upload your PDF file**

to [www.pilveprint.ee](http://www.pilveprint.ee) or email it from your computer, tablet or smartphone to [print@pilveprint.ee](mailto:print@pilveprint.ee)

#### **2 Decide how you want to print**

black&white or colour,  
one-sided or double-sided,  
A4 or A3 format

#### **3 Choose a print point**

see the list of TLÜ printers on the next page

#### **4 Pay for your printout**

by either purchasing print credits online at [www.pilveprint.ee](http://www.pilveprint.ee) or by purchasing a Pilveprint ID-ticket by mobile

#### **5 Pick up your printout**

at the print point you selected by inserting your ID-card or Tallinn Public Transport Card into the reader. If you don't pick up your prints within 48 hours, the prints will be deleted and your money will be returned to your account

If you have any questions or suggestions, please send them to [support@pilveprint.ee](mailto:support@pilveprint.ee) or call 6300530 Mon-Fri 9.00-17.00.

Thank you for using Pilveprint!

# PAYMENT

## HOW TO

### Load money to your account

#### - VIA INTERNET

Log in to [www.pilveprint.ee](http://www.pilveprint.ee) and purchase credits through the account settings page. You can use internet banking or PayPal and credit cards



#### - WITH ID-TICKET BY MOBILE

Buy ID-ticket by dialing **1322\*ticket type\*personal code**, press\* to confirm

### TICET TYPE AND PRICES

Ticket type <b>501</b>	total	1 €
Ticket type <b>502</b>	total	2 €
Ticket type <b>503</b>	total	3 €
Ticket type <b>505</b>	total	5 €
Ticket type <b>510</b>	total	10 €
Ticket type <b>525</b>	total	25 €

A payment type dependent service charge will be added

### SERVICES AND PRICES

A4 one sided	5 cents
A4 double sided	9,4 cents
<b>A4 colour (1 sided)</b>	<b>32 cents</b>
A3 one sided	10 cents
A3 double sided	19,4 cents
<b>A3 colour (1 sided)</b>	<b>64 cents</b>
<i>Scan2PDF</i> e-mail	1 cent

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# PRINTER LOCATIONS



PRINTERS

## **ASTRA building - Narva mnt. 29**

**ASTRA 1 (colour printer)** - library, 2nd floor  
*colour printing, copies, scan to e-mail*

**ASTRA 2 (black-and-white)** - library, 2nd floor  
*printing, copies, scan to e-mail*

**ÕPISAAL (black-and-white)** - study hall, 2nd floor  
*printing, copies, scan to e-mail*

## **NOVA building - Narva mnt. 27**

**BFM (black-and-white)** - 4th floor  
*printing, copies, scan to e-mail*

## **TERRA building - Narva mnt. 25**

**TERRA (black-and-white)** - 2nd floor, room 217  
*printing, copies, scan to e-mail*

## **Academic Library - Rävala pst. 10**

**HUMA (black-and-white)** - 2nd floor  
*printing, copies, scan to e-mail*

**NATU (colour printer)** - 3rd floor  
*colour printing, copies, scan to e-mail*

## **Pedagogical College - Räägu 49**

**TPS1 (black-and-white)** - 3rd floor, room 306  
*printing, copies, scan to e-mail*

**TPS2 (colour printer)** - 2nd floor, room 204  
*colour printing, copies, scan to e-mail*

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# PRINTING FROM TLÜ PUBLIC PCs



## HOW TO

**Public printing is available in ASTRA-building (library and study hall) and in Academic Library.**

- 1** Open your file and select **Print**. For black-and-white prints select PRINTER-BW-UFR for **colour prints** select PRINTER-COLOR-UFR.
  - 2** A pop-up opens with print **Preferences**. Make your finishing settings and press **Print**.  
*Large files may take more time so please spare us a bit of patience.*
  - 3** A pop-up opens **Prinditöö / töökood**. Type in your card number and press **OK / Sulge**.  
*Your ID-card's number or Ühiskaart's (public transportation card) number must be connected with your Pilveprint account.  
You can link your cards on Account settings page  
(<http://pilveprint.overall.ee/account/>)*
- If you want to cancel your print, select **Kustuta prinditöö/ Delete**.
- 4** A pop-up will display your remaining balance, press **OK**.
  - 5** Close your document.
  - 6** Pick up your print at any print-point by inserting your ID-card or Ühiskaart into the printer.

**NB! Colour prints** can be picked up only from **colour printers** that are labeled with **red cloud** sticker.

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