



GUIDE FOR THE CORRECT USE OF THE UNIVERSITY BADGE AS CANTEEN CARD

Before the first use, the badge must be updated.

To be updated the badge must be inserted into the POS machines, which can be found at the receptions of the main University buildings:

- Milan: U3, U6, U7, U12 and U17 buildings.
- Sesto San Giovanni: U22 building.
- Monza: U8 building.
- Bergamo: #6/13 Maglio del Rame Street and #13 Garibaldi Street.

The new badge must be inserted into the POS machines twice (the first time in order to activate the badge as canteen card, the second time in order to record the user's profile on the card).

Before the second insertion it's necessary to wait the signal from the display.

The second passage must be repeated at the beginning of the solar year and upon every profile change.

After the correct activation the machines print on a piece of paper the following message:
"Aggiornamento completato".

After the correct updating the message is the following: *"Parametri aggiornati"*.

If the updating has been already done the message is the following: *"Nessun aggiornamento"*.

At the canteen: when the badge works properly the machines print one of the following profiles:

- Gratuito
- Fascia 1
- Fascia 2
- Fascia 3
- Fascia 4
- Costo totale

Other kinds of messages must be reported at the e-mail: residenze.ristorazione@unimib.it sending in attachment the piece of paper printed by the machine with the error message or sending otherwise a photo of the display of the POS machine with the code error.

For the refunding of the meal (exclusively consumed at the university canteens or at the restaurants with a special agreement with the university) it is necessary to keep the fiscal receipt of the meal and send it via e-mail at residenze.ristorazione@unimib.it.

The profile is valid for the entire academic year and the request for the new canteen card must be done online on the university website from middle July to middle December.

THE PERSONNEL WORKING IN THE CANTEENS IS NOT RESPONSIBLE FOR AND DOES NOT KNOW ANYTHING ABOUT THE MALFUNCTIONINGS OF THE BADGES.