SCANNING

- Scanning is free

- Touch your library card to the grey card reader.

- Press the House button

- Choose the Email option on the screen. The system sends the scanned documents to your email address that you gave during registration. The system provides PDF files

Here you can set the followings:

- in which size and placement you would like to scan

- If you set in the Merging option to merge the pages, the system "collects" the scanned pages until you choose the Finish merging button in the Merging option. Then the system merges the pages into one file and sends it to your email address as one PDF file. You can check the completion on the screen.

Tip: if you want to scan several pages, it is worth to break the process after every 15-20 pages and choose the Finish merging button because some email systems does not manage large files or supplements properly.

- Open the lid of the device.

- Place the document you would like to scan to the arrow at the upper right corner in the chosen placement (horizontal/vertical)

- The scales on the top and on the right side help you to determine the size of the document, so you can change the size settings if it is needed.

- Close the lid.

- If you scan from a thick book/journal, you do not need to close the lid, just press the spine of the book/journal down softly.

- If you set everything properly, press the green button to copy the document.

- If the device finished scanning the page, you can turn or change the document. The settings will not change, you only need to press the green button.

- It is possible to put the document into the automatic document feeder. You can put only undamaged, plain, foldless, loose pages in the feed. Adjust the document to the middle with the grey wings. The system merges the documents you loaded at once into one PDF file.

- If you finished scanning, touch your library card again to the grey card reader to sign out.

Green Tipp:
Protect the enviroment, print on both sides!

COPYING
PRINTING
SCANNING

SELF-SERVICE COPYING

- Only black and white photocopying is available. Colour photocopying is available at the Copy centre.

  - Before copying, you need to top-up your library card with money with the "orange" charging machines on the 1st or 2nd floor. The charging machine does not give back cash, so you should top-up with the exact price. The price list can be found next to the machine.

  - To start photocopying: Touch your library card to the grey card reader.

- Press the House button next to the screen, then choose the Copy option. Here you can set the followings:

  - in which size and placement you would like to copy
  - 1- or 2-sided photocopying
  - number of copies can be set with the keyboard on the right side
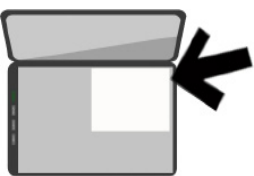
  - Place the document you would like to copy to the arrow at the upper right corner in the chosen placement (horizontal/vertical).

  - The scales on the top and on the right side help you to determine the size of the document, so you can change the size settings if it is needed.

  - Close the lid, or if you copy a large document, press it down softly.

- It is possible to put the document into the automatic document feeder. You can put only undamaged, plain, foldless, loose pages in the feed. Adjust the document to the middle with the grey wings.

- If you set everything properly, press the green button to copy the document.

- In case of two sided copying, you can turn or change the document when the device finished scanning the page. The settings will not change, you only need to press the green button.

- H• If you finished photocopying, touch your library card again to the grey card reader to sign out.

SELF-SERVICE PRINTING

- Only black and white printing is available. Colour printing is available at the Copy centre.

- Before copying, you need to top-up your library card with money with the "orange" charging machines on the 1st or 2nd floor. The charging machine does not give back cash, so you should top-up with the exact price. The price list can be found next to the machine.

Mobile printing

- Upload the document you would like to print to the following website: http://safeq5.tudaskozpont-pecs.hu:81/m/

  You can upload even from home.

Printing from a library computer

- Sign in to a library computer (library card number and the password is needed)

- You can print from email or from your flash drive. Put your USB flash drive to the USB port connected to the computer.

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- Open the document you would like to print, then choose the Print icon.

- You can set the number of your print, the size and one or two sided print.

- Choose the OK/Print button.

- You need to give again your library card number and the password.

- If you want to print more documents, repeat the process. If you do not want to print more, you can sign out from the computer and go to the printing device.

- Touch your library card to the grey card reader. Choose the YSoft-SafeQ button.

- The prints, you sent to the system, appear on the screen. If you want to print them all, choose the Yes button. f you do not want to print them all, choose the No button.

- Printing surface appears. Here you can choose which document you would like to print or delete from the list.

- Touch your library card to the grey card reader to sign out