SCANNING

- Scanning is free, but to start the scanning process, you will need to top up your library card balance by at least HUF 20.
- Touch your library card to the grey card reader.
- Choose the **Email** option on the screen. The system sends the scanned documents to your email address that you gave during registration.

Here you can set the followings:

in which size and placement you would like to scan.



- at what format you like to save the documents,
- Whether you like to save the documents as a whole file, or you like to save documents separately. You can choose that at the **Fileformat**, inside that, the **More** option.
- Open the lid of the device. Place the document you would like to scan to the arrow at the upper left corner in the chosen placement (horizontal/vertical).
- the scales on the top and on the left 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.
 - It is possible to put the document into the automatic document feeder. You can put only undamaged, plain, foldless, loose pages in the feed.

- If every setting is right, push the **Send** button, if the machine finishes the scanning of the page, you can turn the document around or insert the next one.
- For scanning a new page choose the Page adding function, when it's offered by the machine.
- If you finished scanning, touch your library card again to the grey card reader to sign out.



COPYING PRINTING SCANNING









Printing from a library computer

Sign in to a library computer (library card number and



- computer. your USB flash drive to the USB port connected to the You can print from email or from your flash drive. Put
- choose the **Print** icon. Open the document you would like to print, then
- or two sided print. You can set the number of your print, the size and one
- Choose the **OK/Print** button.
- the password. You need to give again your library card number and
- out from the computer and go to the printing device. cess. If you do not want to print more, you can sign If you want to print more documents, repeat the pro-
- Choose the YSoft-SafeQ button. Touch your library card to the grey card reader.
- the No button. button. If you do not want to print them all, choose screen. If you want to print them all, choose the Yes The prints, you sent to the system, appear on the
- Jsil. document you would like to print or delete from the Printing surface appears. Here you can choose which
- ont. Touch your library card to the grey card reader to sign

- can turn the page or add the next. machine finishes the scanning of one document you It you like to make a two page photocopy, after the
- touch the Ready button. Page adding funcion. To finish the copying please document at the scanning board, and choose the The settings are remaining in this case, so place the
- again to the grey card reader to sign out. If you finished photocopying, touch your library card

SELF-SERVICE PRINTING

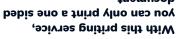
- Colour printing is available at the Copy centre. Only black and white printing is available.
- cpange. The machine only accepts cash and does not give provide refunds for amounts charged to the card. used for the reprographic service. We are unable to The amount charged to the library card can only be price. The price list can be found next to the machine. give back cash, so you should top-up with the exact the 1st or 2nd floor. The charging machine does not with money with the "orange" charging machines on Before copying, you need to top-up your library card

Mobile printing:

following website: Upload the document you would like to print to the

http://safeq5.tudaskozpont-pecs.hu:81/m/

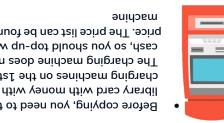
You can upload even from home.



- document.
- document to the middle with the grey wings. aged, foldless, loose pages in the feed. Adjust the matic document feeder. You can put only undam-It is possible to put the document into the auto-

SELF-SERVICE COPYING

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



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

just the following: At the display choose Photocopying, where you can ad-

- in which size and placement you would like to copy,
- T- or Z-sided photocopying,

it is needed.

- number of copies.
- Place the document you would

placement (horizontal/vertical). upper left corner in the chosen like to copy to the arrow at the

- document, so you can change the size settings if the left side help you to determine the size of the The scales on the top and on
- press it down softly. Close the lid, or if you copy a large document,

