

## 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



## 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 the photocopy: touch your card to the grey sensors
- At the display choose **Photocopying**, where you can adjust the following:
  - in which size and placement you would like to copy,
  - 1 - or 2-sided photocopying,
  - number of copies.
- Place the document you would like to copy 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, 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, foldless, loose pages in the feed. Adjust the document to the middle with the grey wings.



## SELF-SERVICE PRINTING

- If you like to make a two page photocopy, after the machine finishes the scanning of one document you can turn the page or add the next.
  - The settings are remaining in this case, so place the document at the scanning board, and choose the **Page adding** function. To finish the copying please touch the **Ready** button.
  - If you finished photocopying, touch your library card again to the grey card reader to sign out.
  - 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. **The amount charged to the library card can only be used for the reprographic service. We are unable to provide refunds for amounts charged to the card. The machine only accepts cash and does not give change.**
  - Upload the document you would like to print to the following website: <http://safeg5.tudaskozpont-pecs.hu:81/m/>
  - You can upload even from home.
- With this printing service, you can only print a one sided document.**



### Mobile printing:

- Sign in to a library computer (library card number and the password is needed)
- Printing from a library computer
- 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 **Soft-SafeQ** button.
- The prints, you sent to the system, appear on the screen. If you want to print them all, choose the **Yes** button. If 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.



### Printing from a library computer