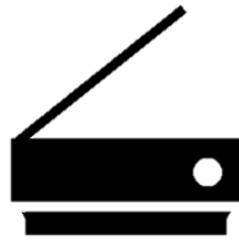


HOW TO USE THE PRINT STATION



SCANNING

Step 1: Tap your card on the Reader

Step 2: Enter your PUK and tap on the Reader again

[skip this step if you've entered the PUK once]

Step 3: Place your document in the feeder tray **OR**

Place your document on the scanner glass

Step 4: Choose Smart Scan

Step 5: Set your File name

Step 6: Adjust your scan settings

Step 7: Select SafeCom Smart Scan

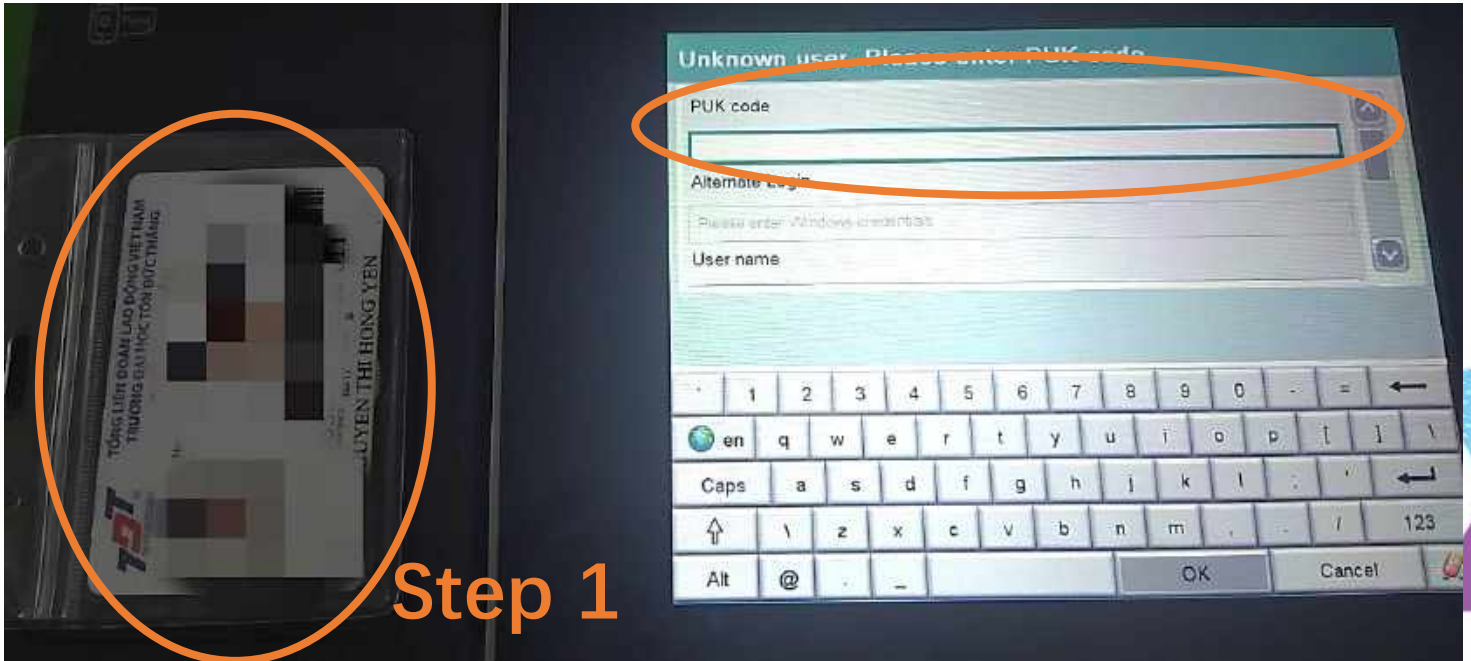
Step 8: Visit INSPIRE Library website -> Choose Scanning -> Sign in

Step 9: Choose Documents -> Choose Files -> Download Files

1. Respect the copyright and intellectual property laws.
2. Only Printing, Copying, Scanning your own materials accepted here.
3. Contact our staff at Information Desk if you intend to make any copies of the Library's materials.
4. You have received PUK code in your TDTU email, please check the email first to get the PUK code. If you aren't able to find it, contact our staff at Information Desk.

HOW TO USE THE PRINT STATION

Step 2

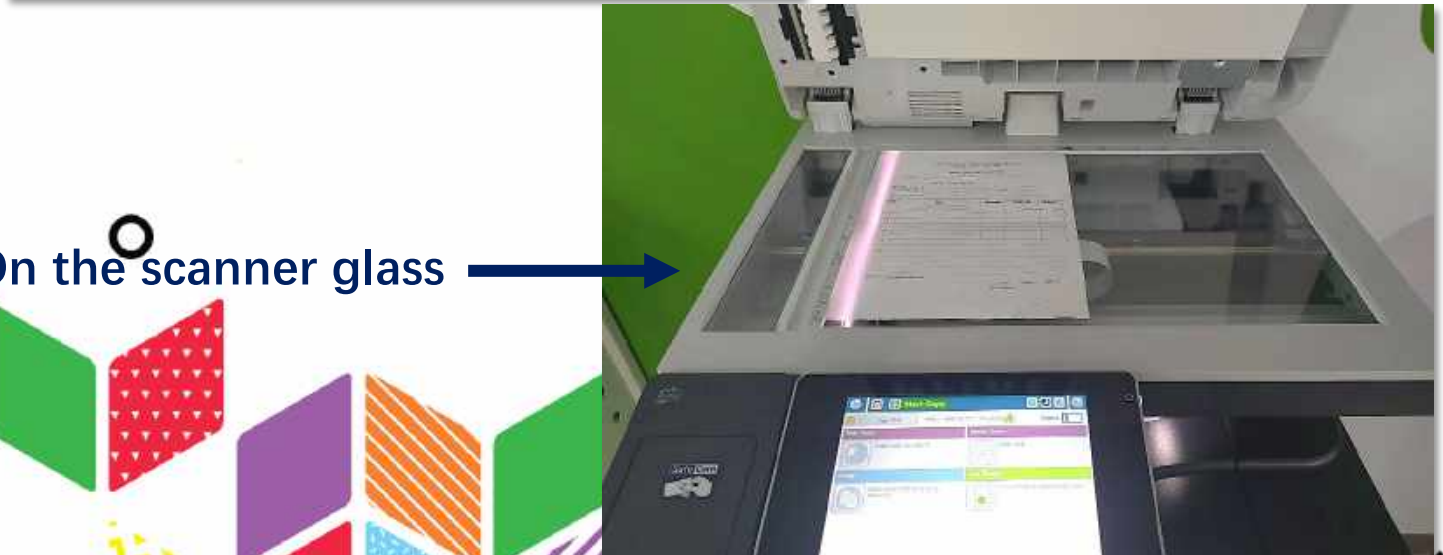


Step 1



Step 3

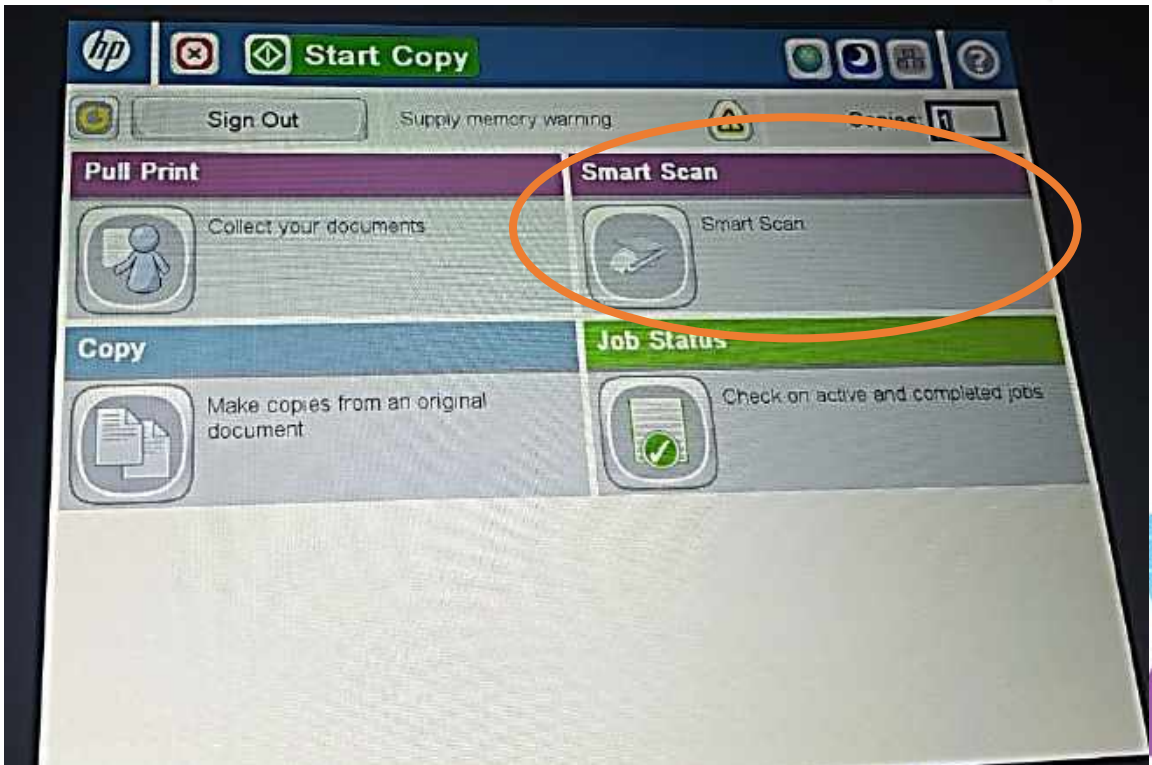
In the feeder tray



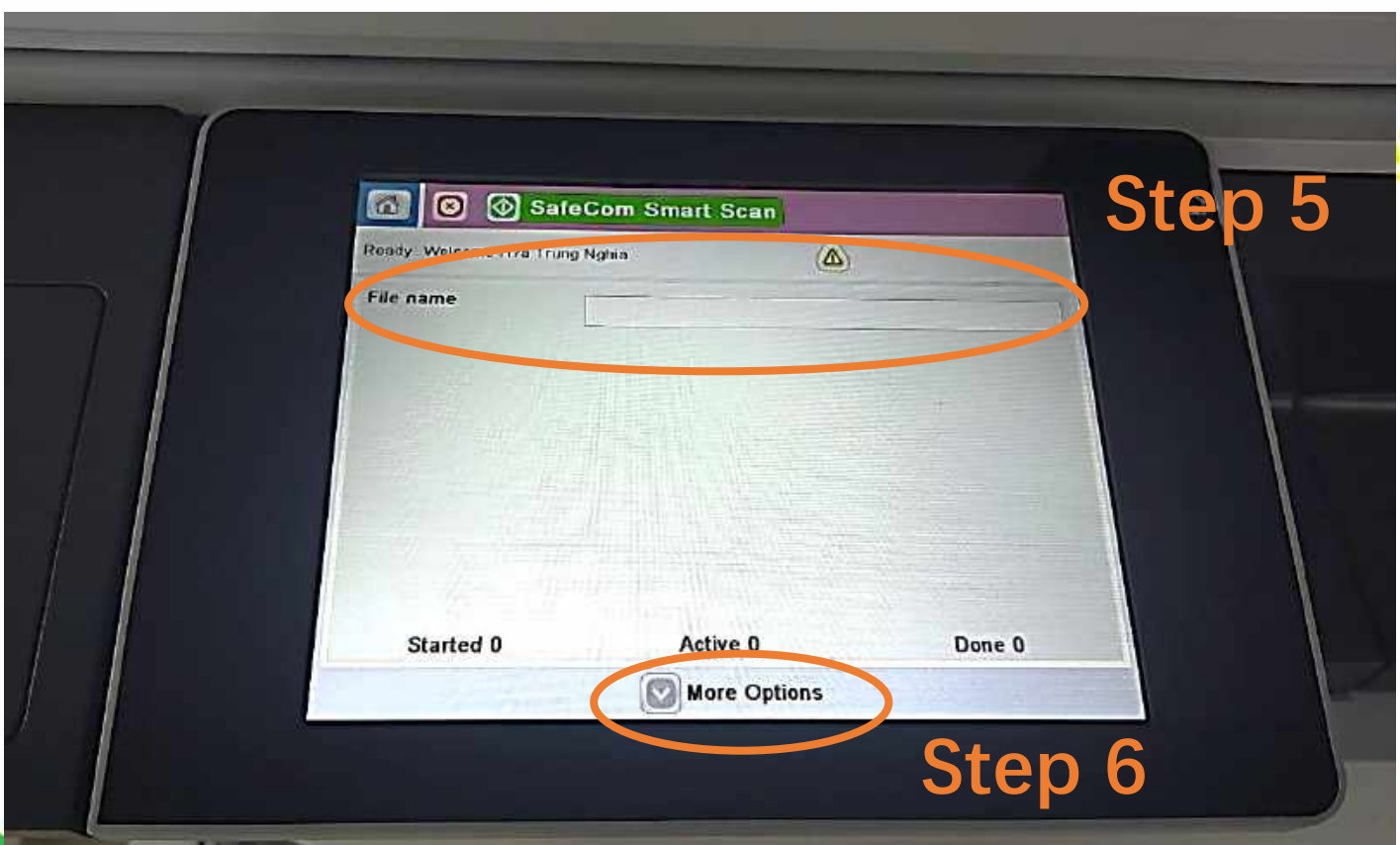
On the scanner glass

HOW TO USE THE PRINT STATION

Step 4

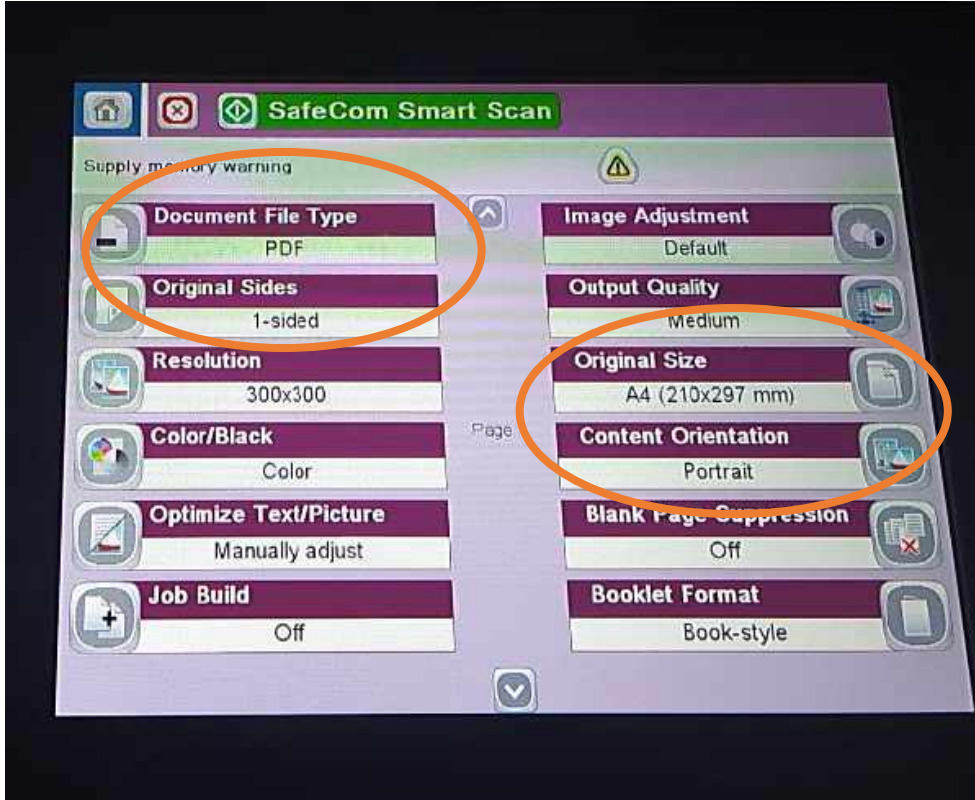


Step 5



Step 6

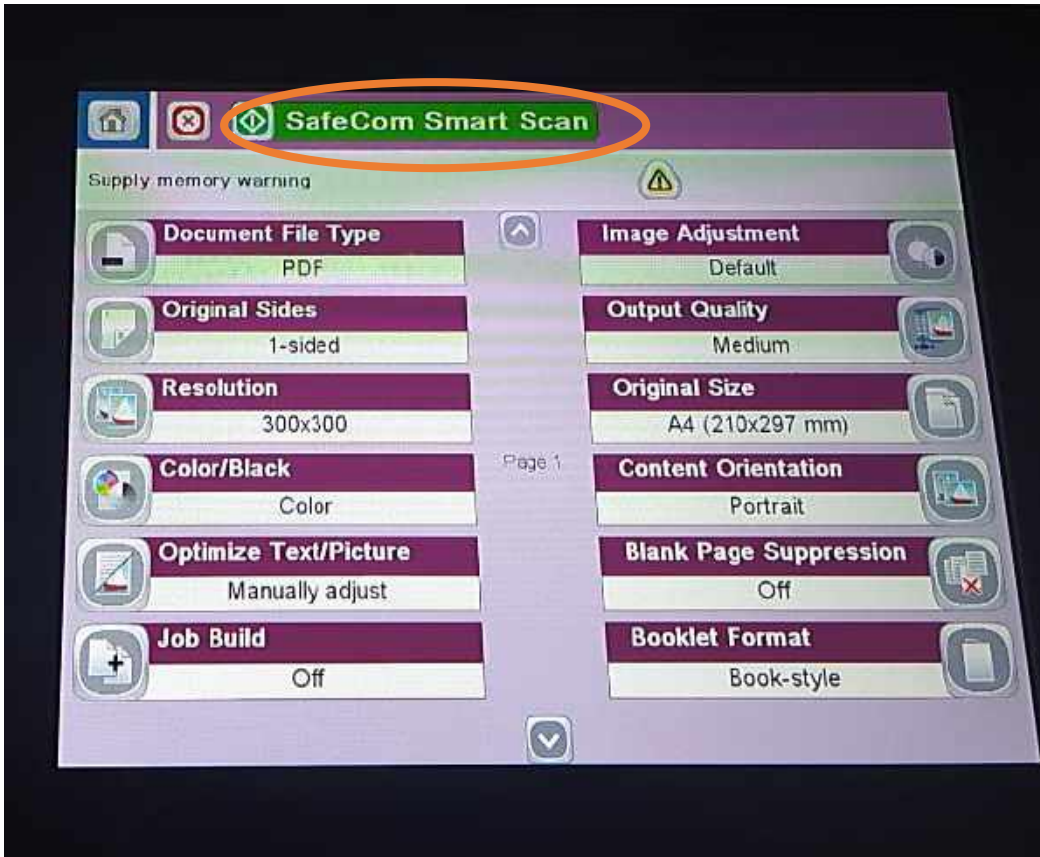
HOW TO USE THE PRINT STATION



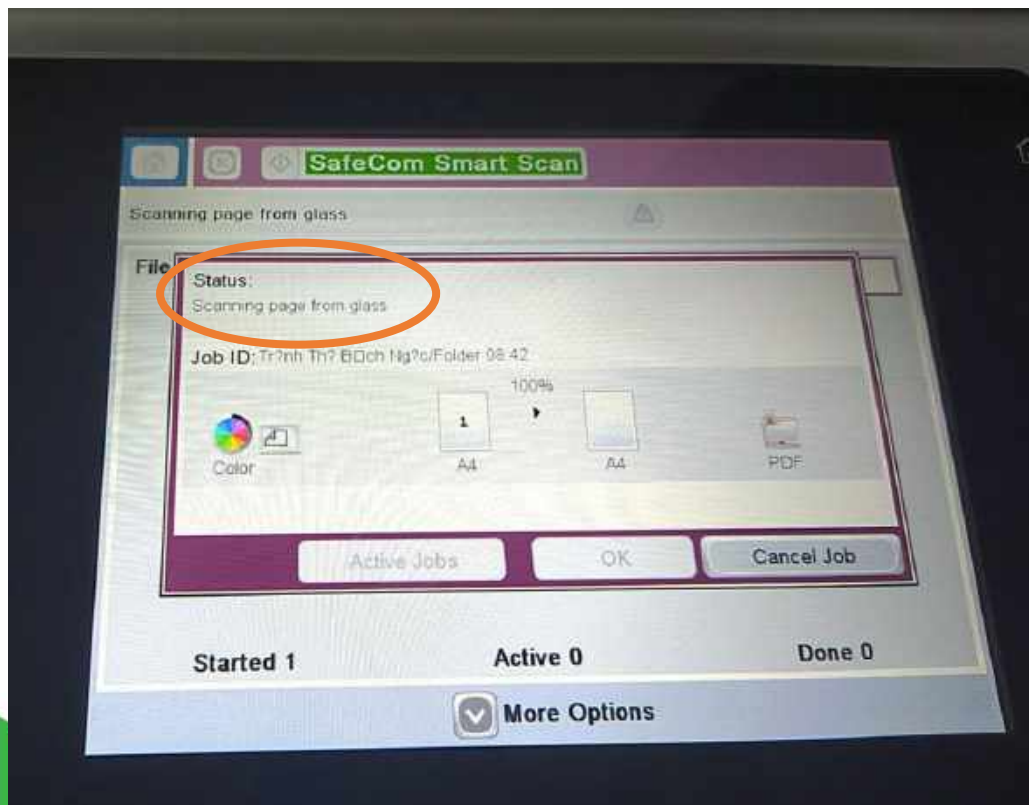
Step 6

| | |
|----------------------------|-----------------------------|
| Document File Type | File format options |
| Original Sides | One side/ Two sides scanned |
| Original Size | Specify documents size |
| Content Orientation | Portrait/ Landscape |

HOW TO USE THE PRINT STATION



Step 7

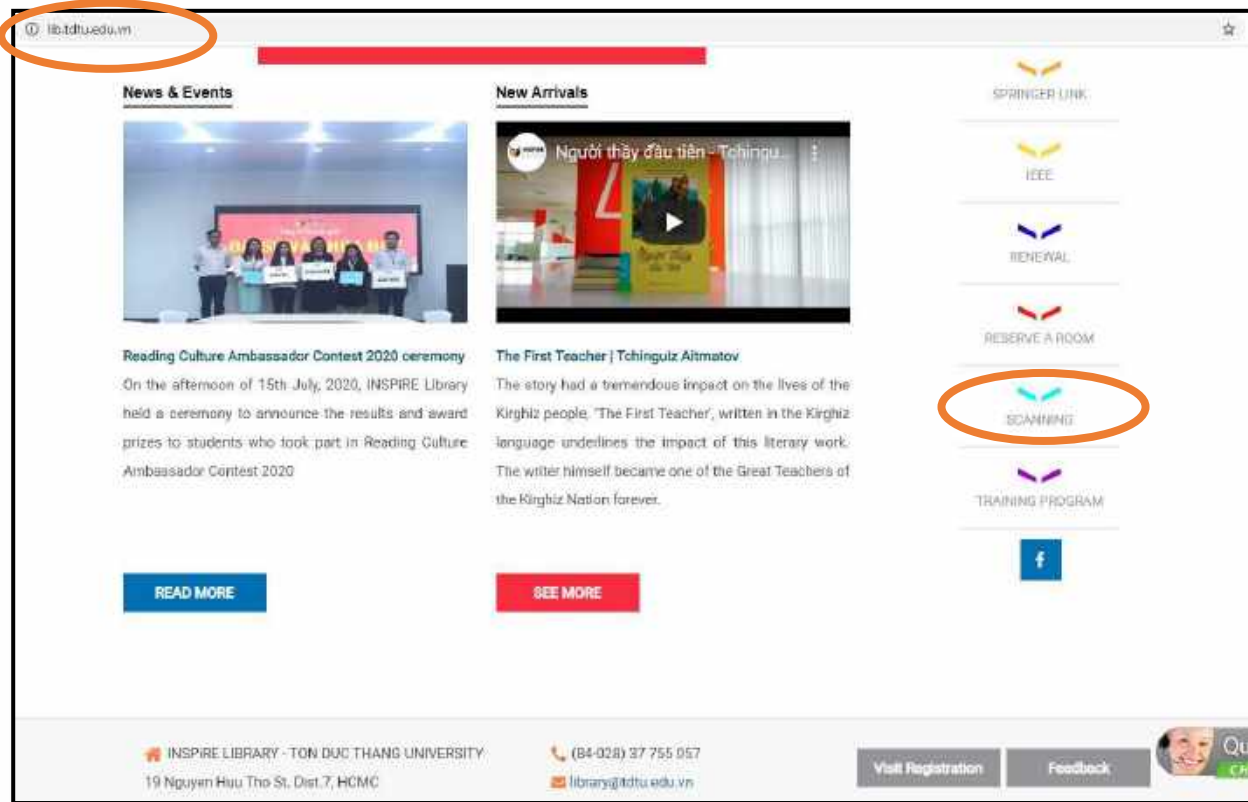


Wait until the scanning job is done

AND

SIGN OUT

HOW TO USE THE PRINT STATION



Step 8



Web Interface

Log on to SafeCom



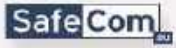
Please sign in **Default Pin code: 1234**

| | | |
|---|---------------------------------------|--------------------------------------|
| <input type="text" value="User logon"/> | <input type="text" value="PIN code"/> | <input type="button" value="LOGIN"/> |
|---|---------------------------------------|--------------------------------------|

User name/ID

HOW TO USE THE PRINT STATION

Tr?nh Th? B?ch Ng?c (Logout)



Step 9

Welcome Tr?nh Th? B?ch Ng?c

Documents
See list of pending print jobs. Delete print jobs.

Transactions
See your printing and copying history. Check balance and deposits.

Scanned documents

Check Printing, Copying, Scanning history

Setup
Change your PIN code. See your PUK code, generate a new PUK code.

Change Pin code



Documents

Pending print jobs Files



Documents

Pending print jobs Files

Files

Refresh list

DOCUMENTS

| Document name | File size | Generated | |
|--|-----------|-----------------------|--|
| <input type="checkbox"/> ngoc20200727084100-01.pdf | 300 KB | 7/27/2020 10:02:03 AM | |
| <input type="checkbox"/> 12320200727084251-01.pdf | 325 KB | 7/27/2020 10:03:35 AM | |



SCANNING COMPLETED