

HOW TO USE THE PRINT STATION



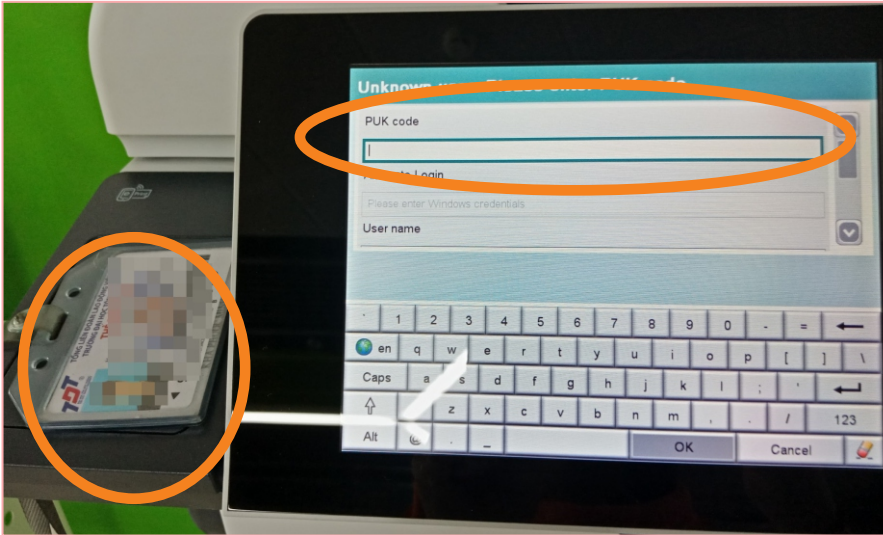
SCANNING

- 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: Choose Smart Scan – File name
- Step 4: Select Safe Com Smart Scan
- Step 5: Visit the library's website – Scanning – Sign in
- Step 6: Choose Documents – Your files
- Step 7: Download your file.

- 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. PUK code has 8 letter, please add "0" before your 7-letter PUK code.

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Step 2

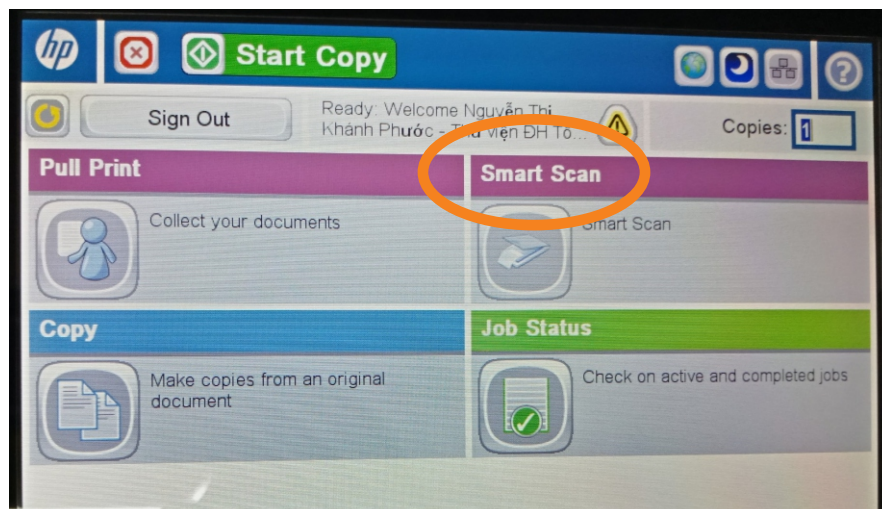


Step 1

Place Your Document
Correctly

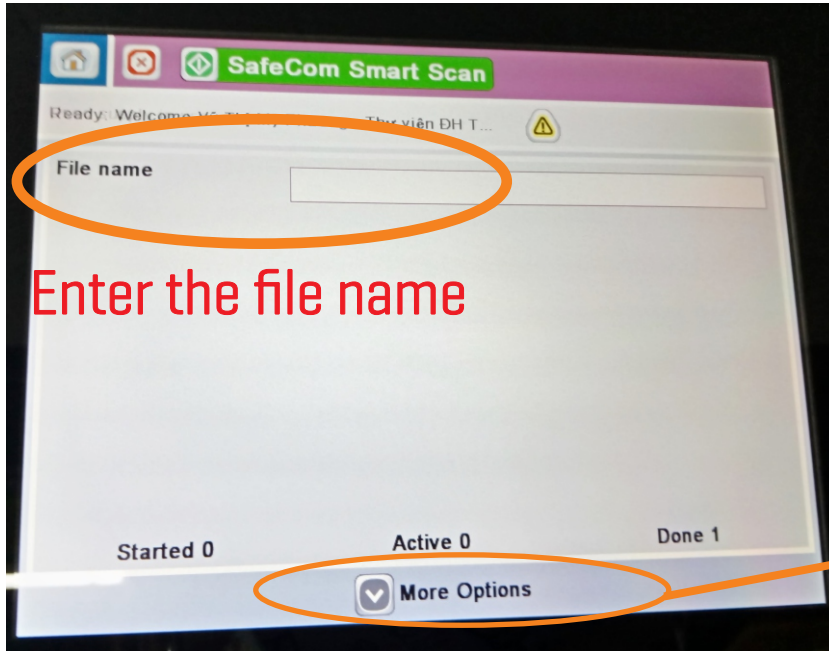


Step 3



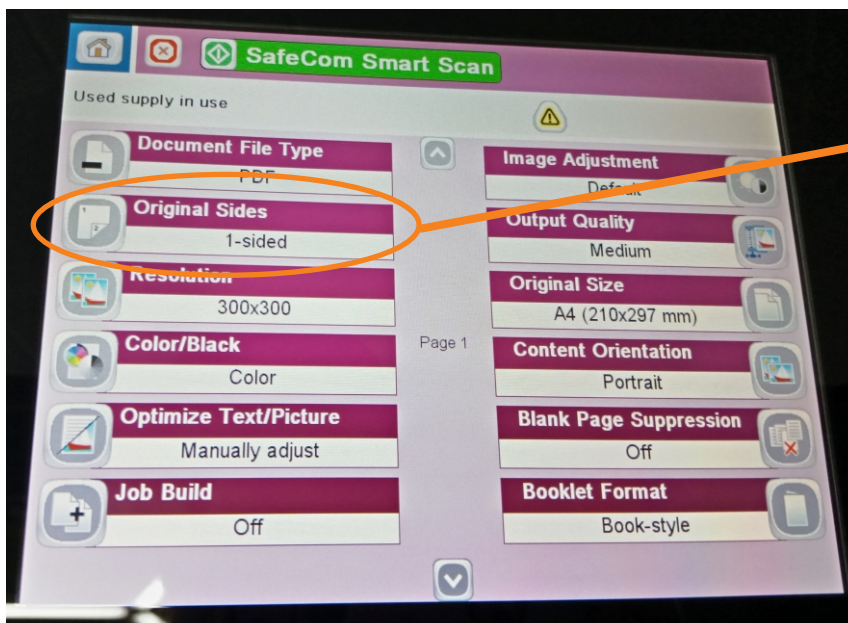
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Step 3



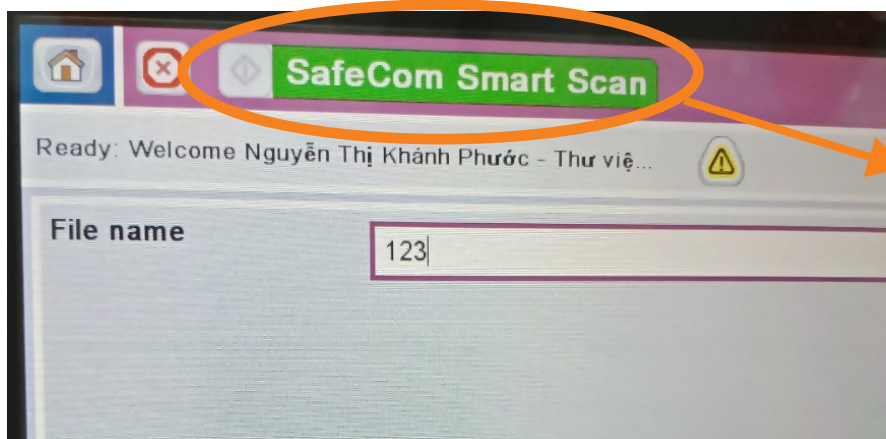
Enter the file name

Customize
Scanning features



Choose Scan
one or two slide

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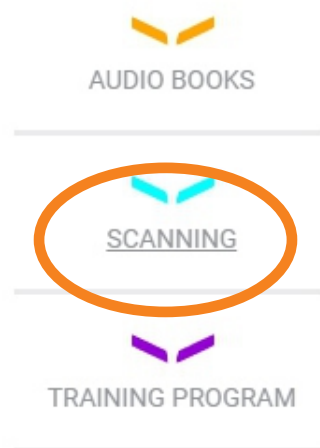
Step 4

Scanning
Completed

To get the file: Go to the Library's website

Step 5

→ Quick link →



Student ID

ask a Librarian
to get your Pin code

