

SafeQ

Electronic System for Self-Service Network Printing, Copying and Scanning

1. Payments for printing/copying are made by using pre-charged ISIC cards.
2. The cards can be pre-charged in Medical Library , Monday to Thursday 8 a.m. – 6 p.m., Friday 8 a.m. – 3.30 p.m.
3. B&W+Color Printer/copier is located in the copying area (groundfloor of the old building) with non-stop access. Two printers/copiers only for black/white copying are in Medical Library.
4. At <http://safeq.upol.cz> you can also monitor your personal account history and current credit.

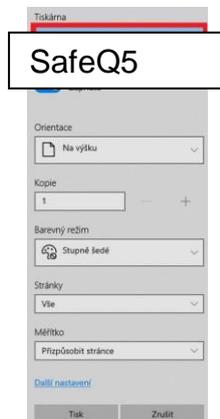


Use your login name:
PortallD and password

Trouble shooting: dana.subova@upol.cz

PRINTING

On the PC select “Print” (“Tisk”) icon or “File/Print” (“Soubor/Tisk”) on the menu – choice printer SafeQ5.



For **COLOR** printing - select in menu **COLOR mode**

You can specify other documents to be queued in the same way.

For **COLOR** printing use the Color Printer/copier – you find it in the copying area (groundfloor of the old building) with non-stop access.

All the documents sent to the “waiting list” are automatically deleted after 24 hours.

PRINTING from a USB flash drive - only in **pdf** and **jpg** formats. (Flash drive must be formatted in FAT32.)

COPYING

Log in by placing a pre-charged ISIC card.

Choose icon “COPYING” and eventual then select from the copy function options.

For **COLOR** copying select on the copier **COLOR** mode button and use the Color Printer/copier – you find it in the copying area (groundfloor of the old building) with non-stop access.

SCANNING

By email:

After logging in (by attaching an identification card), select the "Email" icon.

Enter your email address, then press "Enter".

Set the correct format.

Click the "Submit" button to scan.

When finished, log out - for example, by using the card again.

On a USB flash drive:

After logging in (by attaching an identification card), insert the USB into the USB port. (Flash drive must be formatted in FAT32).

Select "Save to flash drive" and the storage location from the menu and confirm with "OK".

Choose the desired format (size, color, number of copies ...)

Click "Scan" to start scanning.

When finished, log out - for example, by using the card again.

REMINDER!
Don't forget to always log out!

→ Icon „END“ („Konec“)