

## **Guide to Self-Service**

Photocopy & Print in Library

## Using the 'A4-Colourd printer',

Place the page or book with printed side faced down onto the glass panel in Portrait orientation



### Press "Scan to PC" on the display panel







## Change the specifications if necessary, e.g. File Format



Press the green Start button



## Retrieve the scanned PDF file(s) on PC 1



### ► Files scanned are located in D:\Scan folder

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## Open the document Click on "file" $\rightarrow$ "Print"

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### Select the preferred Printer:-

- A4-Colorq for colour printing
- A4-Monoq for Black/White printing



## **2. Release Print Job**

Release Print job

at

**Print Release Station** 

Print Release Station

## Login to Print Release Station

User Name is ShawLibrary88

#### Payment via

- Smart Card
- Ezlink Card



## Select the print job Click 'Print'

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Total Jobs: 1 Pages: 1 Cost: 0.06 Balance: 0.00	Printer (BW-SHAW-LIB) is selected.

## Tap your card on the reader for payment



Remove your card when you hear a "beep"

## **Cards Used for Payment**



Smart CardEzlink CardNETS Flashpay

Charges

- A4-Colorq : \$0.32 per side
- A4-Monoq : \$0.064 per side



# Thank you!

If you need clarification, please email the Librarian at shawlibrary@acsindep.edu.sg