

How to Top up my SafeQ Account....

SafeQ Cash Recharging Station are located in the following areas:

- Library, Nursing and PJ Carrolls Building

To Add credit onto your student card follow these steps:

Fig 1

Fig 2

Fig 3



Price Guide €

A4 B&W	0.07 Cent
A4 Colour	0.20 Cent
A3 B&W	0.10 Cent
A3 Colour	0.30 Cent

1. Swipe Student Card over **Figure 2** on the Safe Q recharge station.
2. Insert coins or notes into **Figure 3**
3. Swipe Student Card over **Figure 2**, to log off
4. You will then see a message to advise you that your account has now been topped up with the inputted amount.

How to view my SafeQ account balance....

- **From Recharge Station**

Place card over **Figure 2**, Balance will appear on bottom right of **Figure 1** (Display Screen)

Swipe Student Card over **Figure 2**, to log off

- **From Xerox MFP**

Log onto the Xerox MFP by placing Student ID card over the card reader located on the right hand side of the Xerox MFP > Select YSoft SafeQ icon your current balance will be displayed on the bottom of the screen

If you require assistance, Please make contact with onsite IBS Xerox Support

Telephone: 0876172596

Email: studentprintdkit@ibs.ie