

## How to... Photocopy Basics

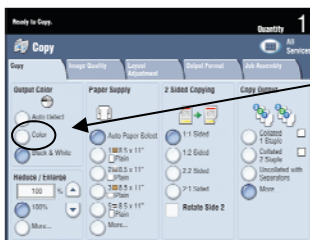
Log onto the Card Reader using a valid Student ID Card and select copying,

### Making Copies

Place originals **face up in document feeder** or place **face down on the glass**.

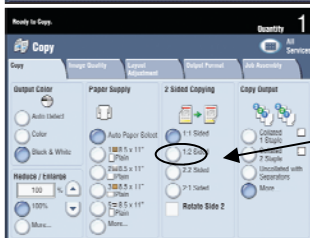
Select the number of copies using the keypad and press the **green** start key

**You will need a minimum of €1 on your card for printing or copying.**



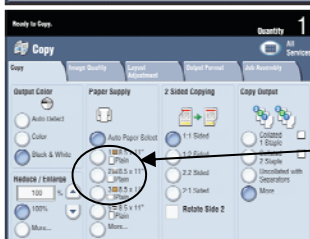
### Colour Copying

Select the Colour Option, this will allow you to do full colour copies



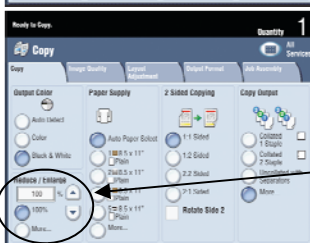
### Double Sided Copying

Select 1-2 Sided, this will allow you to do double sided Copying  
**1 sided > 2 sided**



### Paper Size

If copying unusual sized documents i.e. passports, Select the Paper Tab, This will allow you select the required paper size



### Zoom/Reduce Print Size

This option will allow you to reduce or increase your printed document

**To log out of the photocopier press End on the SafeQ card Reader.**

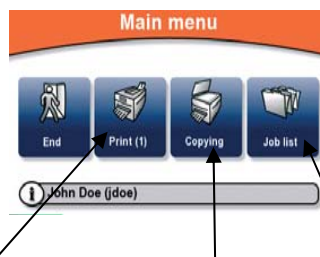


## QUICK GUIDE

- Place DKIT Student Card over SafeQ Card Reader



- Select which service you require Copy/Print



Automatic Print of all Print Job/s

Photocopying Service

Manually select which print job/s to print

## Price Guide €

A4 B&W	0.08 Cent
A4 Colour	0.30 Cent
A3 B&W	0.16 Cent
A3 Colour	0.60 Cent



## How to... Use Copying & Print Services



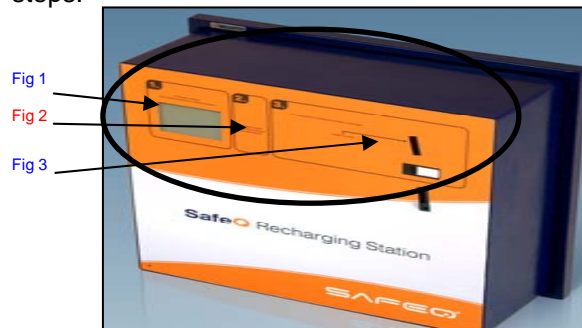
## How to...

### Top up my Student ID card with Credit

SafeQ Recharging Station are located in the following areas:

- Library, Nursing and PJ Carrolls Building

To Add credit onto your student card follow these steps:



1. Place Student Card over **Figure 2** on the Safe Q recharge station.
2. Insert coins or notes into Figure 3
3. Press the END option on the touch screen Figure 1.
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 account balance from:

- From Recharge Station

Place card over Figure 2, Balance will appear on bottom right of Figure 1 (Display Screen)  
Press END to escape.

- From Photocopier

Log onto the photocopier by placing ID card over the card reader located on the right hand side of the photocopier.

Your current balance will be displayed on the bottom of the card reader screen.

### How to Log out of the machine:

The machine will automatically log out of your account after 60 seconds of no activity

**To log out of the photocopier press End on the safeq card reader screen.**



**You will need a minimum of €1 on your card for printing.**

## How to...

### Print from a PC

To print your desired job follow these step:

- Press File
- Select Print
- Choose studentprint\_mono for Black & White Print Or studentprint\_colour for colour Print
- Choose the number of copies you require
- Press Ok

### This will store your job/s in the Safe Q system

You can release the job from any student photocopier by following [How to release a print job from FollowMePrint on the next page](#)

### The machines are automatically defaulted to 1 sided

If you wish to change this option for your desired print job/s follow these steps:

- Press File
- Select Print
- Printer Name should be studentprint\_mono or studentprint\_colour
- Press properties
- Select 2 - Sided Printed from the 2- Sided Printing drop down box for double sided print
- Once you are happy with your options press OK
- Choose the number of copies you want
- Press Ok

### This will store the job/s to the SafeQ system

You can release the job from any Student photocopier by following the [How to release a print job from FollowMe-Print](#)

**Print Jobs will be held in the SafeQ System for 24 Hours. Jobs will automatically be deleted after this time or once a job has been printed.**

**You will need a minimum of €1 on your card for printing.**

IF YOU REQUIRE ASSISTANCE, PLEASE CONTACT THE  
ONSITE IBS ENGINEER 087-6172596  
[studentprintdkit@ibs.ie](mailto:studentprintdkit@ibs.ie)

## How to...

### Release a print job from FollowMePrint

A print job can be released from any Student Photocopier.

There are two ways this can be done.

**Option 1: To Manually select the print job/s to print.**

**Option 2: To Automatically Print out all waiting job/s.**

**Option 1: To Manually select the print job/s to print.**

- Log onto the card reader using your student ID Card.
- Select the Job List option
- A list of all your current jobs will be displayed.
- Select which job/jobs you wish to print.
- Select the print option on the screen.



Your selected job/s will print and credit will be deducted from your account.

Once your job has been printed it will be deleted from the system

**To log out of photocopier press End on the SafeQ card reader screen.**



**Option 2: To Automatically Print out all waiting job/s.**

For all your pending print jobs to be printed

- Log onto the card reader using your student Card
- Select the print option



Any job/s which you have sent to the **FollowMePrint Q** will all print out automatically for you and the credit will be deducted from your account.

Once you job has been printed it will be deleted from the system

**To log out of the photocopier press End on the SafeQ card reader screen.**



**You will need a minimum of €1 on your card for printing.**