

**Guide to Self-Service
Photocopy & Print
in Library**

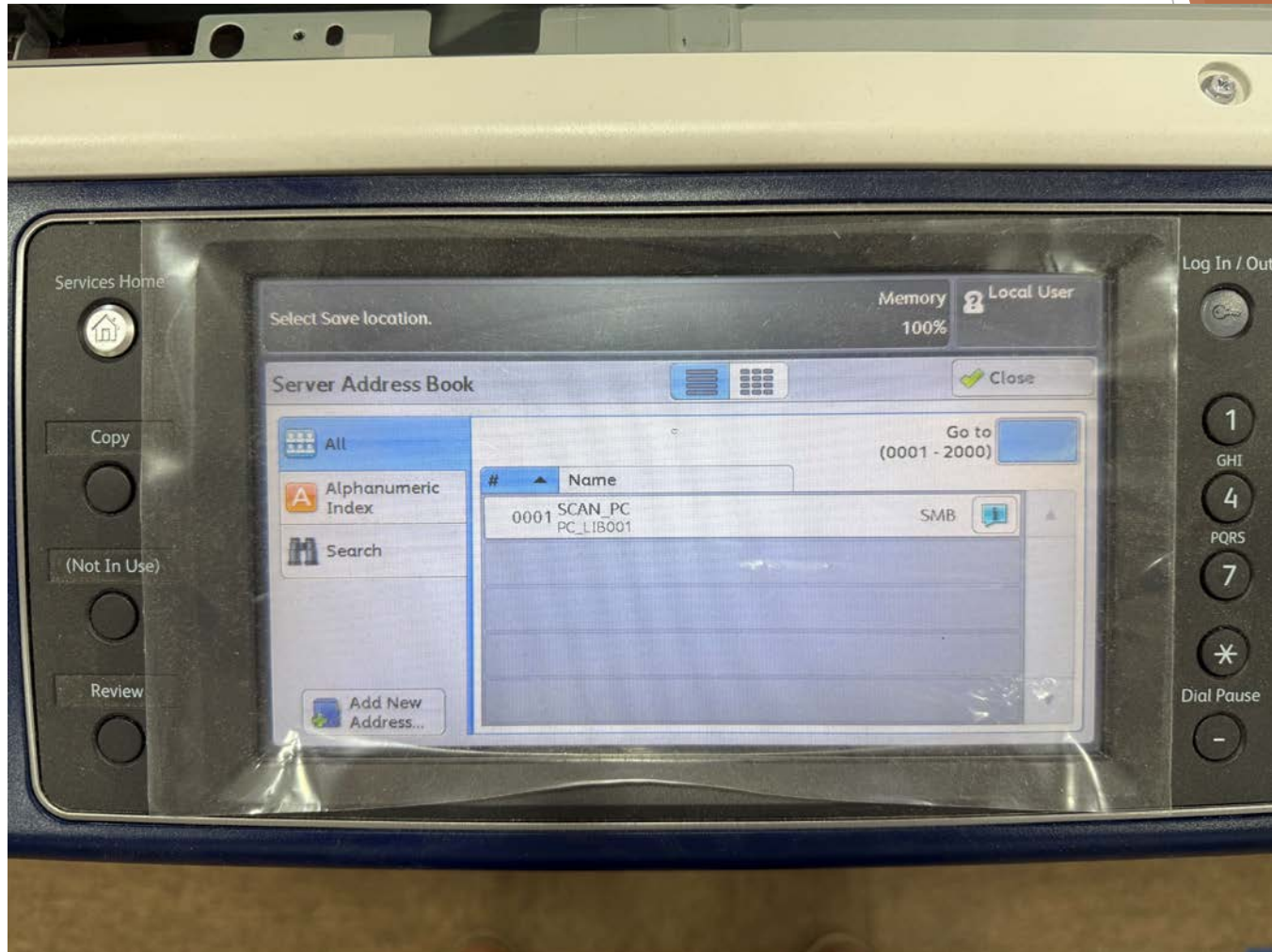
- ▶ Using the 'A4-Colourq printer',
Place the page or book with printed side
faced down onto the glass panel in Portrait
orientation



- ▶ Press "Scan to PC" on the display panel



▶ Press " ✓ Close"



- ▶ Change the specifications if necessary, e.g. File Format



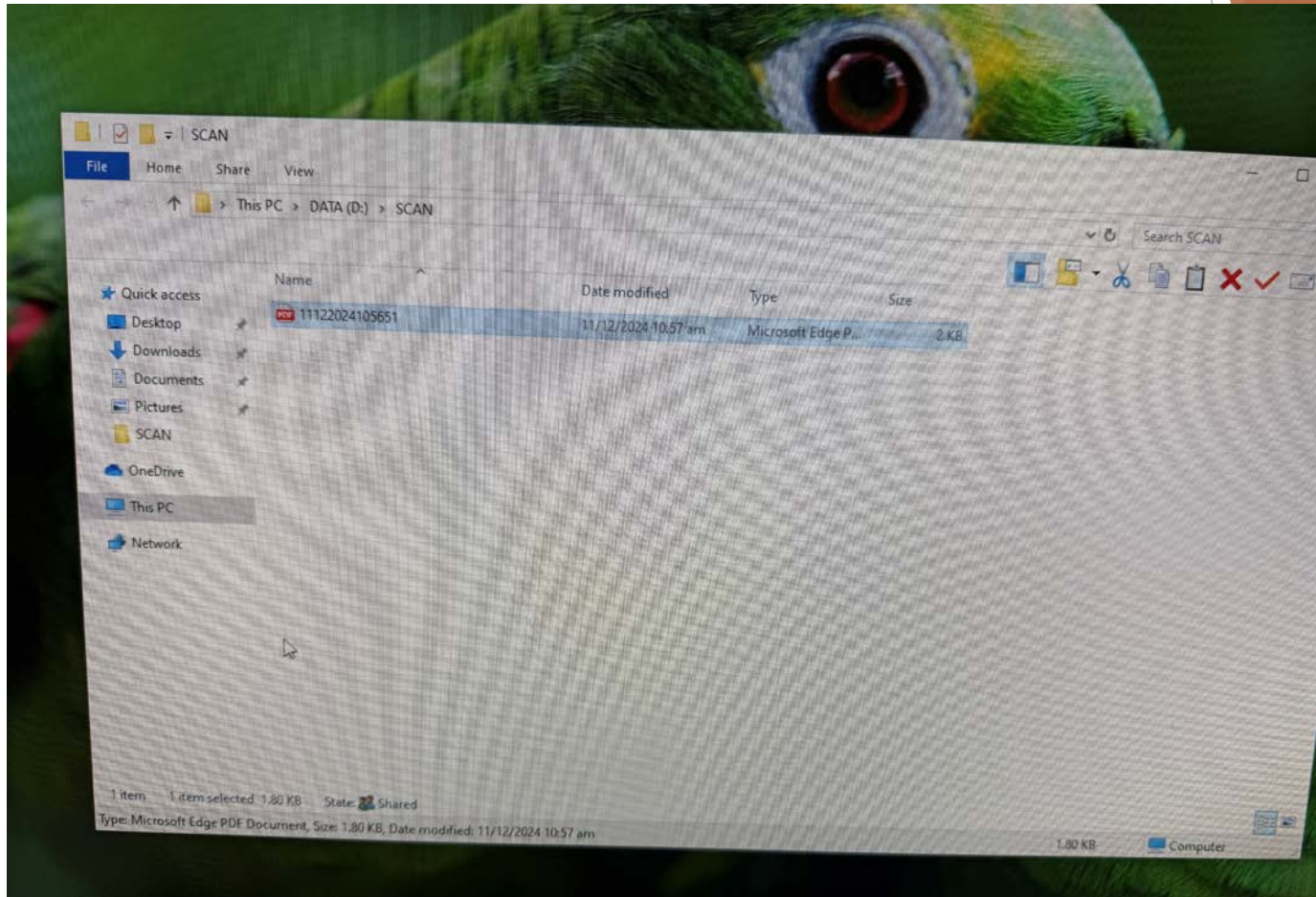
- ▶ Press the green Start button



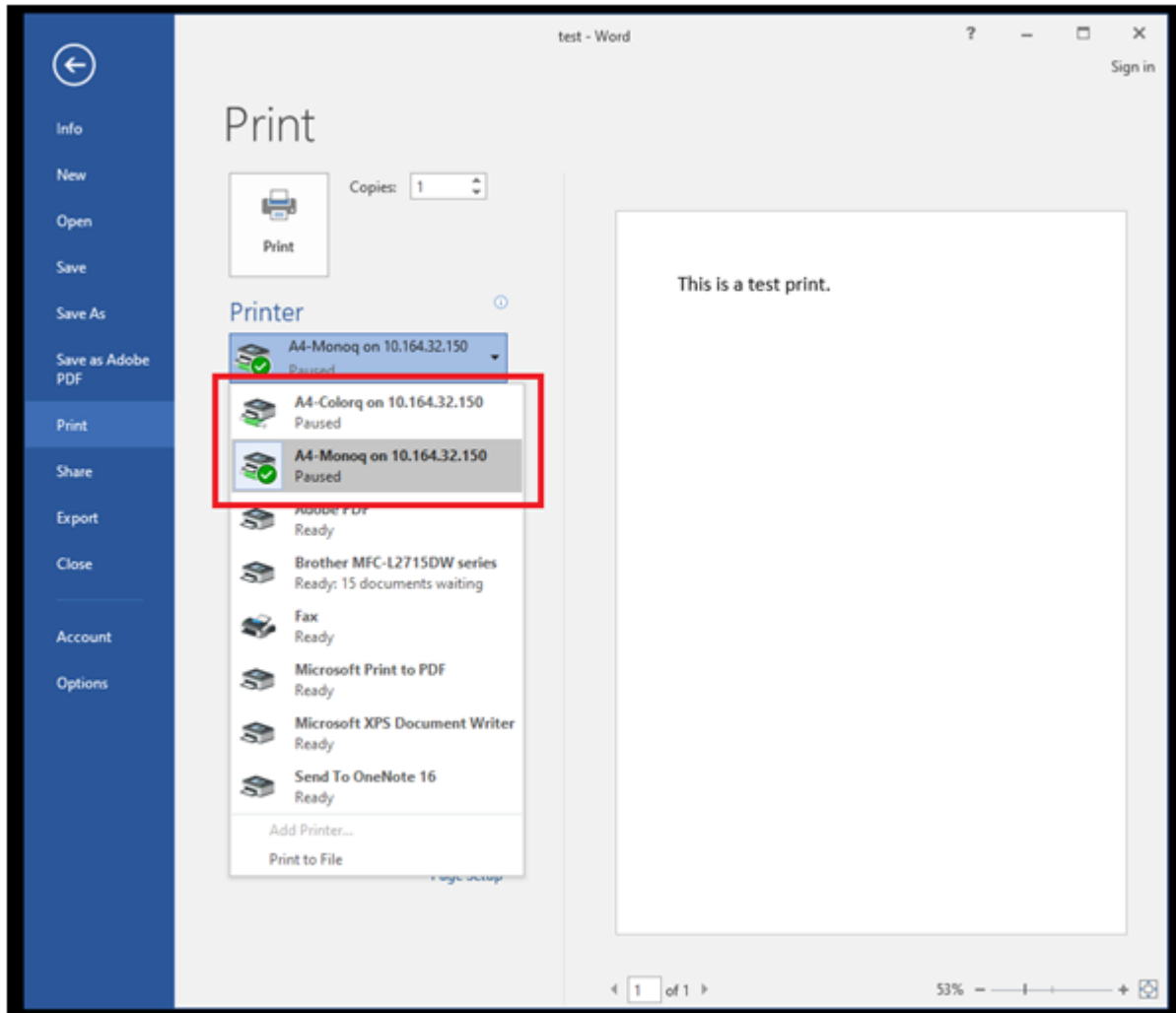
- ▶ Retrieve the scanned PDF file(s) on PC 1



- ▶ Files scanned are located in D:\Scan folder



Open the document
Click on “file” → “Print”



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

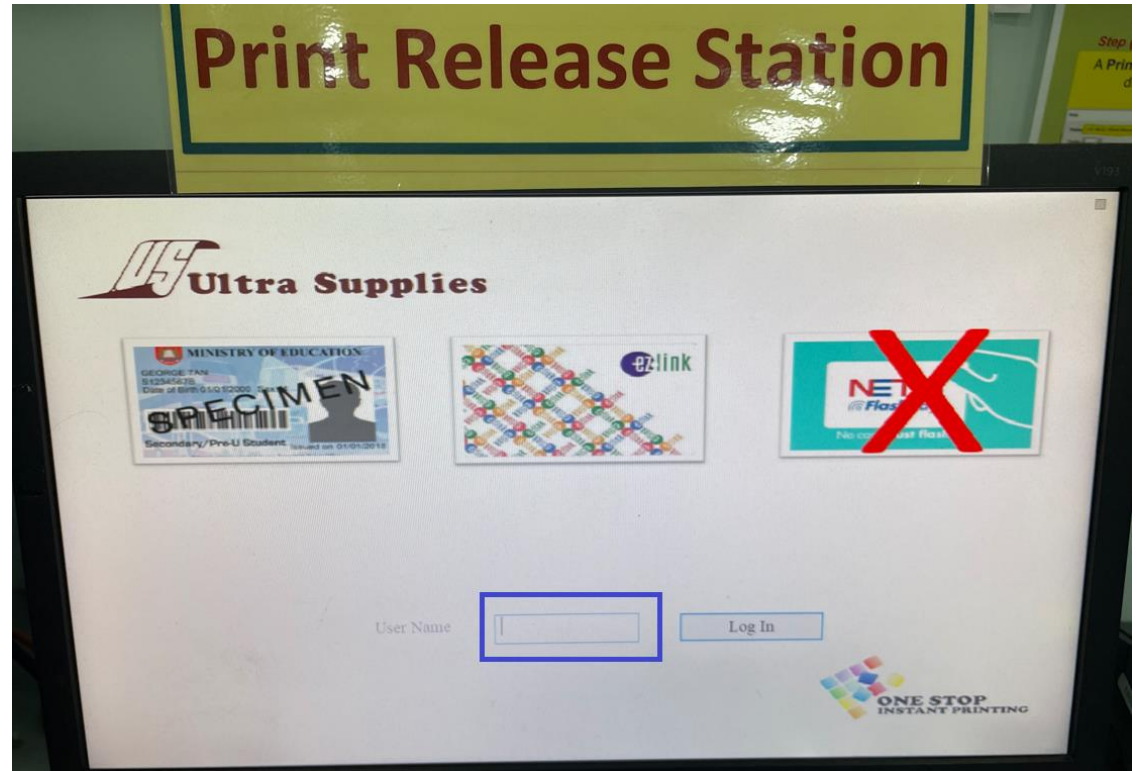
Print Release Station

Login to Print Release Station

User Name is
ShawLibrary88

Payment via

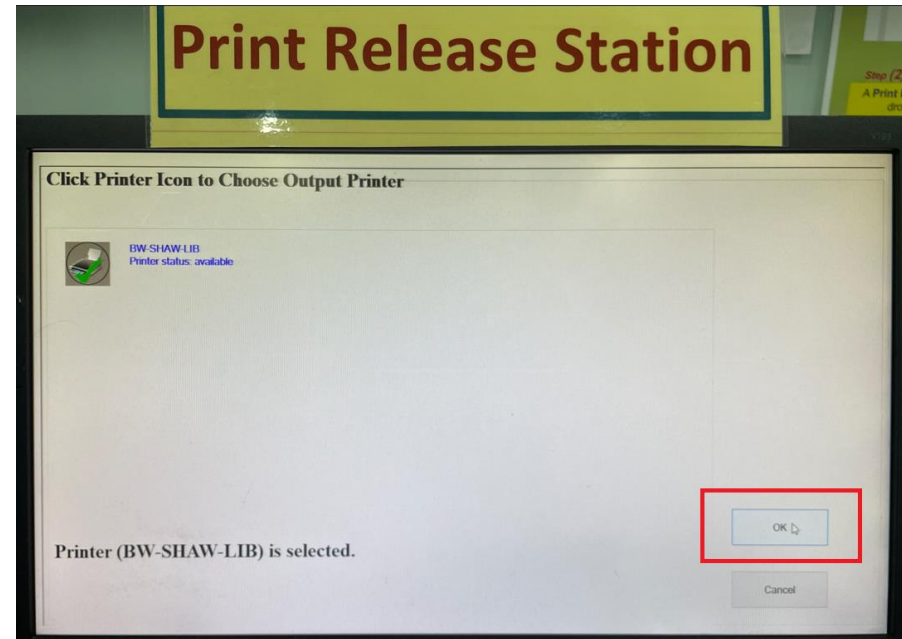
- **Smart Card**
- **Ezlink Card**



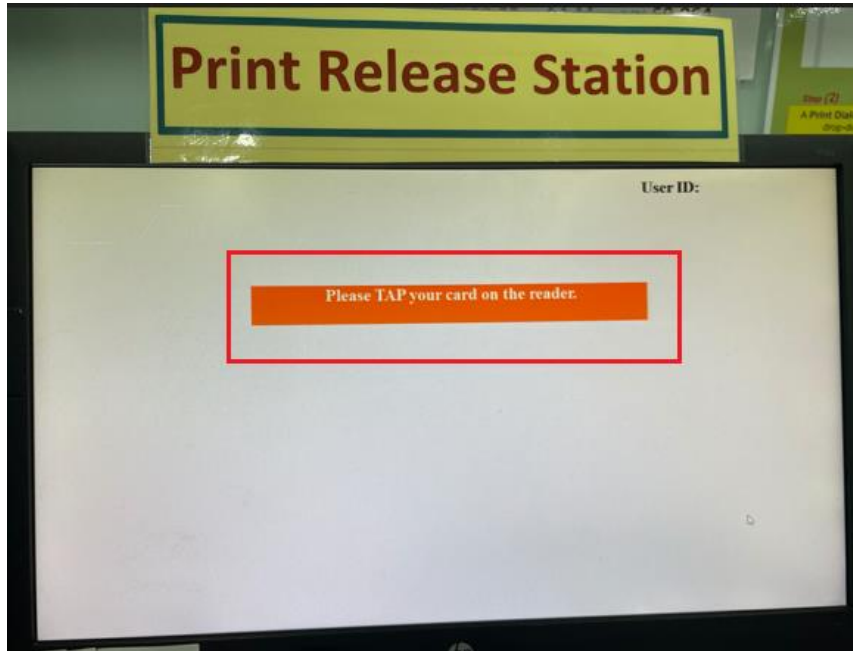
Select the print job
Click 'Print'



Click 'OK'



Tap your card on the reader for payment

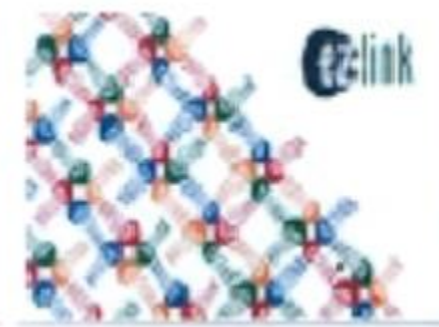


Remove your card when you hear a "beep"

Cards Used for Payment



Smart Card



Ezlink Card



~~NETS 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