

YSOFT
SAFEQ®

**SafeQ
Terminal
Professional**



User's Guide

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FCC Statements

§ 15.21 Information to user.

The user's manual or instruction manual for an intentional or unintentional radiator shall caution the user that changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment. In cases where the manual is provided only in a form other than paper, such as on a computer disk or over the Internet, the information required by this section may be included in the manual in that alternative form, provided the user can reasonably be expected to have the capability to access information in that form.

§ 15.105 Information to the user

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

1 About this guide

About this guide

This guide provides instructions for using YSoft SafeQ® Terminal Professional, firmware version 3.8.0 and higher.



SafeQ Terminal Professional—overview

Depending on how your SafeQ administrator has set up the terminal, you can use the terminal to:

- Access printers and MFPs to print, copy, and scan.
- View and select jobs (jobs to print, favorite jobs, and printed jobs).
- Print favorite jobs by selecting them at the terminal.
- Delete jobs from queues.
- View information about print/copying status and detailed price accounting

Terminology

In this guide, multifunction printers (MFPs) and network printers are both referred to as *printers*.

2 Logging in to the terminal

Before you can use the printer, you must log in at the terminal. Depending on how your SafeQ administrator has set up the terminal, use one of the following methods to log in:

- ID card
- PIN
- ID card *and* PIN
- ID card *or* PIN
- ID card *and* PIN or username/password
- Username/password
- ID card *or* username/password
- PIN *or* username/password
- ID card *or* PIN *or* username/password

Each method is described in this chapter.

NOTE: *Username* is also sometimes referred to as *user login name*.

Changing the terminal's language

If necessary, change the terminal's language as follows:

- 1 Touch the globe icon.



- 2 Touch the language you want.

The available languages depend on how your terminal is configured.



OR

Touch the language button to switch to the alternate language.



The available languages depend on how your terminal is configured.



Logging in with an ID card

Place your ID card on the terminal.

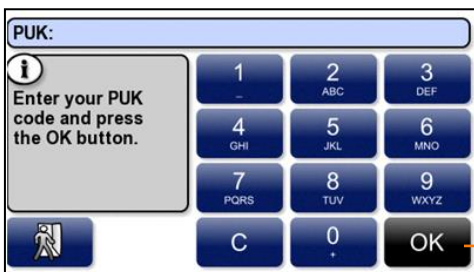


Registering your ID card by entering your PUK code

If SafeQ does not recognize your ID card, the terminal displays a message asking you to enter your PUK (Pin Unlocking Key) code.



1 Touch anywhere on the screen to display a keypad.



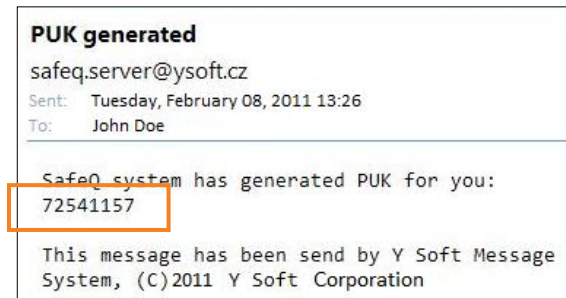
2 Enter your PUK code; then touch **OK**.

NOTE: If you do not know your PUK code, see page 9.

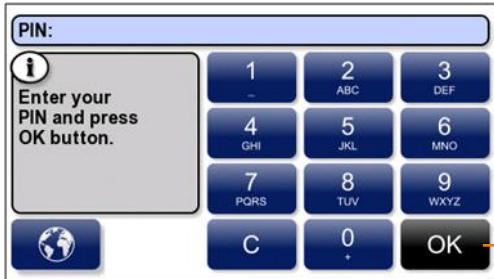
From now on, the terminal will recognize your ID card; you will not have to enter the PUK code again.

Locating your PUK code

Your PUK code appears in an email you receive from SafeQ.



Logging in with a PIN



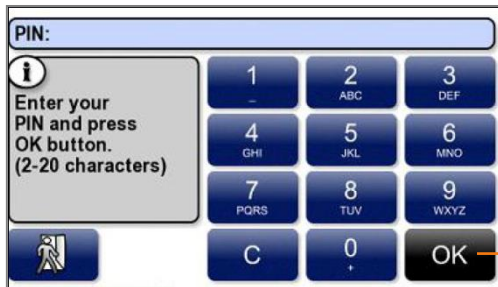
1 Enter your **PIN**.

2 Touch **OK**.

Logging in with an ID card *and* PIN



1 Place your ID card on the terminal.



2 Enter your PIN.

3 Touch **OK**.

Logging in with an ID card or PIN

Use either of these methods to log in:



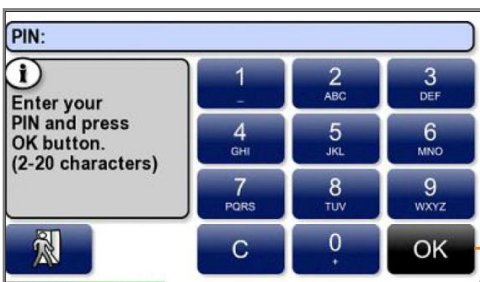
Place your ID card on the terminal.

OR

Log in with your PIN:



1 Touch **PIN**.



2 Enter your **PIN**.

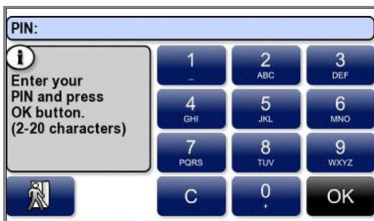
3 Touch **OK**.

Logging in with an ID card *and* PIN or username/password

Use either of these methods to log in:



1 Place your ID card on the terminal.



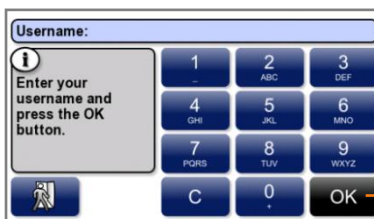
2 Enter your **PIN**; then touch **OK**.

OR

Enter your username and password:



1 Touch **LOGIN**.

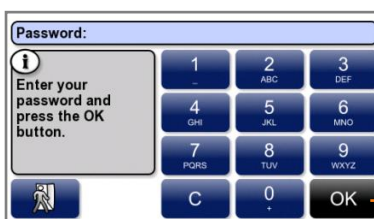


2 Enter your **username**; then touch **OK**.

The keypad works like phone keypads. To enter a lowercase or uppercase letter, touch a key more than once. For example:

To enter the letter **e**, touch the **3** key 2 times (**3 3**).

To enter the letter **E**, touch the **3** key 6 times (**3 3 3 3 3 3**).

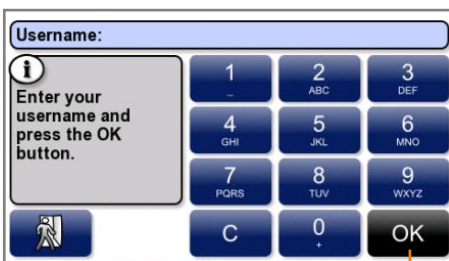


3 Enter your **password**; then touch **OK**.

Logging in with username/password



1 Touch **LOGIN**.



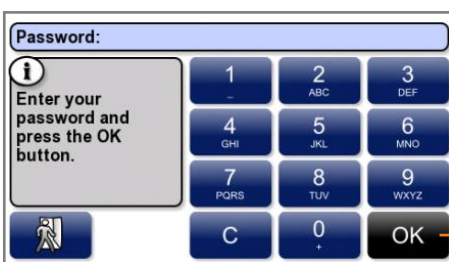
2 Enter your **username**.

The keypad works like phone keypads. To enter a lowercase or uppercase letter, touch a key more than once. For example:

To enter the letter **e**, touch the **3** key 2 times (**3 3**).

To enter the letter **E**, touch the **3** key 6 times (**3 3 3 3 3 3**).

3 Touch **OK**.



4 Enter your **password**.

5 Touch **OK**.

Logging in with an ID card or username/password

Use either of the following methods to log in:



Place your ID card on the terminal.

OR

Log in with your username/password:



1 Touch **LOGIN**.



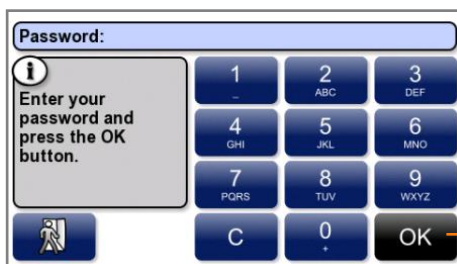
2 Enter your **username**.

The keypad works like phone keypads. To enter a lowercase or uppercase letter, touch a key more than once. For example:

To enter the letter **e**, touch the **3** key 2 times (**3 3**).

To enter the letter **E**, touch the **3** key 6 times (**3 3 3 3 3 3**).

3 Touch **OK**.



4 Enter your **password**.

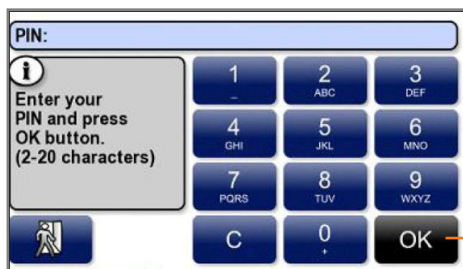
5 Touch **OK**.

Logging in with a PIN or username/password

Use either of these methods to log in:



1 Touch **PIN**.



2 Enter your **PIN**.

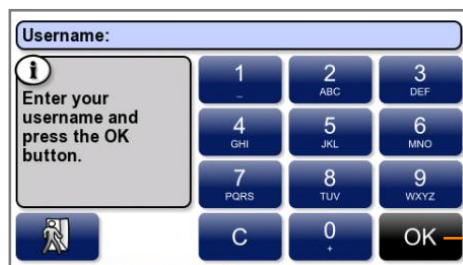
3 Touch **OK**.

OR

Log in with your username/password:



1 Touch **LOGIN**.



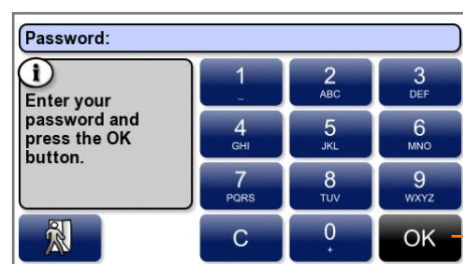
2 Enter your **username**.

The keypad works like phone keypads. To enter a lowercase or uppercase letter, touch a key more than once. For example:

To enter the letter **e**, touch the **3** key 2 times (**3 3**).

To enter the letter **E**, touch the **3** key 6 times (**3 3 3 3 3 3**).

3 Touch **OK**.



4 Enter your **password**.

5 Touch **OK**.

Logging in with an ID card or PIN or username/password

Use any of these methods to log in:



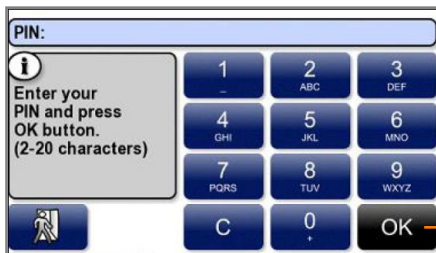
Place your ID card on the terminal.

OR

Log in with your PIN:



1 Touch **PIN**.



2 Enter your **PIN**.

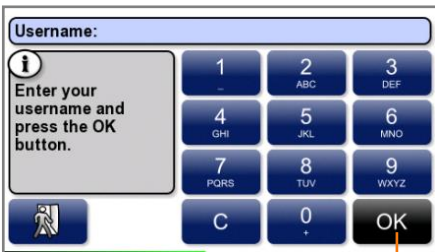
3 Touch **OK**.

OR

Log in with your username/password as described on the next page.



1 Touch **LOGIN**.



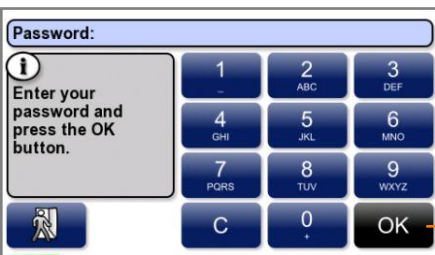
2 Enter your **username**.

The keypad works like phone keypads. To enter a lowercase or uppercase letter, touch a key more than once. For example:

To enter the letter **e**, touch the **3** key 2 times (**3 3**).

To enter the letter **E**, touch the **3** key 6 times (**3 3 3 3 3 3**).

3 Touch **OK**.



4 Enter your **password**.

5 Touch **OK**.

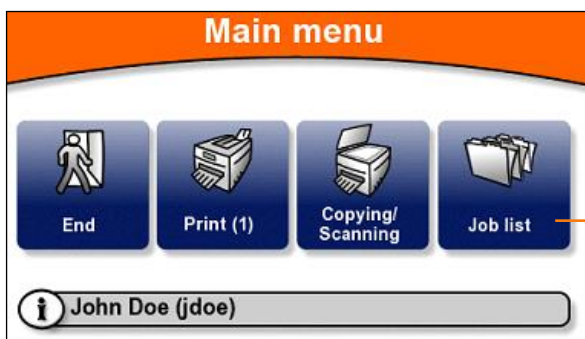
3 Printing

Viewing lists of jobs

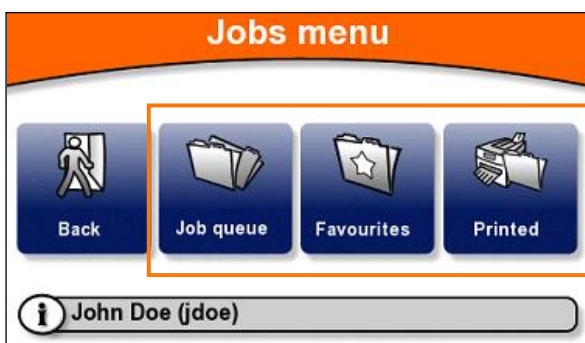
The Jobs menu lets you see lists of jobs, including jobs waiting to be printed, your favorite jobs, and jobs you have printed in the past.

NOTE: The Job list option may not be available on your terminal. If the Job list option does not appear, see “Printing all your print jobs” on page 20.

- 1 Log in to the terminal (see "Logging in to the terminal" on page 6).



- 2 Touch the **Job list** button.



- 3 Touch the button for the type of job list you want to view.

Your Jobs menu may not include all the options shown on this sample.

Exiting the Jobs menu

To exit the Jobs menu and return to the Main menu, touch the **Back** button.



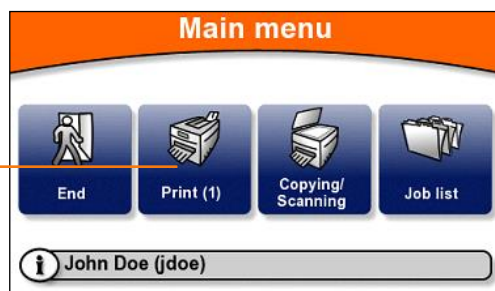
Printing

Printing all your print jobs

To print **all** your jobs that have not yet been printed:

- 1 Log in to the terminal (see "Logging in to the terminal" on page 5).

- 2 Touch the **Print** button.



The **Print** button displays the number of print jobs you have waiting to be printed. In the example shown here, one (1) job is waiting.

The printer/MFP begins to print all your jobs. The Print screen shows the progress.



When all your jobs have been printed, the terminal displays information and then automatically logs you out.



Price information may or may not appear, depending on how the terminal has been configured.

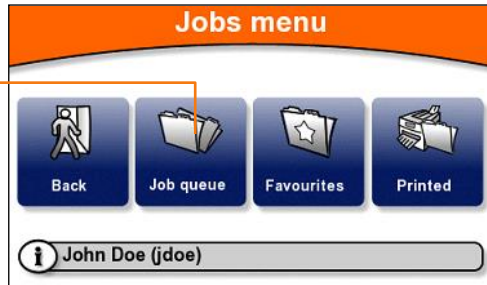
Printing or deleting specific jobs

The terminal can display a list of all your jobs that have not yet been printed, and you can select jobs from the list to print or to delete.

1 Log in to the terminal (see "Logging in to the terminal" on page 5).

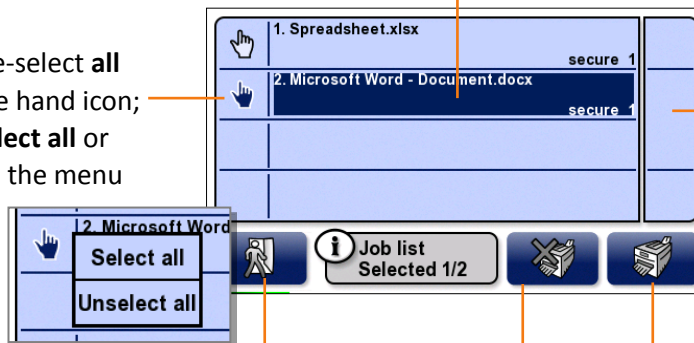
2 Touch the **Job queue** button.

The terminal displays a list of your jobs that have not yet been printed.



3 Touch each job you want to print or delete.

To select or de-select **all** jobs, touch the hand icon; then touch **Select all** or **Unselect all** in the menu that opens.



To move up or down through the list, touch the buttons on the right side of the screen.

To return to the **Jobs menu**, touch the **Back** button.

4 To **print** the selected job(s):
Touch the **Print** button.
The printer prints the job(s).

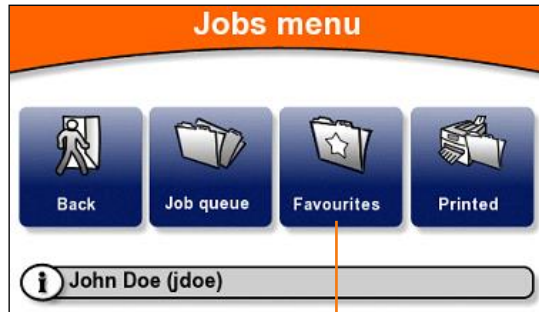
To **delete** the selected job(s):
Touch the **Delete** button.
SafeQ deletes the job(s).

NOTE: You cannot delete a **favorite** job at the terminal.

Printing your favorite jobs

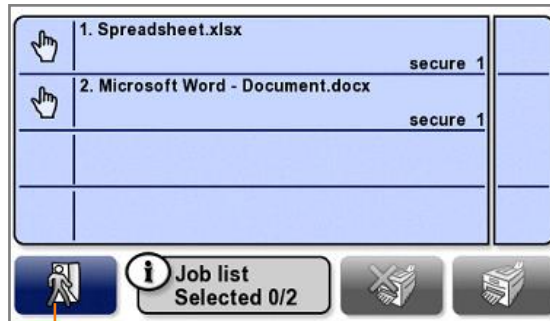
To print a job you have specified as a *Favorite* job in SafeQ:

- 1 Display the Jobs menu (see page 19).



- 2 Touch the **Favourites** button.

The terminal displays a list of your favorite jobs.



- 3 Select and print the job (or jobs) as described in "Printing or deleting specific jobs" on page 21.

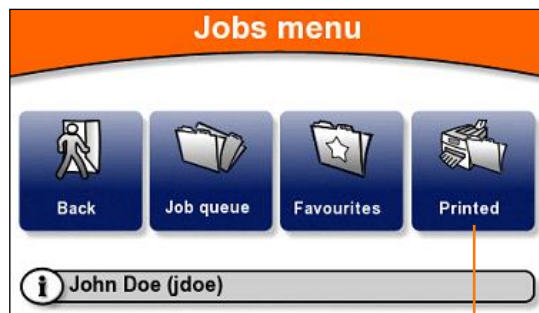
To return to the Jobs menu, touch the **Back** button.

Reprinting or deleting jobs that have been printed

The terminal can display a list of all your jobs that have been printed, and you can select jobs from the list to reprint or to delete.

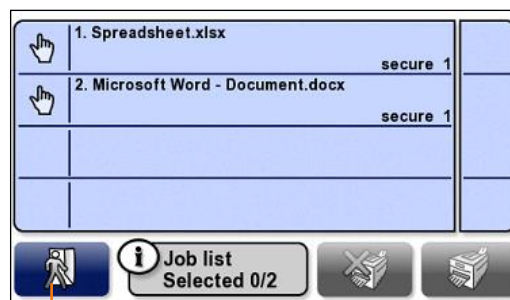
NOTE: Depending on the way your SafeQ administrator has configured SafeQ, printed jobs may not be available after a certain period of time, or they may never be available. If you are unsure why a job does not appear in the list, ask your administrator.

- 1 Display the Jobs menu (see page 19).



- 2 Touch the **Printed** button.

The terminal displays a list of your jobs that have been printed.



- 3 Print or delete the job (or jobs) as described in "Printing or deleting specific jobs" on page 21.

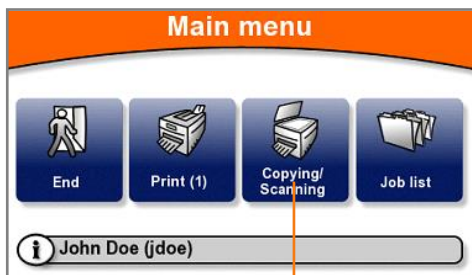
To return to the Jobs menu, touch the **Back** button.

4 Copying and scanning

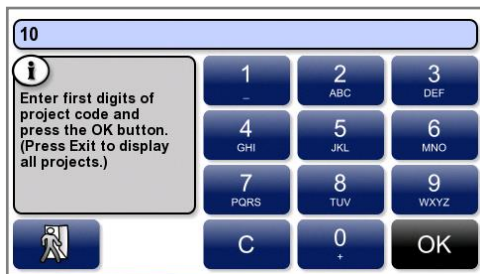
To make copies or scans:

- 1 Log in to the terminal (see "Logging in to the terminal" on page 5).

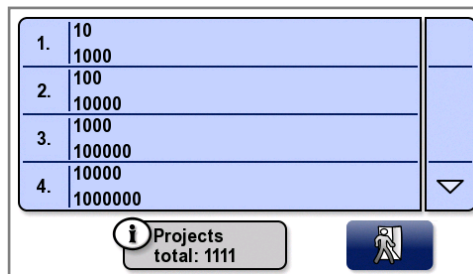
- 2 Touch the **Copying/Scanning** button.



- 3 If a project entry screen opens, enter the first digits of the project code; then touch **OK**.

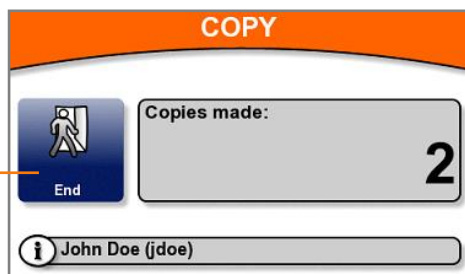


- 4 Touch the project you need.

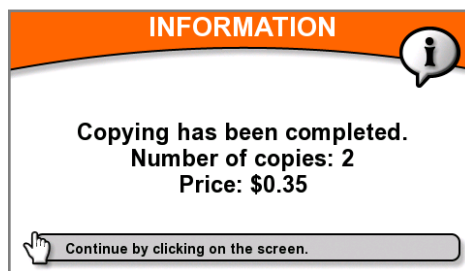


- 5 On the MFP's control panel, select the options you want; then make the copies or scan your document.

- 6 When you finish, touch **End**.
The terminal automatically logs you out.



The terminal displays information about the copies you made.



The terminal may or may not display more information about your session, depending on the way the terminal has been configured.

5 Changing the screen's brightness

Your terminal may be set up to save power by dimming the screen's brightness after a certain period. If the terminal screen appears to be dim, touch anywhere on the screen to restore the brightness.