YSQ – Terminal Professional v3.5

User's Guide

Version 1.4

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1 ANNOTATION

This guide provides the essential information on usage of the YSoft SafeQ – Terminal Professional v3.5 (with color display) from the user point of view.

The producer does not bear any responsibility for the use of any functions not specified here unless covered by a separate document.

The producer rejects any and all responsibility for the consequences of improper, negligent or incorrect installation or settings of optional operational system parameters.

Information to user:
The user that makes changes or modifications not expressly approved by the party responsible for compliance (Y Soft Corporation) could void the user's authority to operate the equipment.

Note:
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.

Caution:
Changes or modifications not expressly approved by the party responsible for compliance could void the user's authority to operate the equipment.

2 OVERVIEW

The YSoft SafeQ Terminal Professional v3.5 has a color graphic touch screen and is equipped with a four-port network adapter.

It also features a microcomputer, flash ROM, network interface and a card reader. The card reader is optional, as PIN codes can be used for authentication instead of cards.

Terminal is powered by external power supply that is also included in installation package.

3 YSOFT SAFEQ TERMINAL USAGE

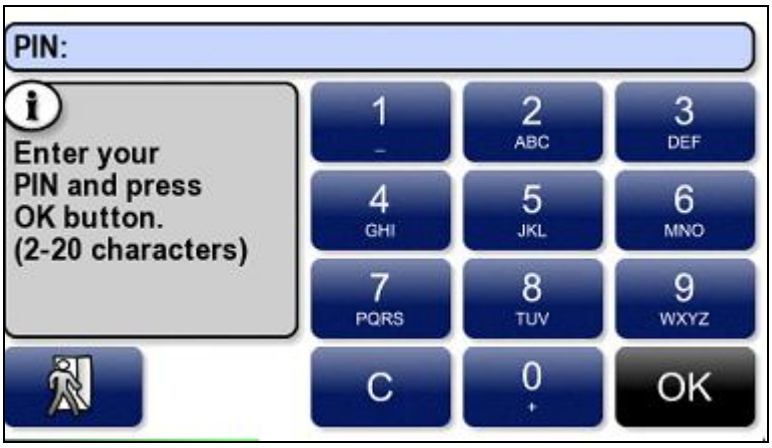
3.1 USER AUTHORIZATION

Prior to any action on terminal every user has to authorize. Proceed with PIN or card authorization on **Login screen** (see Picture 1). To change a terminal language other than default, press button and list of available language will appear.

Picture 1 - Login screen

There are four validation methods that may be set up in terminal by administrator. Authorization can be made by only card, by filling in PIN code or combinations of these two options – PIN or Card (user can choose), PIN and Card (user must authenticate with card and PIN). Refer to the terminal Administrators manual, if you want to change terminal behaviour.

To login with PIN code, Press "**PIN**" button and you will see new screen (Picture 2).



Picture 2 - PIN code identification

Fill in PIN code and press "**OK"** button. If a user is successfully indentified "**Main menu"** will appear otherwise error message "**Cannot verify user**" will be shown.

To authorize by card, simply place your card on the left side of terminal (left side from terminal screen).

3.2 MAIN MENU

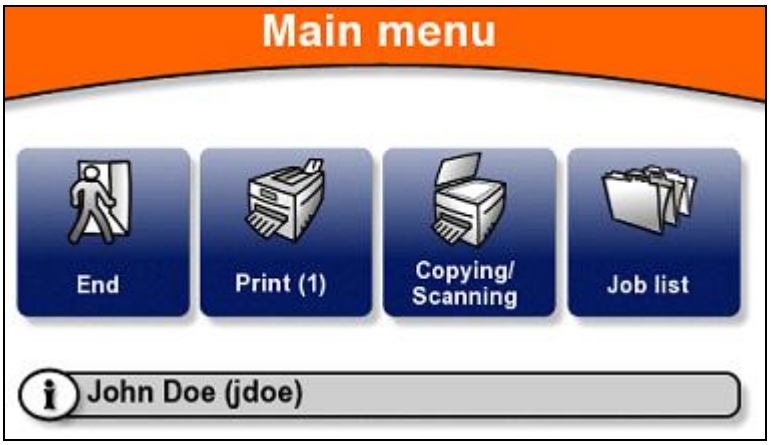
In the "**Main menu"** you can see basic information about logged user – name, login or credit available (if credit system is used). Choose from the following choices on terminal screen (Picture 3) to perform required action:

Print – print out all your jobs that you have sent to print

Copying/Scanning – start copy session or to scan documents

Job list – manage your print jobs

End button – log off the user from terminal will return to "**Login screen**"



Picture 3 - Main menu

3.3 PRINT

Number of waiting jobs is indicated on the Main menu "**Print"** button (see Picture 3 with one waiting job). When you press "**Print"** icon, new screen will appear (Picture 4). All your waiting print jobs will be sent to the printer/MFD. You can see progress as print jobs are being sent to the device and processed.

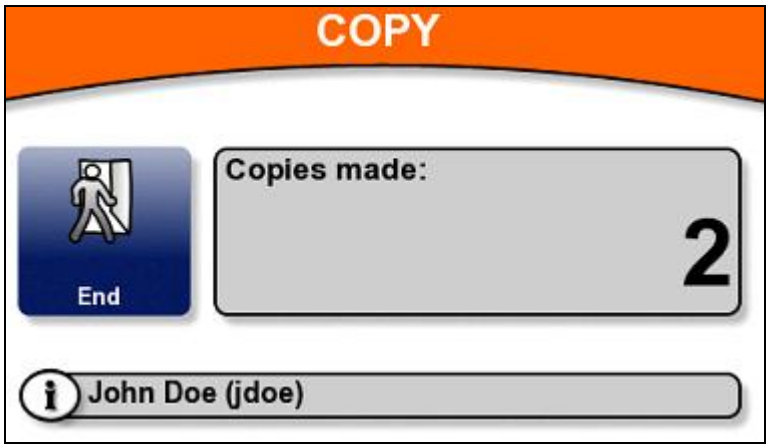
Picture 4 - Print progress bar

When all your documents are printed out, you will see information message about number of jobs, printed pages and price (Picture 5). You will be automatically logged out.

Picture 5 - Information message after the print finished

3.4 COPY / SCAN SESSION

Press "**Copying/Scanning"** button to unlock machine and to start the copy session.



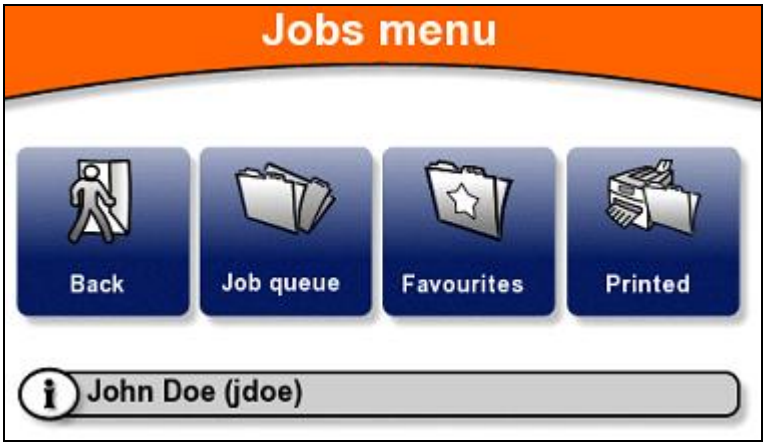
Picture 6 - Copy/Scan session screen

The "**Copying/Scanning"** screen contains information about logged user and available credit (if credit system is used). The user is continuously informed about number of copies that has been made.

To finish session, press "**End"** button. Information message similar to print session (Picture 5) will appear before the user is logged out.

3.5 JOB LIST

When you press "**Job list**" button, you will enter menu for various job lists. Choice may be limited depending on the setting in terminal.



Picture 7 - Job lists menu

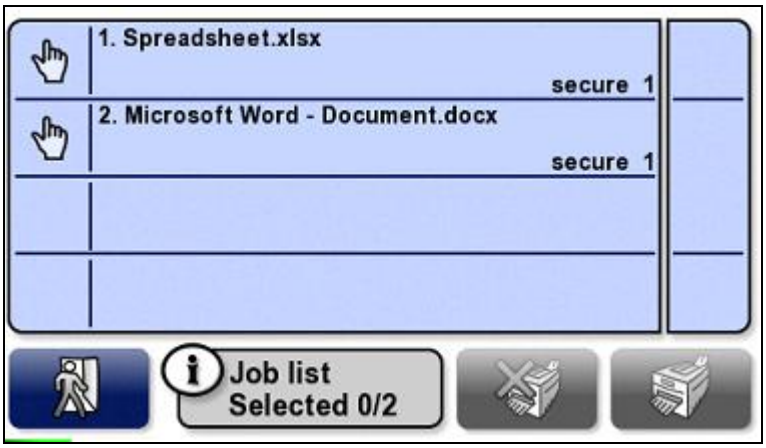
Job queue – print or delete all your jobs sent to print that has not been printed yet.

Favourites – print or delete all jobs that has been marked as favourite on SafeQ web interface.

Printed – contains all jobs that has been already printed. Maximum storage time is defined by Administrator in SafeQ server settings (Refer to Administrator's Guide). Delete or reprint these print job.

3.5.1 JOB LISTS MANAGEMENT

Management of job lists is same for all of three job lists. After you make selection, new screen with specific list of jobs will appear. Here you can browse all print jobs that are available (Picture 8). For each item there is a name (usually document file name) and the queue name which is used to deliver print job to device.

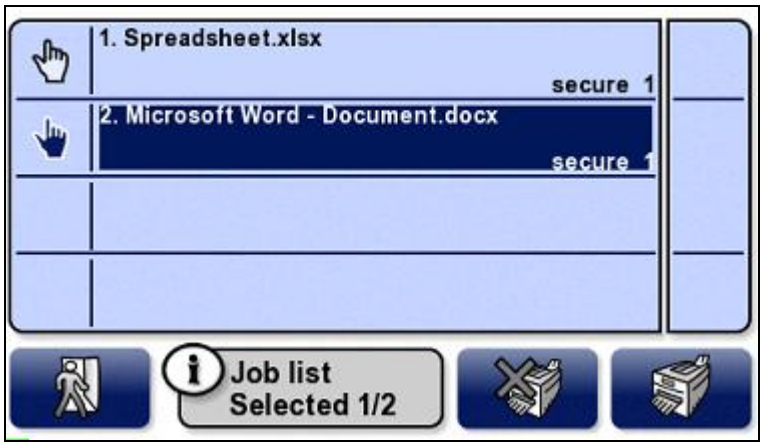


Picture 8 - Job list

Select job(s) that you want to manage by pressing touch screen. If there is more than four jobs in your job list, you will be able to navigate in the list with scroll bar on the right side of screen.

Press icon on the right side of terminal screen to mass select or unselect all print jobs in the list.

Total number of selected items is visible on the bottom of the screen (Picture 9).



Picture 9 - Job list with selected item

Press icon to send marked documents to printer. Terminal will show progress bar (Picture 4). After the print is done, the user is logged out.

Press icon to delete all selected jobs.

To leave the screen, press “**Exit”** icon . You will return to the “**Job list”** menu.

To exit “**Job List”** menu press “**Back”** button.

4 CONCLUSION

In this document you got acquainted with the basic functions of YSQ Terminal Professional v3.5. You can find more information about other processes, configurations and possibilities in the Administrator's guide which you can download along with other newest manuals on the Partner's Portal.

Partner's Portal web page: http://partners.ysoft.com/

5 RELATIONSHIP WITH OTHER DOCUMENTS

This section describes how this guide is related to other documentation:

Nr.	Document	Version	Author
1.	YSQ 3.5 Instant Edition – Administrator Guide [EN]	1.1	TSO
2.	YSQ Terminal Professional v3.5 – Administrator's Guide [EN]	1.1	RMU
3.			
4.			
5.			
6.			
7.			

6 VERSION HISTORY

Document author/owner: YSoft Corporation

Version	Date	Change	Status	Author
0.1	April/2009	Initial version	Draft	RMU
0.2	April/2009	Minor Changes	Accepted	PNE
1.0	April/2009	Update after review	Final	PNE
1.1	April/2009	English screenshots added	Final	RMU
1.2	August/2009	Table of contents update	Final	PNE
1.3	September/2009	Chapter 1 update (disclaimer added)	Final	PNE
1.4	07/2010	Added FCC statement warning	Final	VSL