

ANNEX III.: REGULATIONS FOR THE USE OF THE ULA

APPENDIX 5.: Use of reprographic services

The use of reprographic services (photocopying, scanning, printing) is subject to a plastic card and payment of fees (*Annex 1 – Fees and Charges*). The service can be performed with a self-service multifunctional machine independently or – in specific cases – on order.

Using the self-service multifunctional machine:

- The plastic card can be topped up with the required amount (min. HUF 500) at the circulation desk according to the price list posted. You can view the uploaded balance by logging on to <https://safeq.eik.sze.hu/>.
- Before starting the desired operation, use the plastic card to identify yourself with the card reader of the device!
- The desired operation can then be performed.

In the case of copying:

- Select the *Copy* function from the menu!
- Make the necessary settings (color, paper size, paper type, number of pages... etc.) in the menus of the machine before use!
- Press the blue button to start the operation!

In the case of scanning:

- Select the *Scan* function from the menu! (SafeQ Scan)
- Select the *Webscan* function!
- Make the necessary settings in the menus of the machine before use! (bottom right corner)
 - pdf: compact pdf
 - page: 2-Sided
 - resolution: 300 dpi
- Press the blue button to start the operation!
- When you are done scanning, press the *Finish* button!
- Press the blue button to send the document to your e-mail address.
(If you scan more than 50 pages, interrupt the process, send it to your e-mail address and start the process again!)
Scanned pages can be downloaded for 7 days, after which the link will be deleted.

In the case of printing:

- At the Central Library, you can connect to the university network as indicated on the information notices in the building.
- Once you have made the necessary print settings on the computer, click *Print* to start printing.
- Touch your plastic card to the card reader of the self-service multifunctional machine, which will automatically start the printing process.
- By logging on to <https://safeq.eik.sze.hu/>, you can delete the file you have sent (mistakenly, incorrectly), thereby interrupting the printing process.

	USE OF THE COMPUTERS AND THE NETWORK IN THE UNIVERSITY LIBRARY AND ARCHIVES		
	Student before November 2012	Student after November 2012	External reader
Access to the catalogue interface – renewal, reservation	https://hunteka.sze.hu/		
	Top right corner: card number and password (The password defaults to the six-digit reader's card number, which can be changed after the first login.) If you forget it, ask the librarians for help: konyvtar@sze.hu)		
Upstairs Reading Room	<i>Without login – catalog usage and browsing (Linux interface)</i>		
Computers of library in the basement and downstairs	Username: Neptun code	Username: Neptun code	Username: the identifier generated during card creation
	Password: OM code "Sz" date of birth (e.g. 76543219841Sz19910101)	Password: blank on first login. After Enter, you must enter a new password twice	Password: blank on first login. After Enter, you must enter a new password twice
		(minimum 8 characters, upper and lower case, number, without a meaningful word)	(minimum 8 characters, upper and lower case, number, without a meaningful word)
Wi-Fi	SSID: EDUROAM	SSID: EDUROAM	
	Username: Neptuncode@net.sze.hu	Username: Neptuncode@net.sze.hu	For the first time, you must log in to one of the computers of the library with the Windows AD username that you received when you created your card and enter a password here. Then, you can use your own device to connect to the KONYVTAR Wi-Fi with this name and password as well.
	Password: date of birth and OM code (e.g. 1991010176543219841)	Password: date of birth and OM code (e.g. 1991010176543219841)	