

## ANNEX III.: REGULATIONS FOR THE USE OF THE ULA

### APPENDIX 6.: 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! (SafeQScan)
  - 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.
- Printing is only available from the library computers; printing from personal devices is not possible. The login information required to use the library computers can be found below and on the information notices displayed throughout the building.

|                                                                | USE OF THE COMPUTERS AND THE NETWORK<br>IN THE UNIVERSITY LIBRARY AND ARCHIVES                                                                                                                                                                                                                                                |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | SZE STUDENTS                                                                                                                                                                                                                                                                                                                  |
| Access to the catalogue<br>interface – renewal,<br>reservation | <a href="https://hunteka.sze.hu/">https://hunteka.sze.hu/</a><br>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.)<br>If you forget it, ask the librarians for help: <a href="mailto:konyvtar@sze.hu">konyvtar@sze.hu</a> |
| Computers of library in<br>the basement and<br>downstairs      | Username: Neptun code<br>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)                                                                                                                                     |
| Wi-Fi                                                          | SSID: EDUROAM<br>Username: Neptuncode@net.sze.hu<br>Password: date of birth and OM code<br>(e.g. 1991010176543219841)                                                                                                                                                                                                         |
|                                                                | EXTERNAL READERS                                                                                                                                                                                                                                                                                                              |
| Access to the catalogue<br>interface – renewal,<br>reservation | <a href="https://hunteka.sze.hu/">https://hunteka.sze.hu/</a><br>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.)<br>If you forget it, ask the librarians for help: <a href="mailto:konyvtar@sze.hu">konyvtar@sze.hu</a> |
| Computers of library in<br>the basement and<br>downstairs      | Username: the identifier generated during the card issuance process<br>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)                                                                                       |
| Wi-Fi                                                          | When using the library computers for the first time, you must log in with the Windows AD username received during the card issuance process and set a password.<br>After that, you will be able to connect your personal device to the EDUROAM Wi-Fi network using the same username and password.                            |