Printing and Photocopying Manual
Method 1: Use your ACG Network Username and Password to activate your card. Enter your Username in the field “Login” & your Password in the field “Password”. You can ignore the “PUK” field. Press OK.

Method 2: In the field “PUK” enter the PUK Number that you received in the welcome email message when you issued the Printing card. Press OK.
Step 1: Select the Black & White printer and press “Print”

Step 2: Scan your card or enter your ACG Network Username and Password

Step 3: Press “Y Soft SafeQ” on the top left corner
Step 4: Press “Waiting” to view all documents waiting to be printed

Step 5: Select the document that you want to print

Step 6: Once it turns green, push the “Start” button
**Step 1:** Select the color printer and press “Print”

**Step 2:** Scan your card or enter your ACG Network Username and Password

**Step 3:** Press “Y Soft SafeQ” on the top left corner
Step 4: Press “Waiting” to view all documents waiting to be printed

Step 5: Select the document that you want to print

Step 6: Once it turns yellow, push the “Start” button
Black and White copies

Step 1: Scan your card or enter your ACG Network Username and Password

Step 2: Place the original on the glass or the feeder if you are copying loose leaves
Black and White copies

**Step 3:** If you wish you can choose one of the following options:

**A:** Select “Zoom” if you want to change the size of your photocopy

**B:** Select “Duplex/Combine” if you want your photocopies to be 2-sided or combined

**Step 4:** Push the “Start” Button
Step 1: Scan your card or enter your ACG Network Username and Password

Step 2: Choose “Copy”
**Step 3:** Place the original on the glass or the feeder if you are copying loose leaves

**Step 4:** If you wish you can choose one of the following options:

A: Select “Zoom” if you want to change the size of your photocopy

B: Select “Duplex/Combine” if you want your photocopies to be 2-sided or combined

**Step 5:** Push the “Start” button