

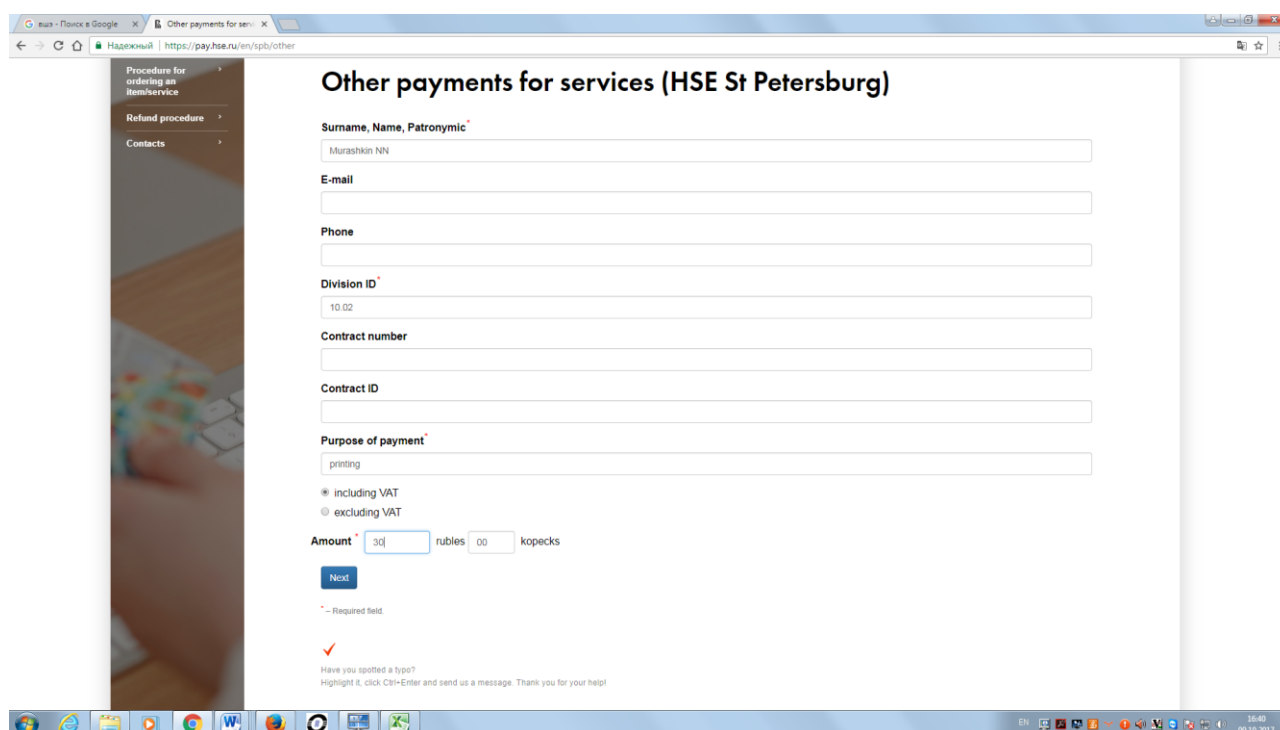
User's manual on the operation with MFP using the SafeQ server

For printing, scanning and copying with the use of the SafeQ server you should:

1.Top up your balance:

1.1. via the [on-line HSE Payment](#) form (specify in the relevant fields of the form: Division ID: 10.02 ; Purpose of payment: printing/copying);

1.2. personally by cash at the accounts office (16 Soyuza Pechatnikov Ulitsa, Room 223, Mon – Fri: 10.00 a.m. - 3.00 p.m., lunch break: 1.00 p.m.- 2.00 p.m.).



The screenshot shows a web browser window with the URL <https://pay.hse.ru/en/spb/other>. The page title is "Other payments for services (HSE St Petersburg)". On the left, there is a sidebar menu with options: "Procedure for ordering an item/service", "Refund procedure", and "Contacts". The main form contains the following fields:

- Surname, Name, Patronymic***: Text input field with "Murashkin NN" entered.
- E-mail**: Text input field.
- Phone**: Text input field.
- Division ID***: Text input field with "10.02" entered.
- Contract number**: Text input field.
- Contract ID**: Text input field.
- Purpose of payment***: Text input field with "printing" entered.
- VAT**: Radio buttons for "including VAT" (selected) and "excluding VAT".
- Amount***: Input fields for rubles (30) and kopecks (00).

Below the form, there is a "Next" button and a note: "* - Required field." At the bottom, there is a red checkmark icon and a message: "Have you spotted a typo? Highlight it, click Ctrl+Enter and send us a message. Thank you for your help!"

1.3 Visit the information desk at any department of the Library with your receipt (in printed or electronic format).

How much does it cost?

Printing/copying:

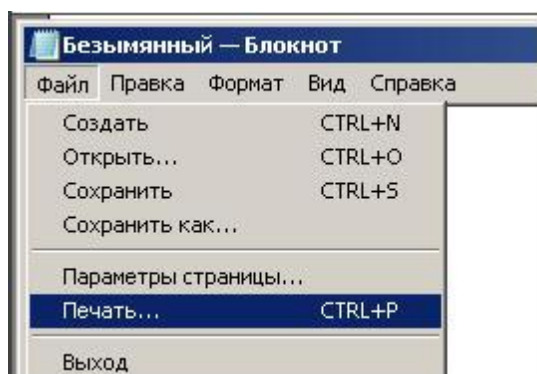
3 rubles for an A4 sheet

5 rubles for an A3 sheet

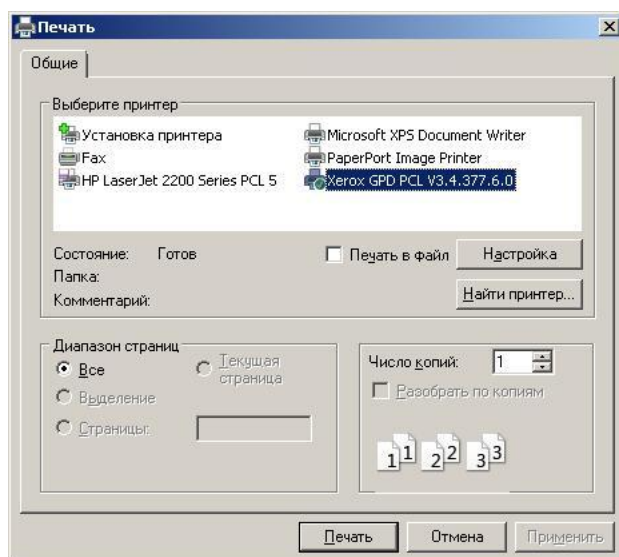
Scanning – free of charge

2. Activate your e-card (student card):

2.1. Send document to print



2.2. Select printer Xerox GPD PCL V3.4.377.6.0 or SafeQ



2.3. In the window which will appear on a screen it is necessary to enter the login and click OK (the login is a part of student e-mail address to the sign @).

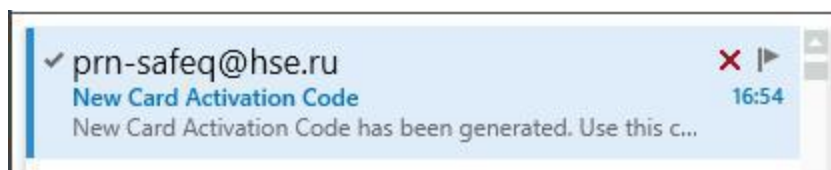
For example:

for e-mail murashkin@hse.ru, the login is murashkin.



If you don't know your student e-mail – address your educational office.

2.4. Automatically a message will come to your student e-mail from prn-safeq@hse.ru



2.5. A message contains a six-digit code. You should enter this code on a touchscreen .

New Card Activation Code has been generated. Use this code at nearest YSoft SafeQ terminal to assign your card to your YSoft SafeQ account.
Card Activation Code: 599072

This message has been sent by YSoft SafeQ.

2.6. Go to MFP, attach your e-card to a reader terminal, enter a six-digit code.

Please note:

For further operations with MFP it will be required to attach your e-card to a reader terminal only.

It is necessary to repeat the procedure also in case of loss/changeover of your e-card.