



# Self-Service Copying at the AUC Library

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Prepared by: Library Automated Systems

September 2021

## **Self-Service Copying:**

- Copy Simple Jobs
- Copy Duplex and Advanced Jobs
- Additional Load and Save Settings

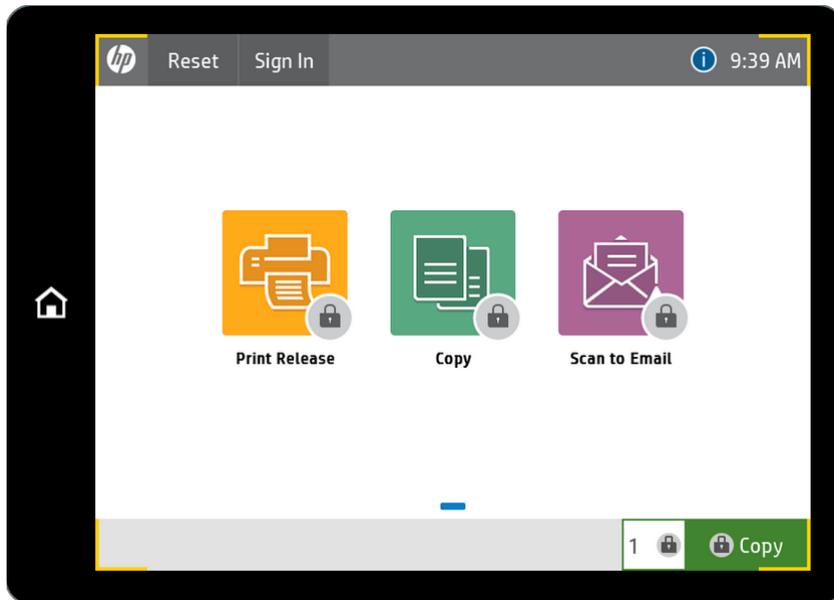
For any enquires please contact [autosys@aucegypt.edu](mailto:autosys@aucegypt.edu)

## Self-Service Copying:

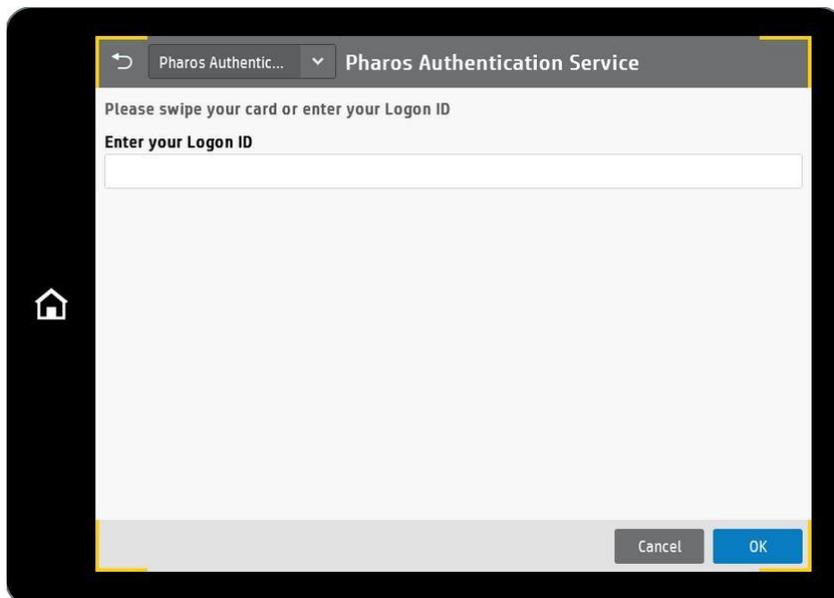
**Add credit to your account at the Library One Stop Services Desk using AUC Pay. Please charge your AUC Pay account before coming to the Library.**

Place the document face-down on the scanner glass, or place it face-up in the document feeder and adjust the paper guides to fit the size of the document.

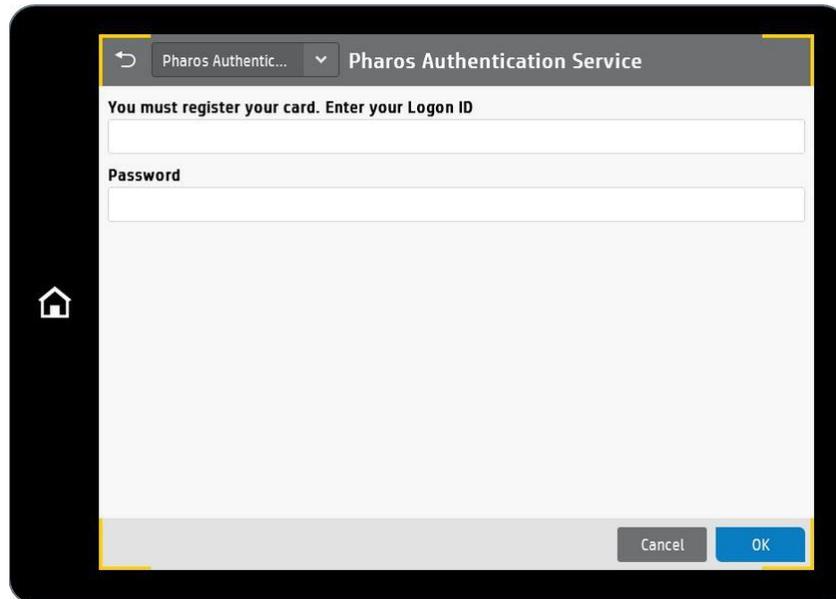
- Select “Copy”.



- Swipe your AUC ID card or enter your AUC email username.

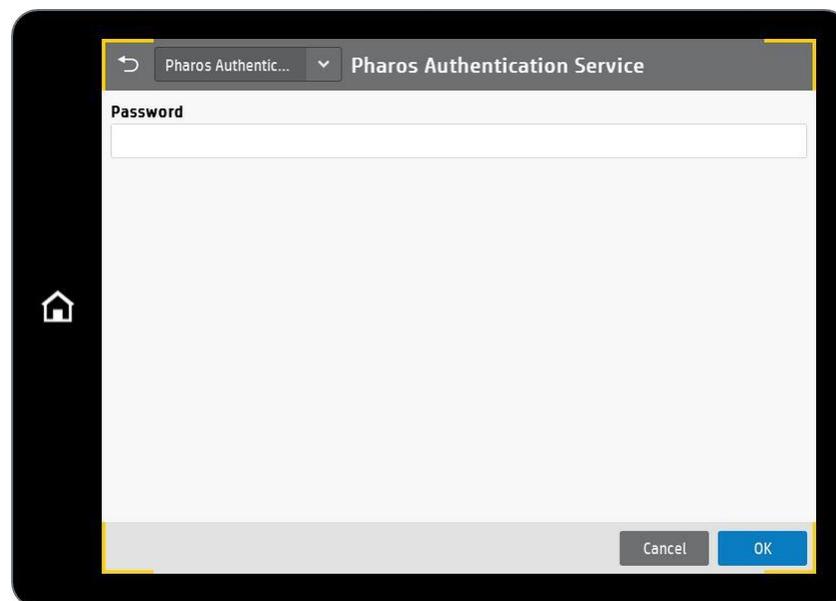


- If using the card for the first time, you will need to register the card:
  - Enter your AUC email username and password.



The screenshot shows a mobile application interface for the 'Pharos Authentication Service'. At the top, there is a navigation bar with a back arrow, a dropdown menu labeled 'Pharos Authentic...', and the title 'Pharos Authentication Service'. Below the navigation bar, the text reads 'You must register your card. Enter your Logon ID'. There are two input fields: the first is for the Logon ID, and the second is labeled 'Password'. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A home icon is visible on the left side of the screen.

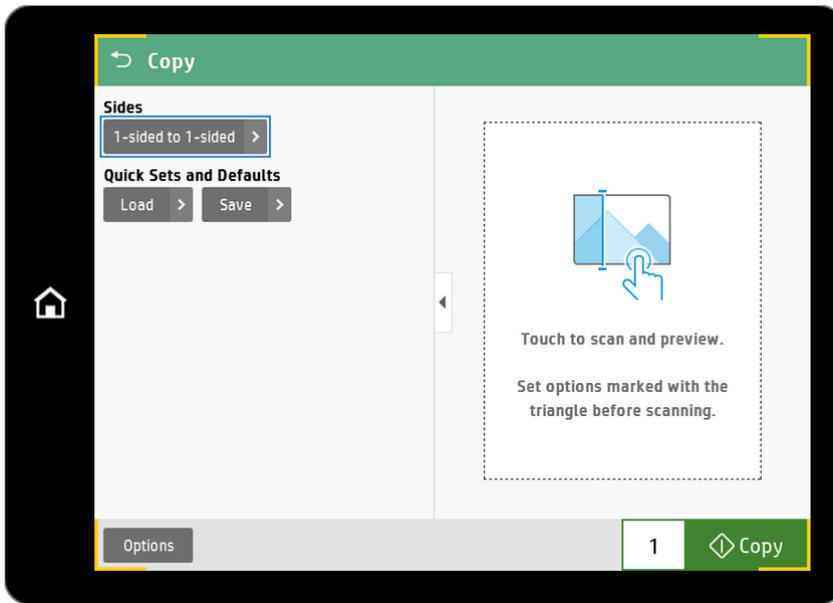
- If using your AUC email username in the first login screen:
  - Enter your password



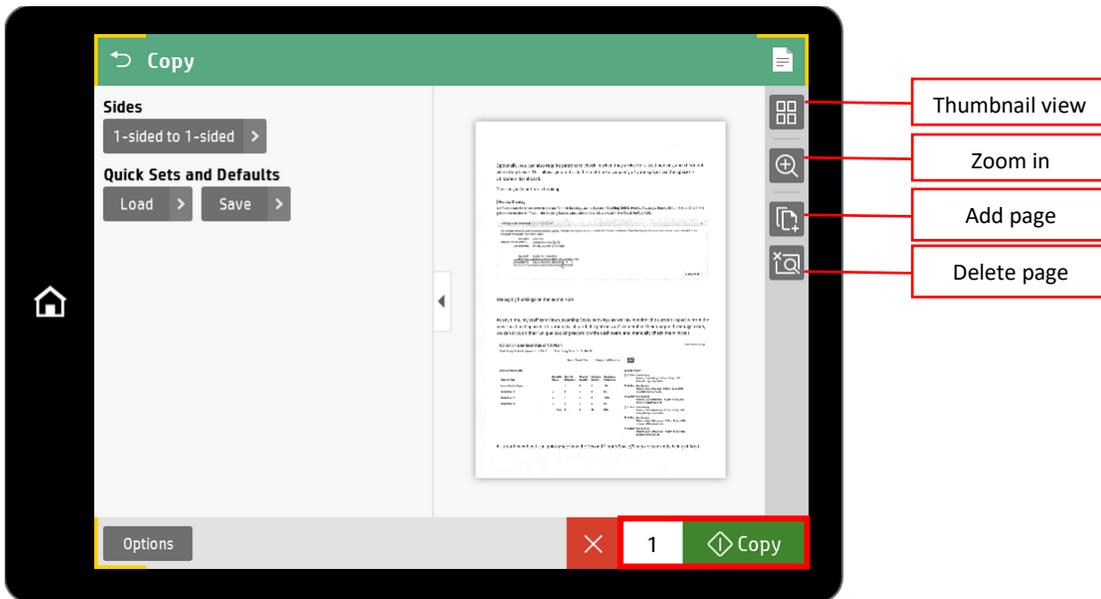
The screenshot shows a mobile application interface for the 'Pharos Authentication Service'. At the top, there is a navigation bar with a back arrow, a dropdown menu labeled 'Pharos Authentic...', and the title 'Pharos Authentication Service'. Below the navigation bar, the text reads 'Password'. There is one input field for the password. At the bottom right, there are two buttons: 'Cancel' and 'OK'. A home icon is visible on the left side of the screen.

## Copy Simple Jobs:

- Touch the right pane of the screen to preview the document (optional).

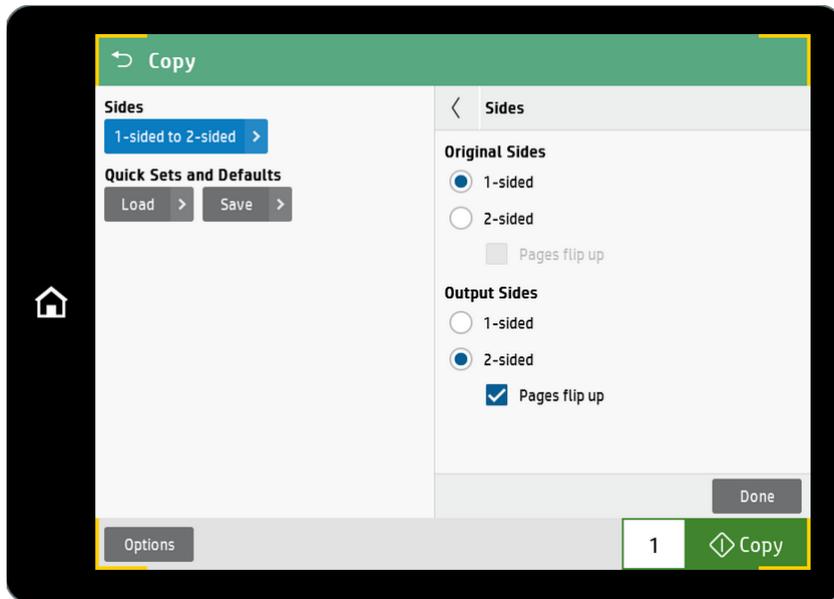


- Enter the number of copies and touch “Copy”.

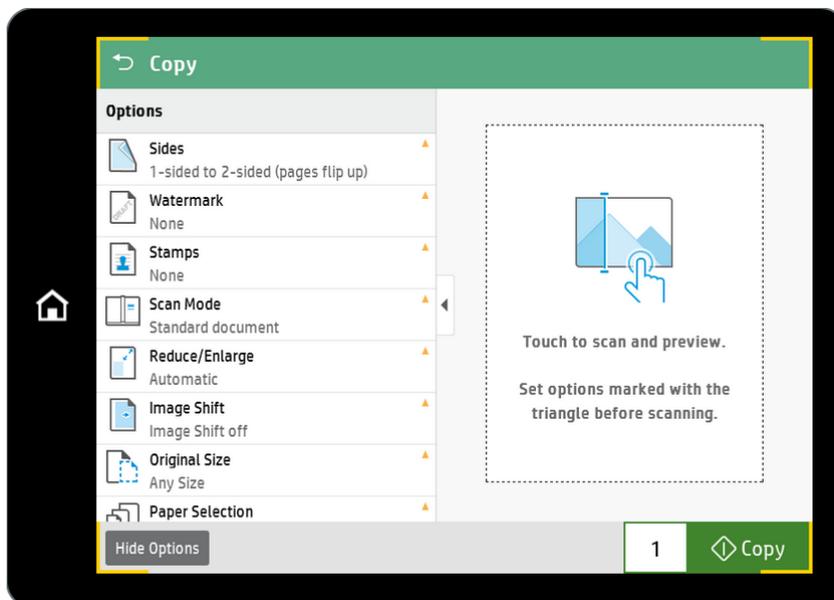


## Copy Duplex and Advanced Jobs:

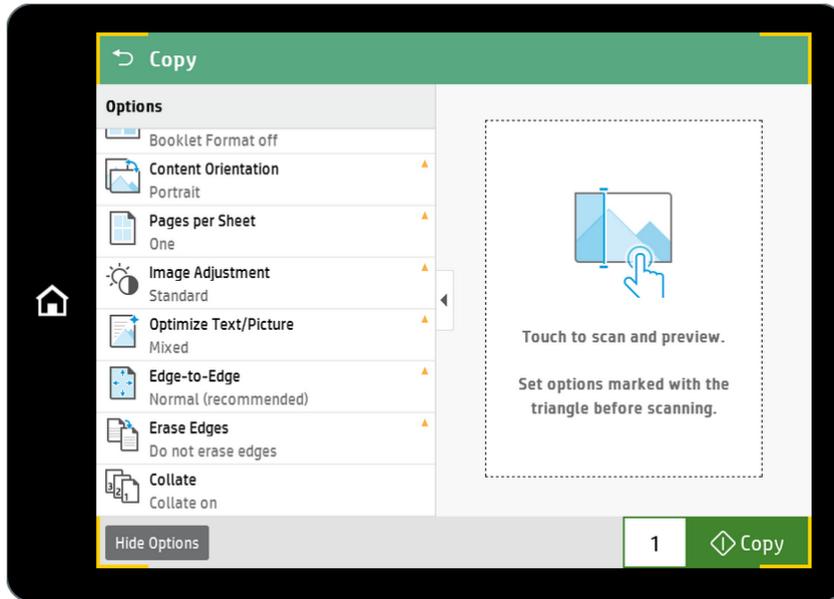
- Select “Sides” to change original and/or output duplex settings.



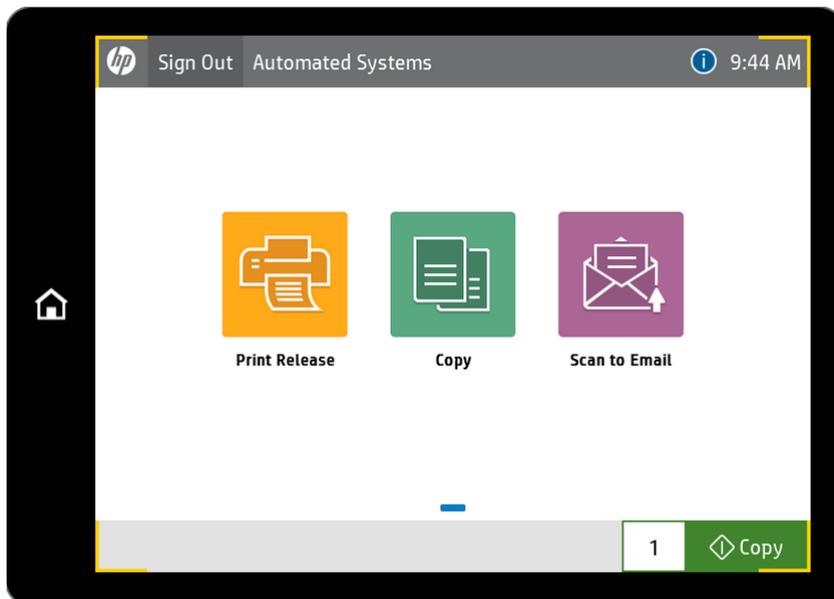
- Select “Options” to configure advanced options.
- Set options marked with a yellow triangle before using the preview feature.



- Scroll down to see more options.

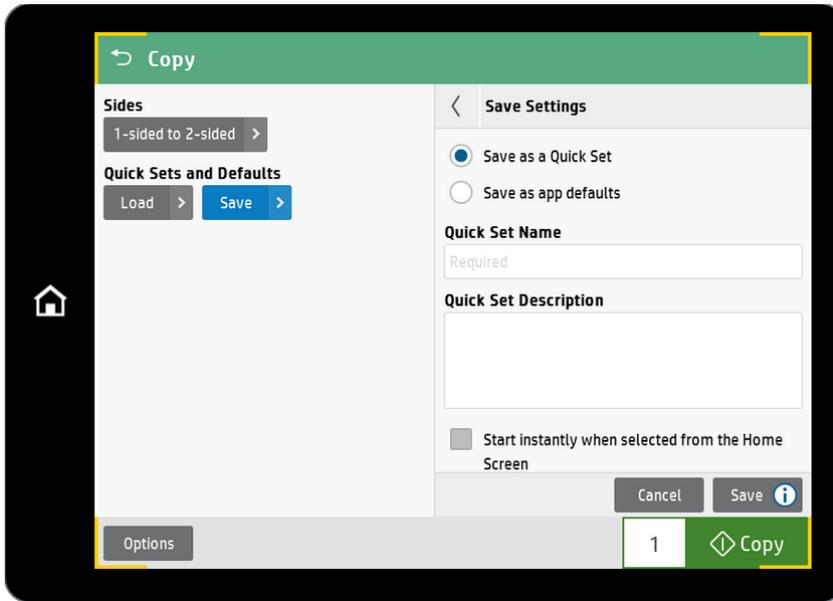


- Touch the right pane of the screen to preview the document (optional).
- Enter the number of copies and touch “Copy”.
- Press the Home button and then select “Sign out” after you finish copying.

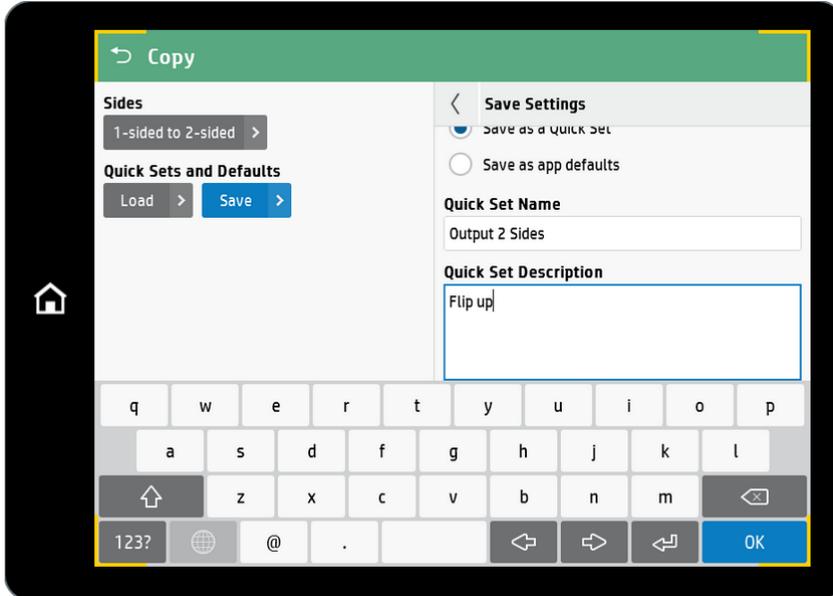


### Additional Load and Save Settings:

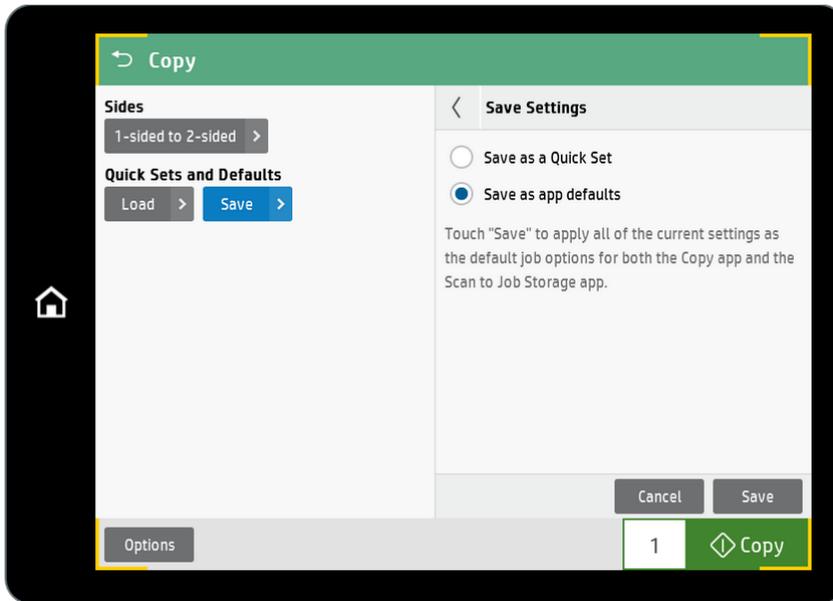
- Save the current settings for future copy jobs.



- Select “Save as a Quick set”, type a name for the quick set (required) and a description (optional), then touch “Save”.



- Alternatively, select "Save as app defaults" then touch "Save".



- Load copy settings from a saved Quick Set.

