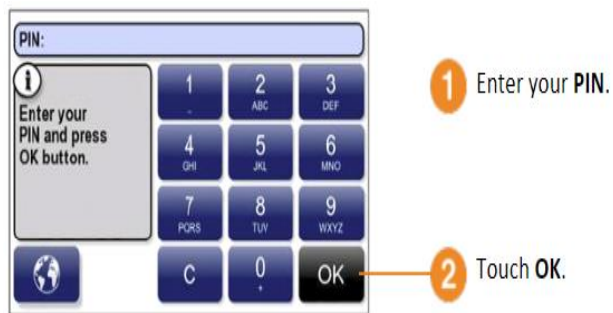


## PRINTING

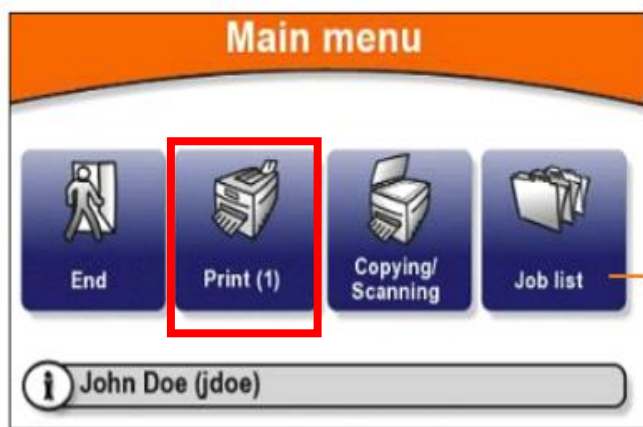
1. TAP your **STUDENT ID** on the YSoft SAFEQ terminal



2. Enter your PIN\*



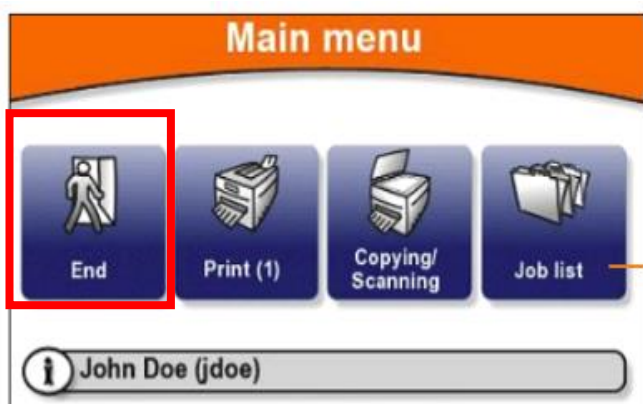
3. To Release all jobs, Press **PRINT** button



- 4: Monitor job print status



5. Press **END** to logout



## COPYING

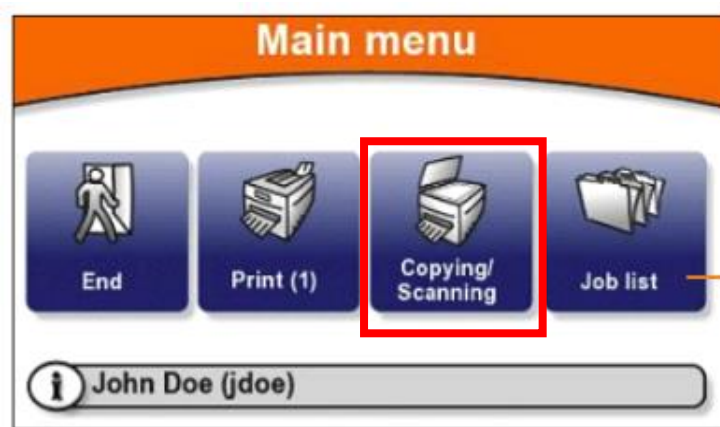
1. TAP your **STUDENT ID** on the YSoft SAFEQ terminal



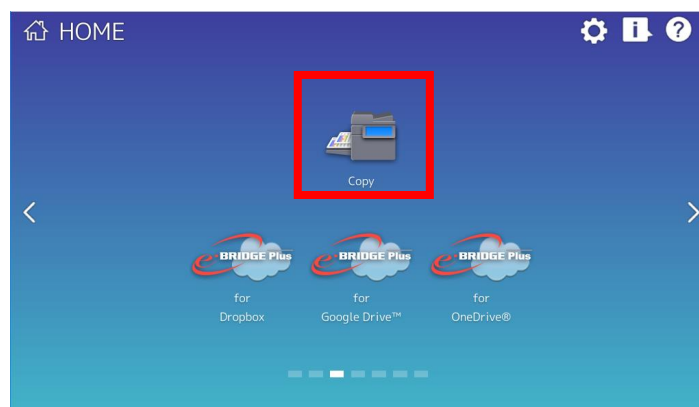
2. Enter your PIN\*



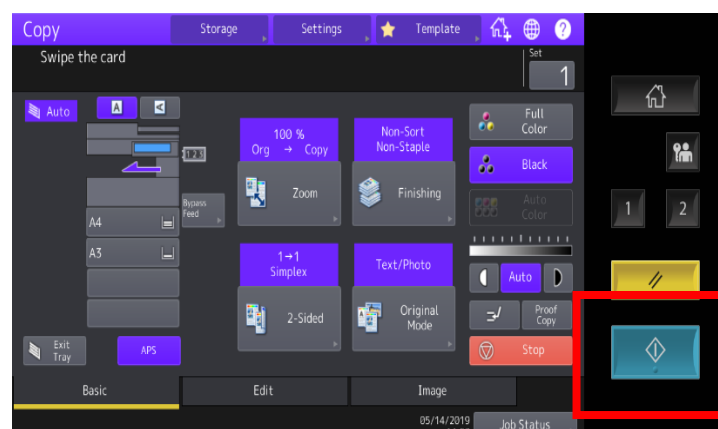
3. Press **COPYING / SCANNING** button



- 4: Select **Copy** on the photocopier panel



5. Press **COPY** button to start copying



6. Press **END** to Logout



## Scan To USB



1. TAP your  
STUDENT ID



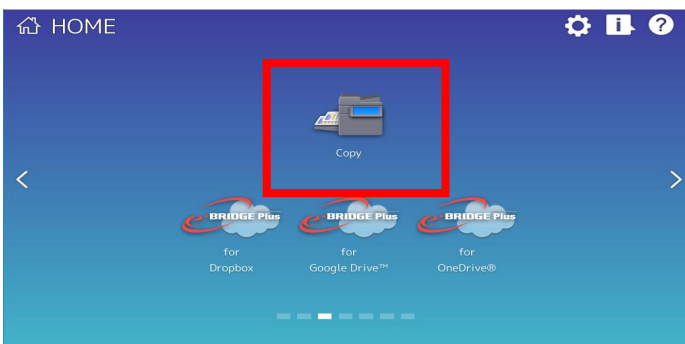
1 Enter your PIN.

2. Enter your PIN\*

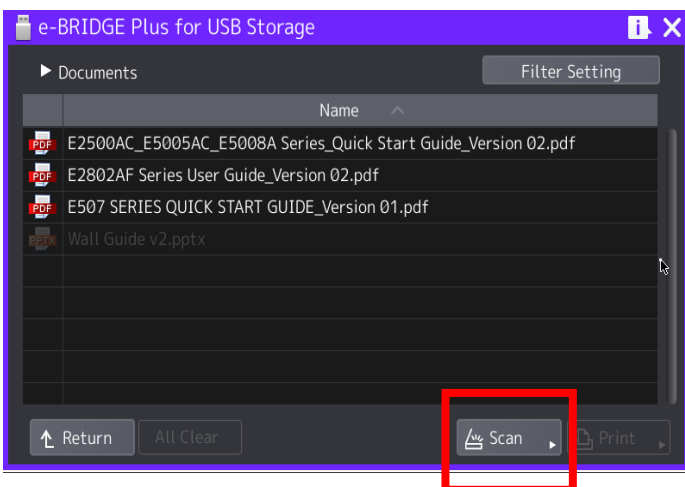
2 Touch OK.



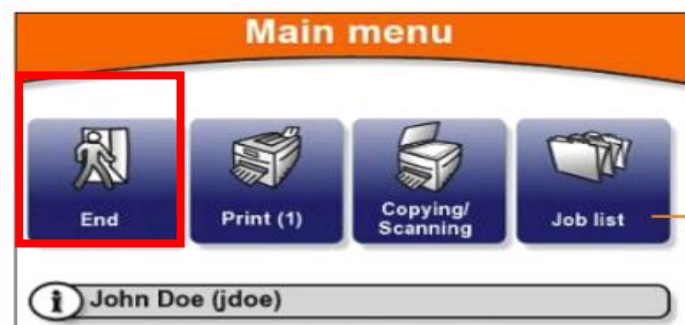
3. Plug in  
USB and  
press  
**COPYING /  
SCANNING**



4. Select  
**COPY** on the  
photocopier  
panel



5. Load the  
desired paper  
and press  
**SCAN**. A PDF  
file will be  
created upon  
successful  
scanning.



6. Press **END**  
to logout

## Print From USB



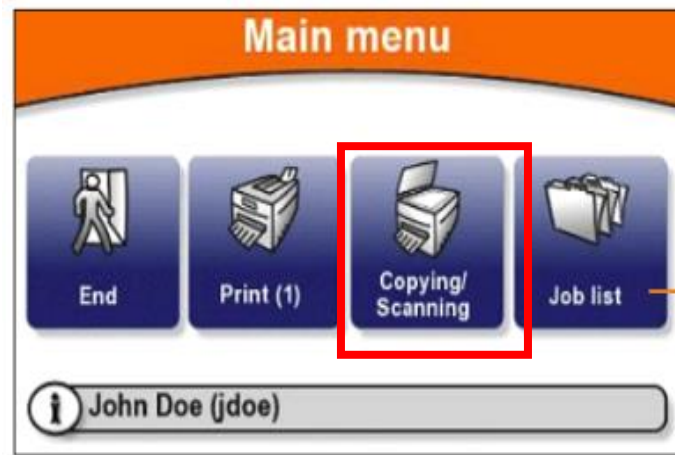
1. TAP your  
STUDENT ID



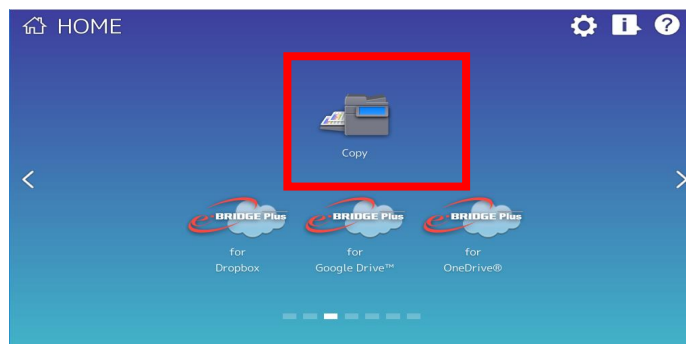
1 Enter your PIN.

2. Enter your PIN\*

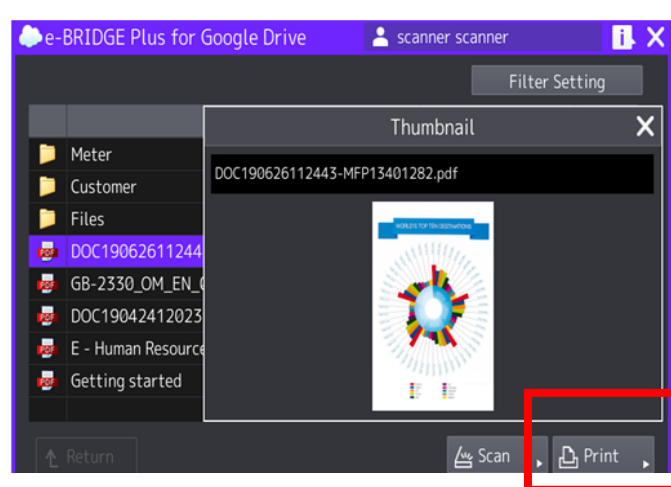
2 Touch OK.



3. Plug in USB and  
press **COPYING /  
SCANNING**

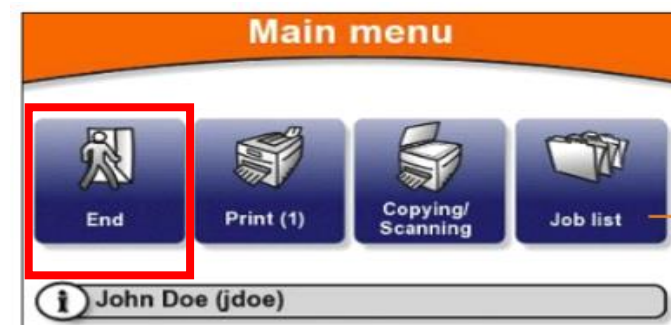


4. Select  
**COPY** on the  
photocopier  
panel



5. Find your file in the  
USB and press **PRINT**

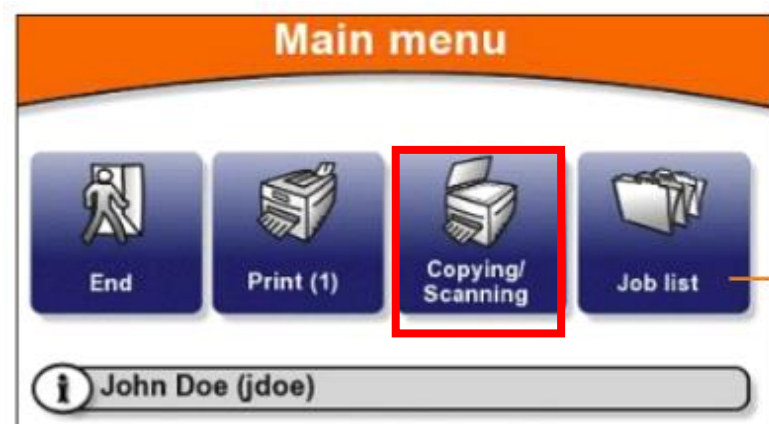
*NOTE: Only PDF, TIFF,  
JPEG, XPS files can be  
printed.*



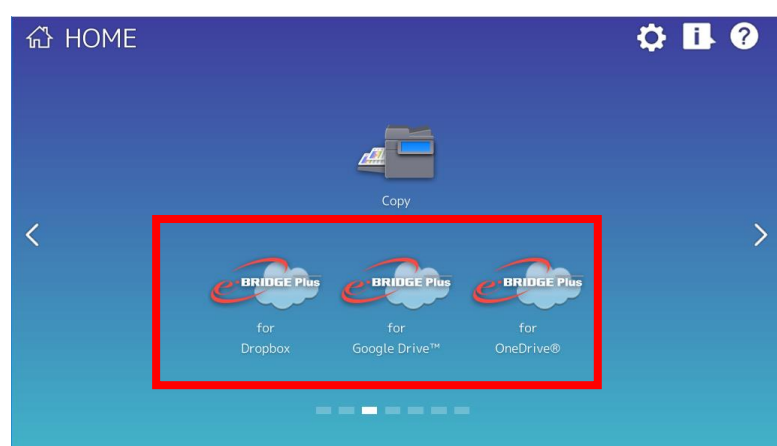
6. Press **END**  
to logout



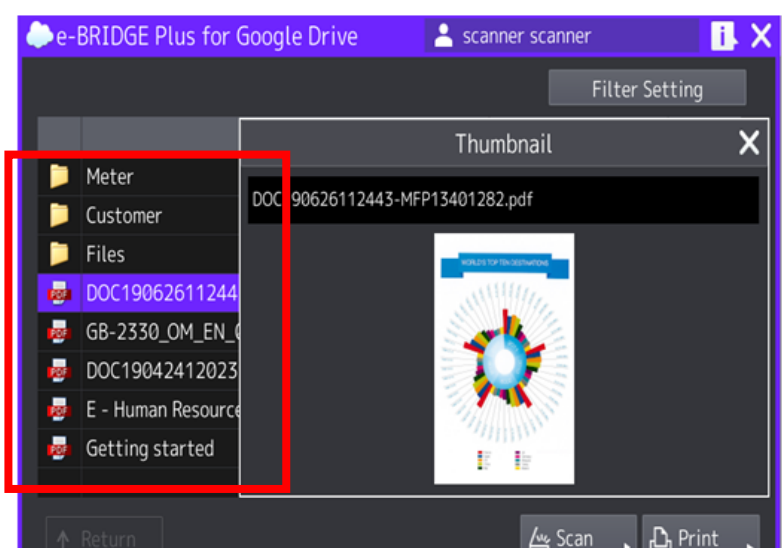
## CLOUD PRINTING



1. Upon login press **COPYING / SCANNING**.

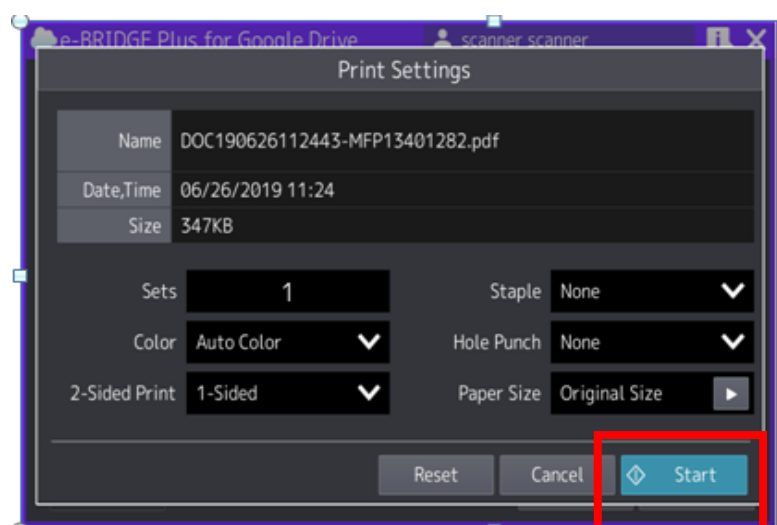


2. Select the **CLOUD** options.  
Login to your **CLOUD** account.

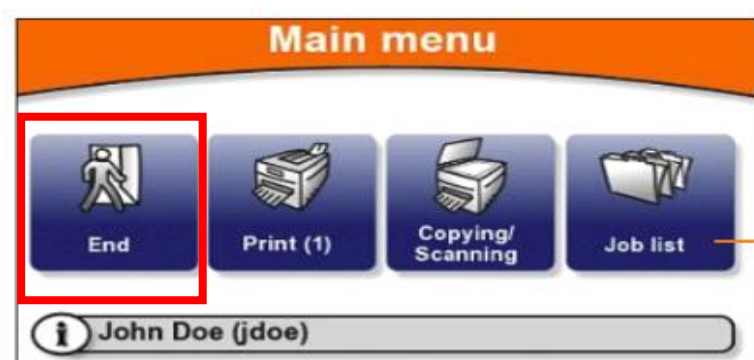


3. Please find the files and press **PRINT**.

*NOTE: Only PDF, TIFF, JPEG, XPS files will be printed*

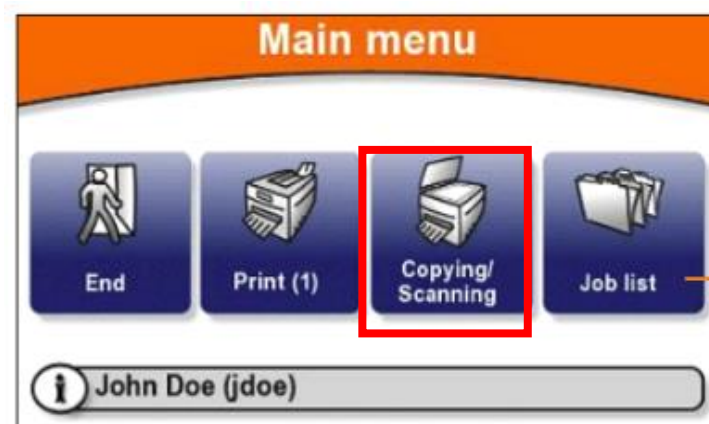


4. Choose **PRINT** option then press **START** to print.

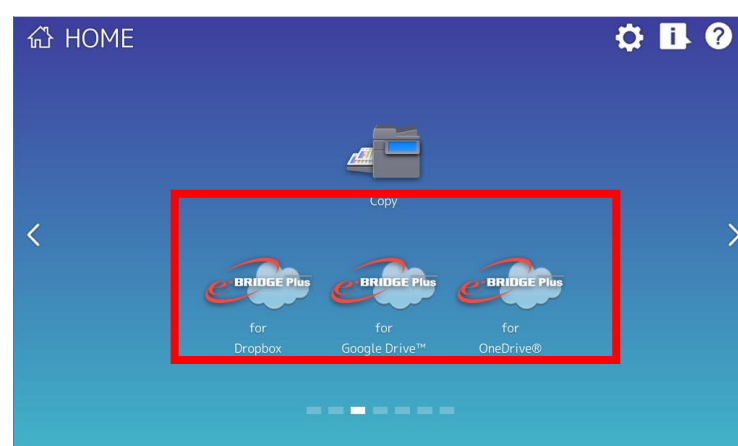


5. Press **END** to logout.

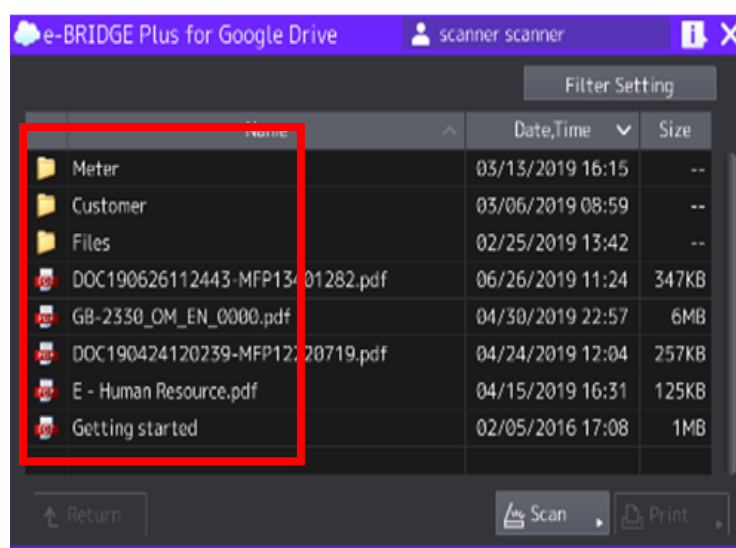
## CLOUD SCANNING



1. Upon login press **COPYING / SCANNING**.

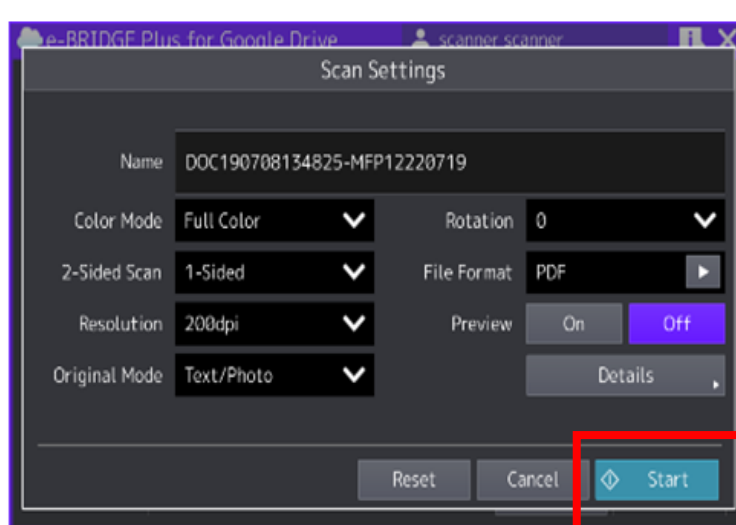


2. Select the **CLOUD** options.  
Login to your **CLOUD** account.

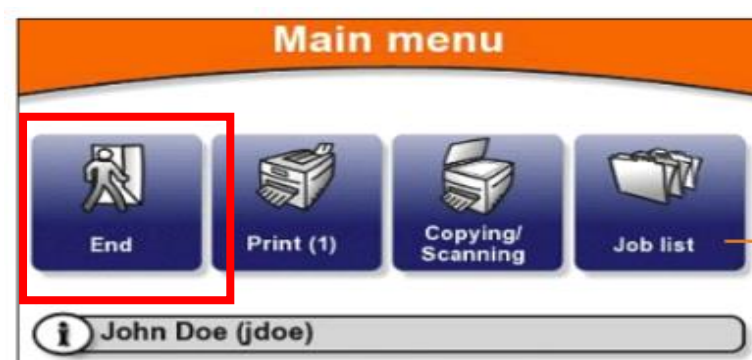


3. Select folder to save the document.

Then press **SCAN** to continue.



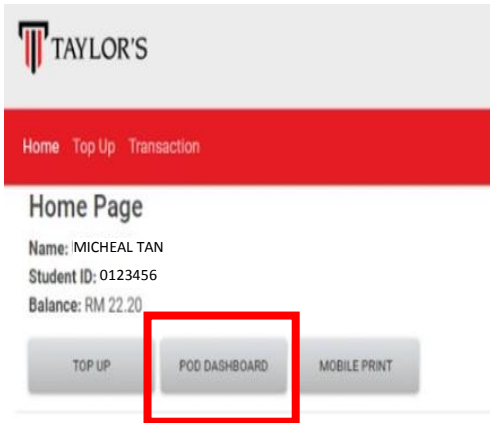
4. Choose **SCAN** option then press **START** to scan.



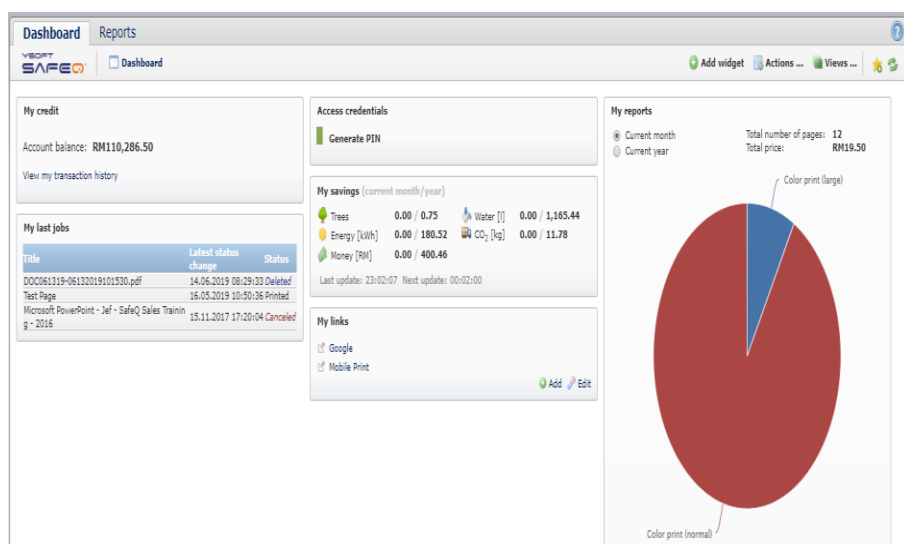
5. Press **END** to logout.

## STUDENT DASHBOARD

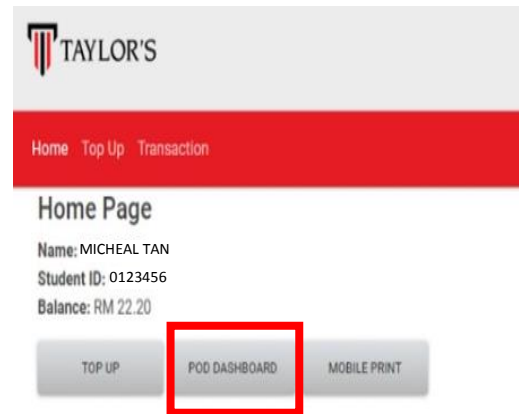
1. Log into POD Online. Click on POD Dashboard



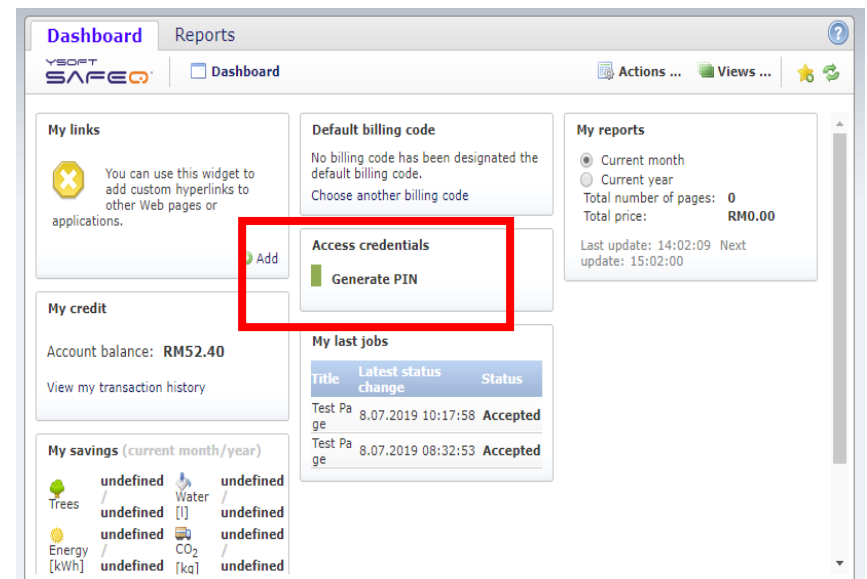
2. Layout of POD dashboard



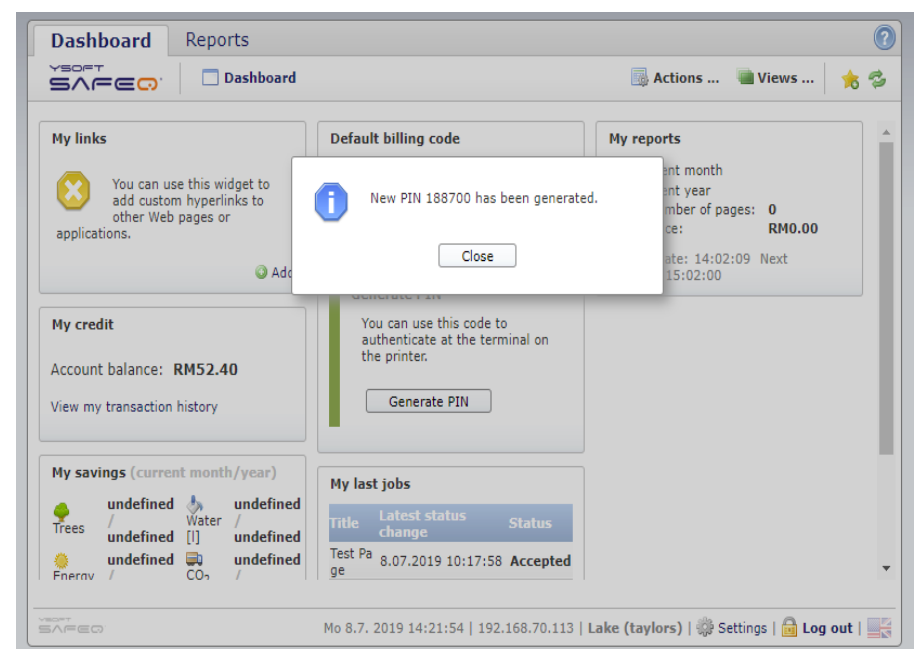
1. Log into POD Online. Click on POD Dashboard



2. Click on Generate PIN to get a new PIN





3. New PIN will pop up and an would be sent to your email.



## MOBILE PRINTING

1. Open browser (Chrome/Firefox/IE). Key-in URL <https://podmobilep.taylors.edu.my> and enter username (Student's ID) & password.

### Login

**Username:**

**Password:**

### Remarks :

The **Mobile Print** allows student to print documents thru their web-browser. You do not need to install any printer drivers in order to use this service.



**Supported File Format :**

- **Documents:** PDF, doc, docx, ppt, pptx, xls, xlsx.
- **Images:** JPG, PNG, TIFF.
- **Kindly convert your documents should it be different from the formats above.**

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2. Press “Browse File” icon and select the file to be uploaded.

*NOTE: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, PNG, TIFF files are supported.*

Welcome: Isctraining

### Mobile Printing

**Document**

**Print Setting**

**Copies**

**Color**

**Paper Size**

**Orientation**

**2-Sided Printing**

**Pages**

Copy/Print	1-Sided (per copy)	2-Sided (per impression)
A4 Mono	RM0.10	RM0.20
A3 Mono	RM0.20	RM0.40
A4 Color	RM1.50	RM3.00
A3 Color	RM3.00	RM6.00

**\*Note: Impression = double-sided**

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3. Press “UPLOAD” to upload your document. Once you have uploaded it, go to the photocopier and login to print your document.

NOTE: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, PNG, TIFF files are supported.

TAYLOR'S

WELCOME: Isctraining

LOG OUT

Mobile Printing

Document

upload.png

Print Setting

Copies

1

Color

BLACK & WHITE

Paper Size

A4

Orientation

LANDSCAPE

2-Sided Printing

DOUBLE-SIDED (SHORT)

Pages

ALL PAGES

REFRESH

PRINT

Copy/Print	1-Sided (per copy)	2-Sided (per impression)
A4 Mono	RM0.10	RM0.20
A3 Mono	RM0.20	RM0.40
A4 Color	RM1.50	RM3.00
A3 Color	RM3.00	RM6.00

\*Note: Impression = double-sided

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4. Press “Print” to upload your document. Once you have uploaded it, a successful message will pop out.

NOTE: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, PNG, TIFF files are supported.

TAYLOR'S

podmobilep.taylors.edu.my says

Succesfully Uploaded Document.

OK

LOG OUT

Mobile Printing

Document

Choose Files

No file chosen

REFRESH

PRINT

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5. Then, go to the photocopier and login to print your document.

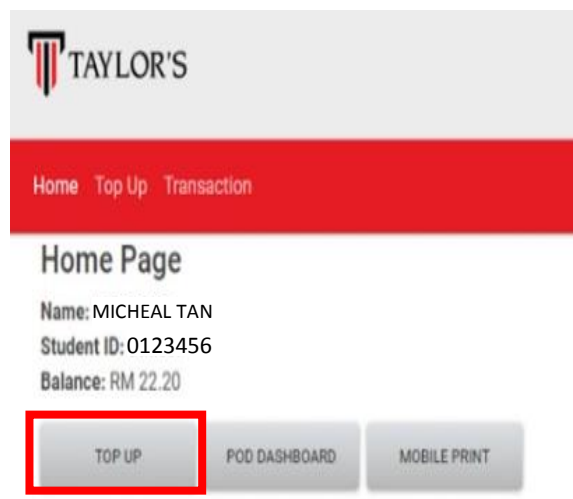
A photograph of a photocopier's control panel. The screen displays a 'Job list' with two entries: '1. Test Page' and '2. Test Page'. Each entry shows a status of 'N/A' and a timestamp ('8 Jul 2019 10:17 secure 1' and '08:32 secure 1' respectively). Below the screen, there are several buttons: a 'Job list Selected 1/2' button, a 'Cancel' button with an 'X' icon, and a 'Print' button with a printer icon.

TOSHIBA



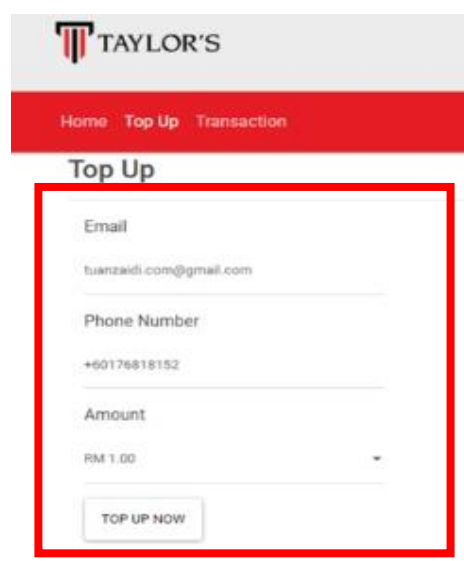
## PRINT CREDIT TOP UP

1. Upon login, select **TOP UP**



The screenshot shows the Taylor's Home Page. At the top, there is a navigation bar with 'Home', 'Top Up', and 'Transaction'. Below this, the user's profile information is displayed: Name: MICHEAL TAN, Student ID: 0123456, and Balance: RM 22.20. At the bottom, there are three buttons: 'TOP UP' (highlighted with a red box), 'POD DASHBOARD', and 'MOBILE PRINT'.

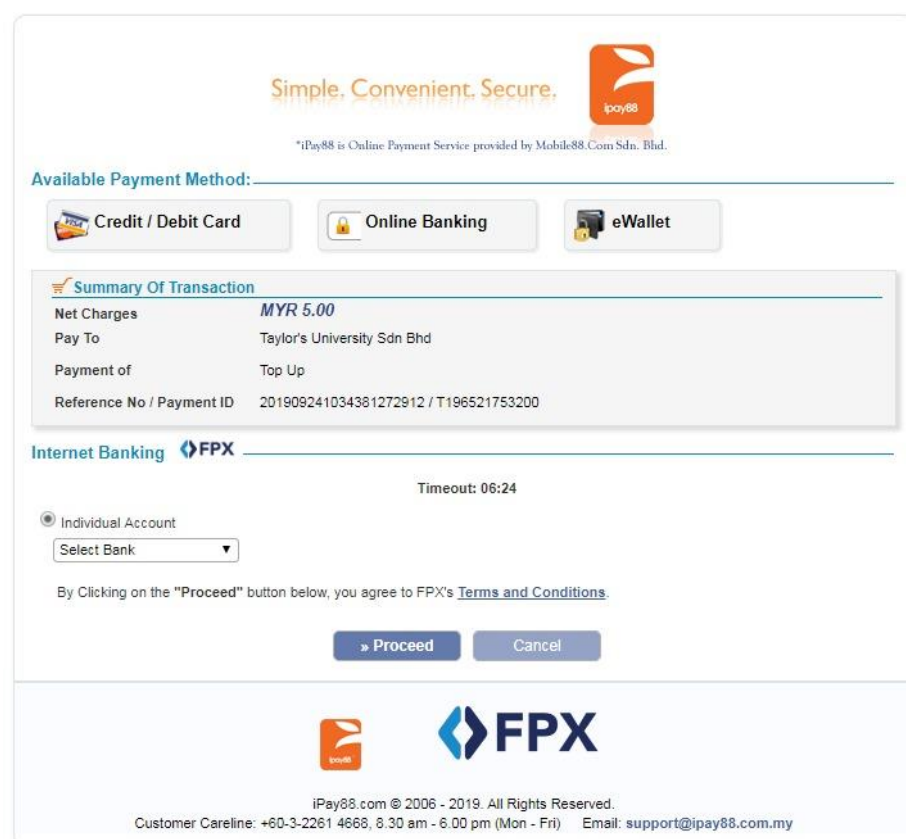
2. Enter your email, phone number and select the top up amount.



The screenshot shows the Taylor's Top Up form. It has a red header with 'Home', 'Top Up', and 'Transaction'. Below the header, the form fields are: 'Email' (with the value 'tuanzaidi.com@gmail.com'), 'Phone Number' (with the value '+60176818152'), and 'Amount' (with a dropdown menu showing 'RM 1.00'). A 'TOP UP NOW' button is at the bottom of the form, which is highlighted with a red box.

3. You will be directed to our payment gateway provider, iPay88.

Choose your payment method, and then press **PROCEED**.



The screenshot shows the iPay88 payment gateway interface. At the top, it says 'Simple, Convenient, Secure.' and 'iPay88'. Below this, it says '\*iPay88 is Online Payment Service provided by Mobile88.Com Sdn. Bhd.'. The 'Available Payment Method:' section shows three options: 'Credit / Debit Card', 'Online Banking', and 'eWallet'. The 'Summary Of Transaction' section shows: 'Net Charges: MYR 5.00', 'Pay To: Taylor's University Sdn Bhd', 'Payment of: Top Up', and 'Reference No / Payment ID: 201909241034381272912 / T196521753200'. The 'Internet Banking' section shows 'FPX' as the selected method. Below this, there is a 'Select Bank' dropdown menu and a 'Proceed' button. At the bottom, there is a footer with 'iPay88.com © 2006 - 2019. All Rights Reserved.', 'Customer Careline: +60-3-2261 4668, 8.30 am - 6.00 pm (Mon - Fri)', and 'Email: support@ipay88.com.my'.