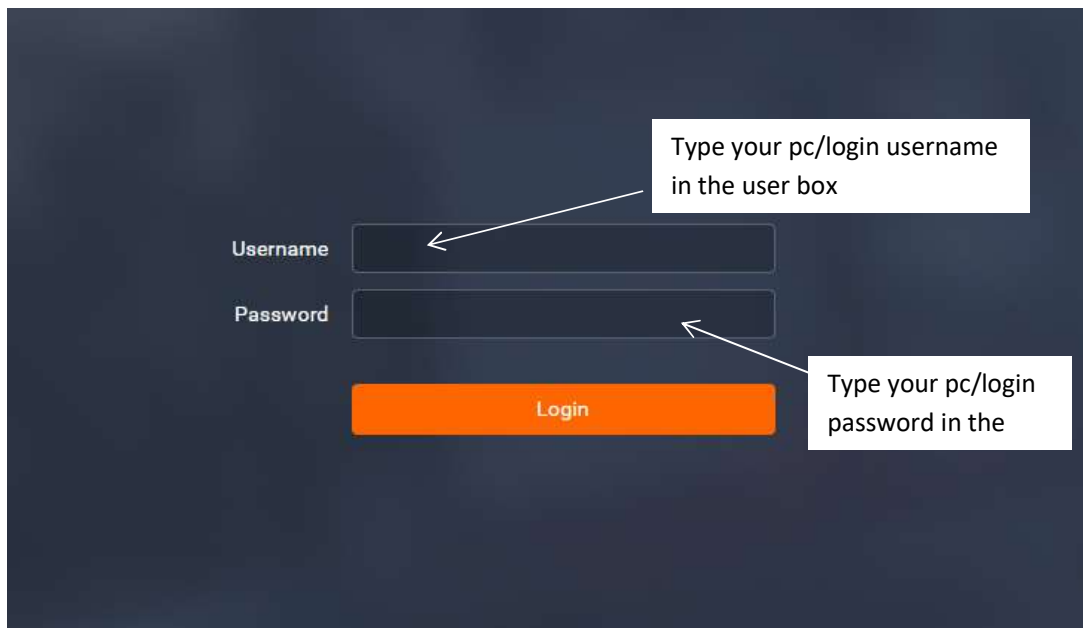


Generating a Printing PIN for use in the Print Room

This document shows a user how to create a new PIN (as often as a user requires) .

Generating a PIN to use in the Print Room

1. Type staffprint.ait.ie into the address bar of any browser for example Internet Explorer or Google Chrome. **Note this must be done while logged on to a pc connected to the staff ait network**

A screenshot of a login page with a dark blue background. It features two input fields: 'Username' and 'Password'. Below them is an orange 'Login' button. Two white callout boxes with arrows point to the input fields. The first callout box says 'Type your pc/login username in the user box' and points to the Username field. The second callout box says 'Type your pc/login password in the' and points to the Password field.

Username

Password

Login

Type your pc/login username in the user box

Type your pc/login password in the

Note your use your username not your email address (same as the IT helpdesk)

2. The screen below will be displayed

The screenshot shows a dashboard with several sections:

- New card activation code:** Displays the code 140818.
- My last jobs:** A table listing jobs with columns for Title, Latest status change, and Status.
- My savings:** A table showing resource usage for current month and year.
- Default billing code:** A message indicating no billing code is designated.
- Access credentials:** Contains buttons for 'Generate PIN' and 'Generate card activation code'.
- My reports:** Includes a pie chart showing report categories: Color print (normal), Scan, and B/W print (normal).

3. Press the Generate PIN option
4. The screen below will be displayed

Generate PIN

You can use this code to authenticate yourself at the terminal on the printer.

Generate PIN

5. Press Generate PIN
6. You will then see the message below, press Yes to Generate PIN

Confirmation

A new PIN will be generated for this user and displayed on the screen. Do you want to continue this operation?

YES **NO**

7. Your PIN will then be displayed
8. Press Close.
9. You will receive an email from safeq@ait.ie telling you your PIN.

10. The PIN in the message box/email is the PIN you must submit to the Print Room so your request can be photocopied.
11. Logout of the software, go to your name and select Log out

