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Patent: SafeCom has received the following British patent GB 2350 713 B, US patent US 6,952,780 B2 and Europe EUR EP1 120 701.

Feedback: If you have any feedback or ideas concerning this manual or the SafeCom product, then please send an e-mail to feedback@safecom.eu

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Thank you for choosing SafeCom Smart Printing. This user guide includes a set of one-page instructions for performing typical tasks when using Delegate Print.

The following table lists the available one-page instruction sheets.

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These instruction sheets are in both PDF and MS Word format.

- Use PDF format for easy upload on internal websites, for example, or to print out and place at the device so users can easily see and use them.
- Use MS Word format for editing. Make changes to the instructions so that they correspond to your end-users’ exact needs. Be aware that each of the instruction sheets should not exceed one page.
- In the footer of the instructions, add specific information to the end-users about where to go for support, further documentation etc.
- **Note:** The instructions are written as if every feature and option is available to the users. The instructions are not edited according to the specific SafeCom solution available to users on particular platforms.

This user guide applies to SafeCom G3 Server version S82 070.440.
1. What is delegated print?

With delegated print you can let colleagues collect your print once they have been assigned as your delegate within the SafeCom system. You can use the SafeCom G3 Web Interface for managing delegates, provided that you have been granted these rights by your administrator.

2. How do I let colleagues collect my prints?

Once you have assigned delegates it is easy to let your colleagues print and collect your prints:

- Click Print to print your document.
- Select the SafeCom printer as advised by your administrator.
- Click OK.
- The Print delegation dialog prompts you to select your print delegate(s). Select your delegate(s) and click Print to continue. Your print delegate(s) can now collect your document at the printer.

Note: The dialog automatically closes after the elapsed time, but without printing.

If you do not see the print delegation dialog when you click OK to print your document, check if Hide print delegation dialog is selected or deselected, see section 3.

My colleague is not on the list of delegates?

If your colleague is not on the list of delegates in the print delegation dialog go to SafeCom Web Interface where you can invite colleagues as print delegates. Note that you can have a maximum of ten colleagues collect your print. However, you can collect prints from any number of colleagues.

3. How can I always delegate my prints?

Showing/hiding Print delegation dialog

If you want to always delegate all your prints to the same colleague(s) you can hide the print delegation dialog:

- Right-click the SafeCom PopUp icon in the notification area (bottom right on screen). Select Hide print delegation dialog. If later you want to delegate a print, simply deselect Hide print delegation dialog.

Note: When you select to hide the print delegation dialog, all your future prints will be delegated/non-delegated according to your selections in the Print delegation dialog before hiding the print delegation dialog.
1. **Logging in**
   - Log in with card, code or your Windows credentials.

2. **Collecting delegated prints**

Collecting a delegated print from a colleague is done the exact same way as any other document. On the printer, a delegated print is marked with a preceding D. Tap the **Info** button to see information about who delegated the document, and much more.

**Where is my document?**

If you have sent a document for print and it is gone from your document list at the printer, maybe a colleague of yours has printed it; once a delegated print has been collected from a printer it is deleted from all document lists, including the list of the person who sent the document for print. To avoid such situations, you and your colleagues can select to **Retain** documents before collecting them from the printer.
1. How do I assign delegates?

- Open a web browser and type the address of the SafeCom G3 Web Interface in the address field.
- If prompted enter login credentials and click Login.
- Go to Setup.
- In the Search for delegate users field, type the name of the user you want to assign as a delegate.
- Select the appropriate user from the list and select whether he/she should collect from and/or submit documents to you. Click Send request when ready. The request is e-mailed to the user in question.
- Await acceptance from the assigned delegate.

**Note:** You can have a maximum of ten colleagues collect your print. However, you can collect prints from any number of colleagues.

2. How do I remove delegates?

- In the Setup area of the web interface, click the Remove icon next to the delegate to be removed.
- Delegates that collect and submit documents for you are listed separately. In each list you can manage your delegates. Set the Expiry Date of print delegation, change delegate properties under Modify or delete a delegate by clicking Remove.
Managing delegated documents in the web interface

1. Logging in

- Open a web browser and enter the address of the SafeCom G3 Web Interface in the address field.
- If prompted enter login credentials.
- Click Login.
- Click Documents.

2. Managing delegated documents

- Documents lists all delegate print job details. Under Documents you can Delete, Retain and Unretain documents. To update the list of documents click Refresh list.

How do I “undelegate” a document?

If you mistakenly delegate a print to a colleague whom you do not want to collect the print, go to the Documents list in the web interface and delete the document from the list, then print the document again this time without delegating the print to the colleague in question.