

## THE SAFECOM PRINTER IN THE LIBRARY CAN BE USED TO:

- ◆ **Scan** documents and send them in pdf form to an nhs.net e-mail address
- ◆ **Print in colour**
- ◆ **Send a fax**
- ◆ **Photocopy** (A3 and colour not available)
- ◆ **Pull print** documents sent to this printer from elsewhere in the Trust

**H**anley Library  
Clinical Education Centre  
Southport Hospital  
Town Lane  
Southport PR8 6PN

**T:** 01704 704202  
**F:** 01704 704454  
**E:** soh-tr.hanleylibrary@nhs.net  
**W:** <http://sonhslks.weebly.com/>

**Library Catalogue:**  
<http://southportandormskirk.nhslibraries.com/>

**Open:**  
Monday-Friday 8.30 am—4.30 pm



**S**anderson Library Resource Room  
Education Centre,  
Ormskirk Hospital  
Wigan Road  
Ormskirk L39 2AZ

**Open:**  
Monday-Friday 8.30 am—4.30 pm

Southport & Ormskirk Hospital **NHS**  
NHS Trust

**L**IBRARY &  
**K**NOWLEDGE  
**S**ERVICE

LIBRARY HELPSHEET

How do I register  
to use the Safecom  
printer?

Safe Com

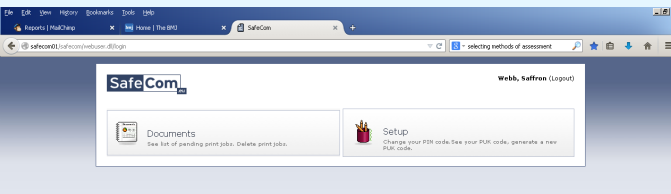


***This helpsheet tells you how to register your Trust badge to enable you to use the Trust's Safecom printer/scanners including the library printer/scanner.***

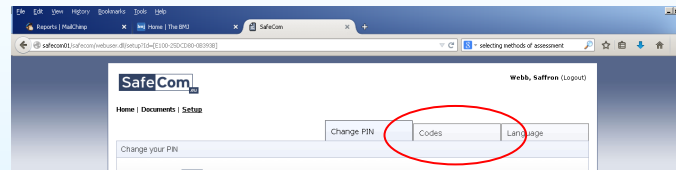
***You will need to be registered with Safecom if you want to print from the library PCs***

***You will also be able to use the photocopy and scan to e-mail functions on the printer.***

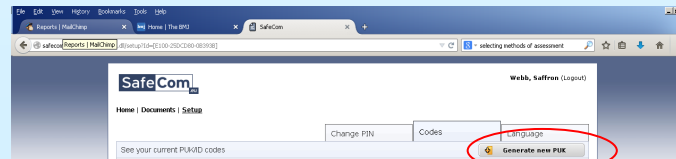
1) Log on to:  
"<http://safecom01/safecom>"  
from your browser. If prompted, log in with your Trust username and password. Click on Setup.



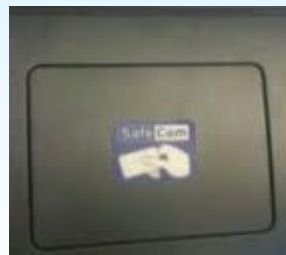
2) Click on 'Codes'.



3) Click on 'Generate new PUK' and make a note of the 8 digit PUK code you are given.



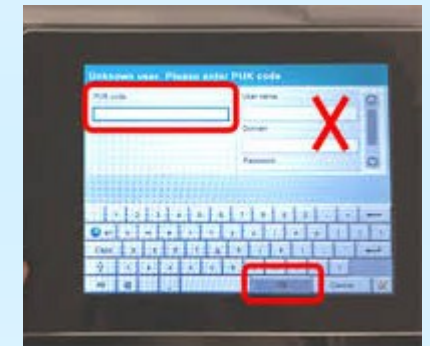
4) Take your Trust badge and the PUK code to the library Safecom printer. Swipe your card over the 'Safecom' label on the left-hand side of the device screen.



5) Press the 'Pull print' icon.



6) When prompted, enter the 8 digit PUK code previously created.



7) Once entered, the machine will display at the top of the screen 'Welcome ....' followed by your name. You can then retrieve any documents sent through to print by pressing the 'Pull print' icon. Swipe your card again or press 'Sign out' to log off the device.