

4. Tap **OK** in the top right-hand corner
5. Tap **Continue** and wait for the Enter PIN screen
6. Tap cream coloured box below **Enter your PIN**
7. Type in your PIN
8. Tap **OK** in the top right-hand corner
9. Tap **OK**
10. Tap **My Print Jobs** on the touchscreen
11. Select print job and press **Print**
12. When finished you MUST logout. Either press **Logout** on the touchscreen, or, press the * button on the keypad
13. Before you walk away, ensure that the touchscreen returns to the original login screen

Photocopying Documents

Here is the process...

1. Login by completing steps 1—9 above
2. Tap **Copy**
3. If required, set options to reduce or enlarge the output by tapping the **Copy Ratio** option
4. If required, change the output paper size by tapping the **Paper Select** option
5. If required, change the output to single- or double-sided by tapping the **2-Sided Copy** option

Printing Documents from your USB

(NOTE: The file to be printed must be a PDF)

Here is the process...

1. Login by completing steps 1—9 above
2. Tap **Document Filing**
3. Tap the **Ex Data Access** tab towards the top right of screen
4. Tap **USB Memory**
5. Navigate to required file by tapping folder/file name the screen
6. Set options as required by tapping the respective items on the screen
7. Tap **Print**
8. When finished you MUST logout. Either press **Logout** on the touchscreen, or, press the * button on the keypad TWICE

9. Before you walk away, ensure that the touchscreen returns to the original login screen

Scanning Documents to your USB

Documents are scanned as PDFs. Here is the process...

1. Login by completing steps 1—9 above
2. Tap **Store to USB**
3. Tap the **IMAGE SEND** tab at the top of screen
4. Tap the **USB Mem. Scan** tab
5. (Optional) Tap **Stored to** to select a folder on your USB
6. (Optional) Tap **File Name** to name the scanned file
7. (Optional) Set output file options, as required, by tapping **Original, Exposure, Resolution, File Format, Colour Mode, Special Modes**
8. Place the item to scan on the glass of the copier OR in the document feeder
9. Press the large round black button on the right of the copier control panel
10. Repeat steps 8 and 9 as required
11. When finished scanning, tap **Read-End** on the screen (NOTE: Not required if scanning from the document feeder)
12. Wait until **Sending data has been completed** message appears on the touchscreen before removing your USB
13. When finished you MUST logout. Either press **Logout** on the touchscreen, or, press the * button on the keypad TWICE
14. Before you walk away, ensure that the touchscreen returns to the original login screen



Guide to the Learning Hub

Helpful Hints

Postal Address:

Christian Heritage College Library
P O Box 2246
Mansfield BC
QLD 4122

Enquiries: (617) 3347 7908

Email: circulation@chc.edu.au

p: 07 3347 7908 e: circulation@chc.edu.au

Renewing Your Borrowings Online

Here is the step-by-step process to renew your borrowings online...

1. You can renew your borrowings at any time 24/7 via any Internet connected computer, provided no other borrower has placed a hold on the item(s) that you want to renew
2. Go to the Library Catalogue via the Library webpage at <http://www.chc.edu.au/current-students/student-portal/library/>
3. Click on the link to the Library Catalogue 
4. Click on **Sign In** near the top right-hand corner of the page
5. In the User ID / Barcode field, type in your student number, e.g. s497856
6. Your PIN is the ddmm numbers from your date of birth, e.g. for birth date 17 January 1993 the PIN is 1701
7. Your name should now appear in bold letters to the left of the **My Basket** link near the top right-hand corner of the page
8. Click on the **My Library Record** link near the top right-hand corner of the page. This will now display the list of items you currently have on loan
9. NOTE: If an item has **Not Renewable** in the column headed **Action**, then you are not able to renew that item and must return it to the Library on or before the existing due date.
10. You may renew all items at one time by clicking on the **Renew All** option, or you may renew a single item by clicking on the **Renew** option to the right of that item
11. You can also check out your loan history here by clicking on the **Loans History** tab.

What Passwords Where and When?

Which username and password do I use for what resources...

- ◆ Your **student network username** and password are used to access...
 - ◇ Online Journals
 - ◇ Logon to CHC computers in the computer labs
- ◆ Your **student number preceded by the letter “s”** is used to access...
 - ◇ Library Catalogue **Sign In**
 - ◇ Your PIN is the ddmm numbers from your date of birth, e.g. for birth date 17 January 1993 the password is 1701
- ◆ Your **student number preceded by the letter “s”** is used to access...
 - ◇ Photocopiers
 - ◇ You will create your own PIN the first time you use the photocopier

Accessing the Online Journals

Here are some hints for accessing and using the online journal collections made available through CHC Library...

1. Go to the Online Journals via the Library webpage at  <http://www.chc.edu.au/current-students/student-portal/library/>
2. Click on the link to the Online Journal collection
3. Type in your **student network username** and **password**
4. See the Guide to the Learning Hub - Online Journal Collections leaflet for more information about the subject areas that each collection covers
5. You now have access to the following online journal collections...



Welcome to the menu for the Library Databases.]

Database Menu

[Asia Pacific Journal of Health, Sport and Physical Education](#)

[Australasian Religious Index \(ARI\)](#)

[Chicago Manual of Style](#)

[eBooks \(EBSCOHost\)](#)

[Gale Cengage Learning \(Academic OneFile and many more\)](#)

[JSTOR](#)

[Informit Search](#)

[Library, Information Science & Technology \(LISTA\)](#)

[Oxford Reference](#)

[Religion & Philosophy Collection](#)

[SAGE Research Methods](#)

[Teacher Reference Center - Index and Abstracts](#)

Helpful Hints for Printing

(NOTE: These instructions are essentially the same for both the B&W photocopiers and the Colour photocopier, but some variation does occur. These instructions have been prepared based on the B&W photocopiers)

Printing Documents Sent from the PC

Here is the process...

1. On the touchscreen of the copier, tap **Primary Number** to login
2. Tap the cream coloured box under **Enter your card number**
3. Type in your student number preceded by an “s” .