




# **Automatic Certificate Issuing Machine**

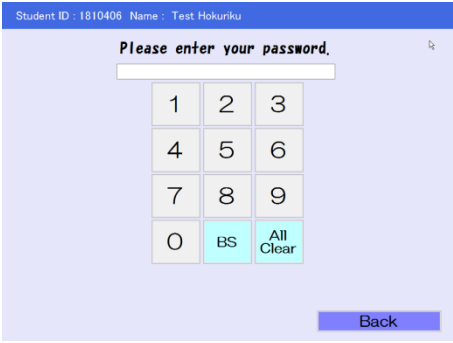
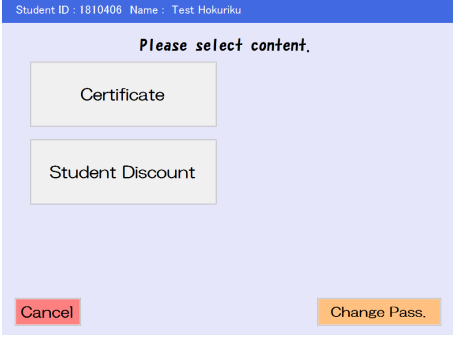
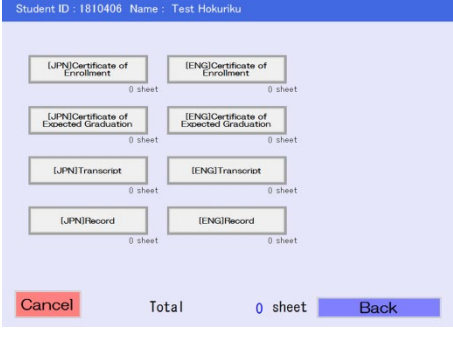
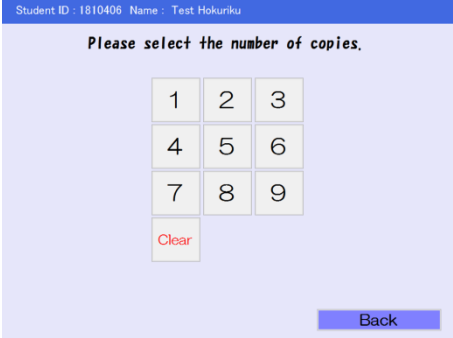
## **User's Manual**

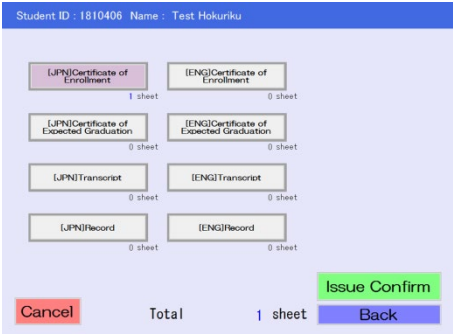
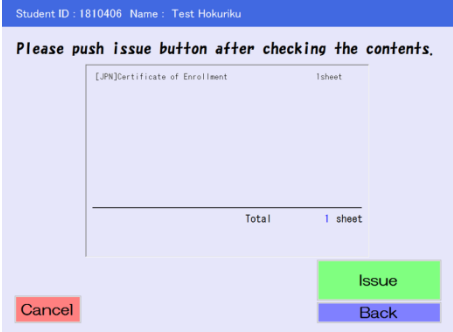

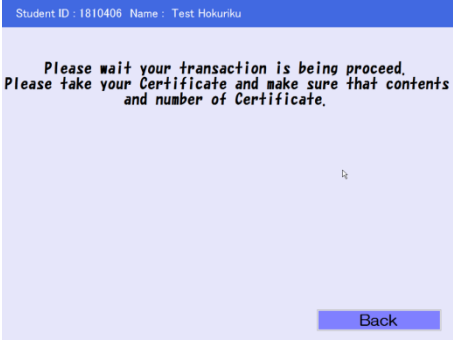
# Quick guide (For students)

## Issuing Process < Certificate >

Follow the flow shown below.




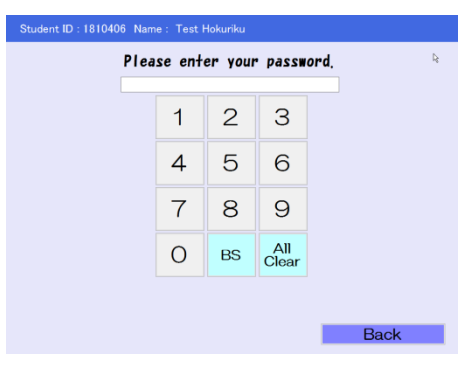
No.	screen	instruction
1		[Standby Screen] Touch the screen. ⇒You will move to [Initial Screen]
2		[Initial Screen] Touch <b>*English*</b> button at the bottom left of the screen. ⇒The display and sound will switch into English ver.
3		[Initial Screen] Put your student ID card on the card reader. ⇒You will move to [Password Input Screen]

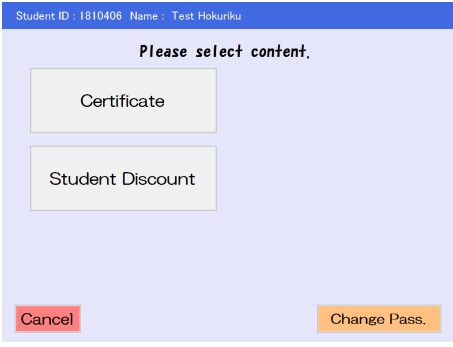
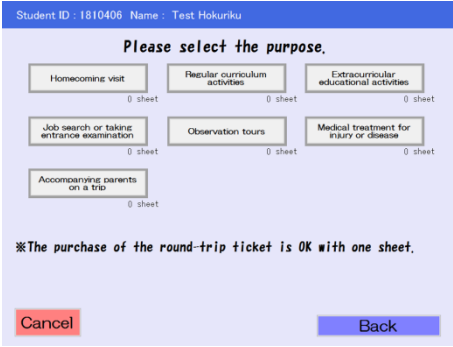
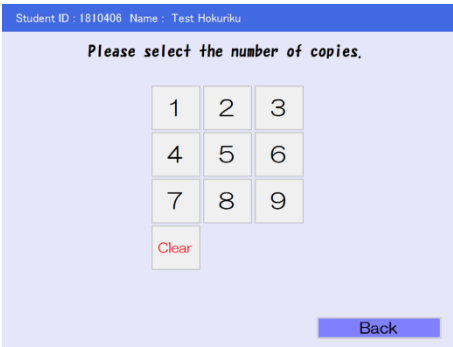
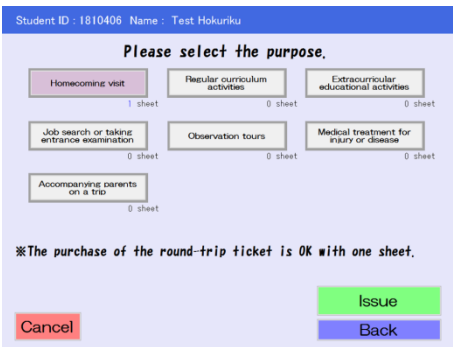
<p>4</p>	 <p>Student ID : 1810406 Name : Test Hokuriku</p> <p>Please enter your password.</p> <p>1 2 3 4 5 6 7 8 9 0 BS All Clear</p> <p>Back</p>	<p>[Password Input Screen]</p> <p>Enter 4 numbers of your password.      ※After entering the fourth digit, authentication will start automatically.      ⇒You will move to [Content Selection Screen]</p>
<p>5</p>	 <p>Student ID : 1810406 Name : Test Hokuriku</p> <p>Please select content.</p> <p>Certificate Student Discount</p> <p>Cancel Change Pass.</p>	<p>[Content Selection Screen]</p> <p>Touch [Certificate] button.      ⇒You will move to [Certificate Selection Screen].</p>
<p>6</p>	 <p>Student ID : 1810406 Name : Test Hokuriku</p> <p>[JPN]Certificate of Enrollment 0 sheet [ENG]Certificate of Enrollment 0 sheet      [JPN]Certificate of Expected Graduation 0 sheet [ENG]Certificate of Expected Graduation 0 sheet      [JPN]Transcript 0 sheet [ENG]Transcript 0 sheet      [JPN]Record 0 sheet [ENG]Record 0 sheet</p> <p>Cancel Total 0 sheet Back</p>	<p>[Certificate Selection Screen]</p> <p>Select the type to issue.      ⇒You will move to [Quantity Selection Screen]</p> <p>※Only publishable types are shown.</p>
<p>7</p>	 <p>Student ID : 1810406 Name : Test Hokuriku</p> <p>Please select the number of copies.</p> <p>1 2 3 4 5 6 7 8 9 Clear</p> <p>Back</p>	<p>[Quantity Selection Screen]</p> <p>Select the number to issue.      ⇒You will move to [Certificate Selection Screen]</p>


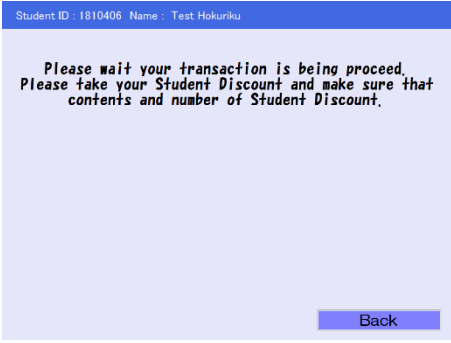
<p>8</p>		<p>[Certificate Selection Screen]</p> <p>Your selection appears, touch [Issue Confirm] button. ⇒You will move to [Confirmation Screen]</p>
<p>9</p>		<p>[Confirmation Screen]</p> <ol style="list-style-type: none"> <li>① Check the sort and quantity</li> <li>② Touch [Issue] button ⇒You will move to [Now Printing]</li> </ol>
<p>10</p>		<p>[Now Printing]</p> <p>The certificates are under preparing. ⇒You will move to [Issue Completion Screen]</p>
<p>11</p>		<p>[Issue Completion Screen]</p> <p>Touch [Back] button, and move back to [Standby Screen ].</p>

# Issuing Process < Student Discount >

Follow the flow shown below.

No.	screen	instruction
1		<p>[Standby Screen]</p> <p>Touch the screen. ⇒You will move to [Initial Screen].</p>
2		<p>[Initial Screen]</p> <p>Touch <b>*English*</b> button at the bottom left of the screen. ⇒The display and sound will switch into English ver.</p>
3		<p>[Initial Screen]</p> <p>Put your student ID card on the card reader. ⇒You will move to [Password Input Screen]</p>
4		<p>[Password Input Screen]</p> <p>Enter 4 numbers of your password. ※After entering the fourth digit, authentication will start automatically. ⇒You will move to [Content Selection Screen]</p>




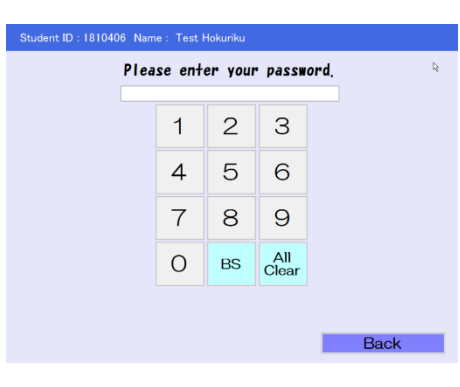
5		<p>[Content Selection Screen]</p> <p>Push[<a href="#">Student Discount</a>]button ⇒You will move to [Purpose Selection Screen]</p>
6		<p>[Purpose Selection Screen]</p> <p>Select the button that suits your purpose. ⇒You will move to [Quantity Selection Screen].</p>
7		<p>[Quantity Selection Screen]</p> <p>Select the number to issue. ⇒You will move to [Purpose Selection Screen].</p> <p>*Up to 9 copies available.</p>
8		<p>[Purpose Selection Screen]</p> <p>Your selection appears, touch [<a href="#">Issue</a>] button. ⇒You will move to[Now Printing]</p>

9		<p>[Now Printing]</p> <p>The certificate for student discount is under preparing. ⇒You will move to [Issue Completion Screen]</p>
10		<p>[Issue Completion Screen]</p> <p>Touch [Back] button, and move back to [Standby Screen].</p>

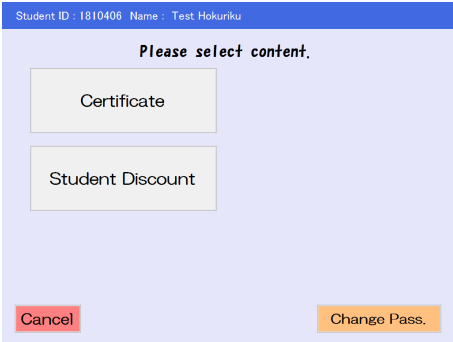
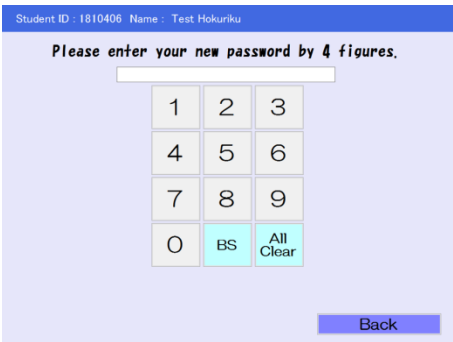
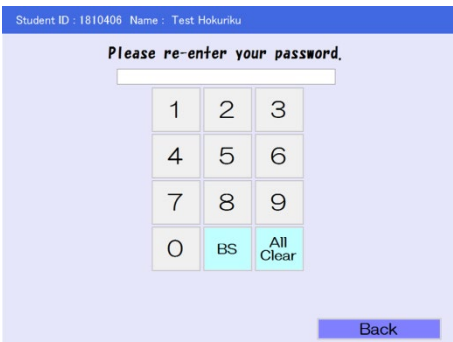
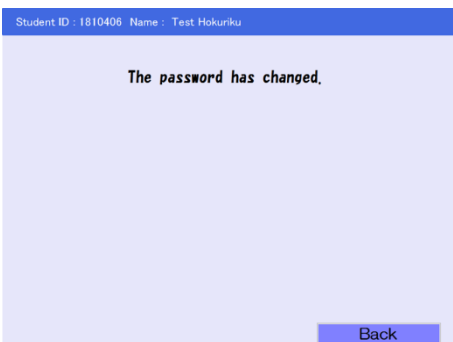
# How to change your password

Follow the flow shown below.

**※The initial password is the last four digits of your date of birth.**

No.	screen	instruction
1		<p>[Standby Screen]</p> <p>Touch the screen. ⇒You will move to [Initial Screen]</p>
2		<p>[Initial Screen]</p> <p>Touch <b>*English*</b> button at the bottom left of the screen. ⇒The display and sound will switch into English ver.</p>
3		<p>[Initial Screen]</p> <p>Put your student ID card on the card reader. ⇒You will move to [Password Input Screen]</p>
4		<p>[Password Input Screen]</p> <p>Enter 4 numbers of your password. ※After entering the fourth digit, authentication will start automatically. ⇒You will move to [Content Selection Screen]</p>



5		<p>[Content Selection Screen]</p> <p>Touch [Change Pass.] button at the bottom right of the screen.  ⇒ You will move to [New Password Entry Screen]</p>
6		<p>[New Password Entry Screen]</p> <p>Enter the new password.  ⇒ After entering the fourth digit of new password, you will move to [Password Re-enter Screen].</p>
7		<p>[Password Re-enter Screen]</p> <p>Enter the new password again.  ⇒ On entering the 4 digits, the system will automatically start checking the consistency of the new password.  ⇒ You will move to [Completion of Password Change]</p>
8		<p>[Completion of Password Change]</p> <p>The process has been finished.</p> <p>Touch [Back] button, and move back to [Standby Screen].</p>