**Self-Checkout Kiosk User Guide**

Self-Checkout kiosk allow student and staff with a valid ID (**AP Card activated)** to check-out the books quicker and easier. This simple step-by-step guide you will help you to perform your transactions at the kiosk. All the instructions are provided on the screen and they are self-explanatory. Please be sure to read the instructions as you move from screen to screen.

# Please note that you will not be able to use the Self-Checkout Kiosk if:

* You do not have a valid Student / Staff ID card.
* Your ID Card has not been Your ID card is marked Lost / Expired / Suspended
* Your account has been blocked due to library fines. You will need to approach the librarian on duty to clear the fines and have your items checked out.

# Step 1:

All the instructions are provided on the screen and they are self-explanatory. Please be sure to read the instructions as you move from screen to screen.

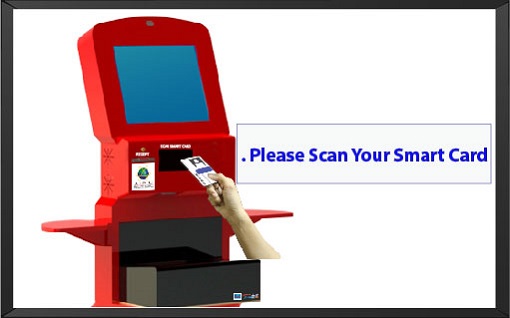
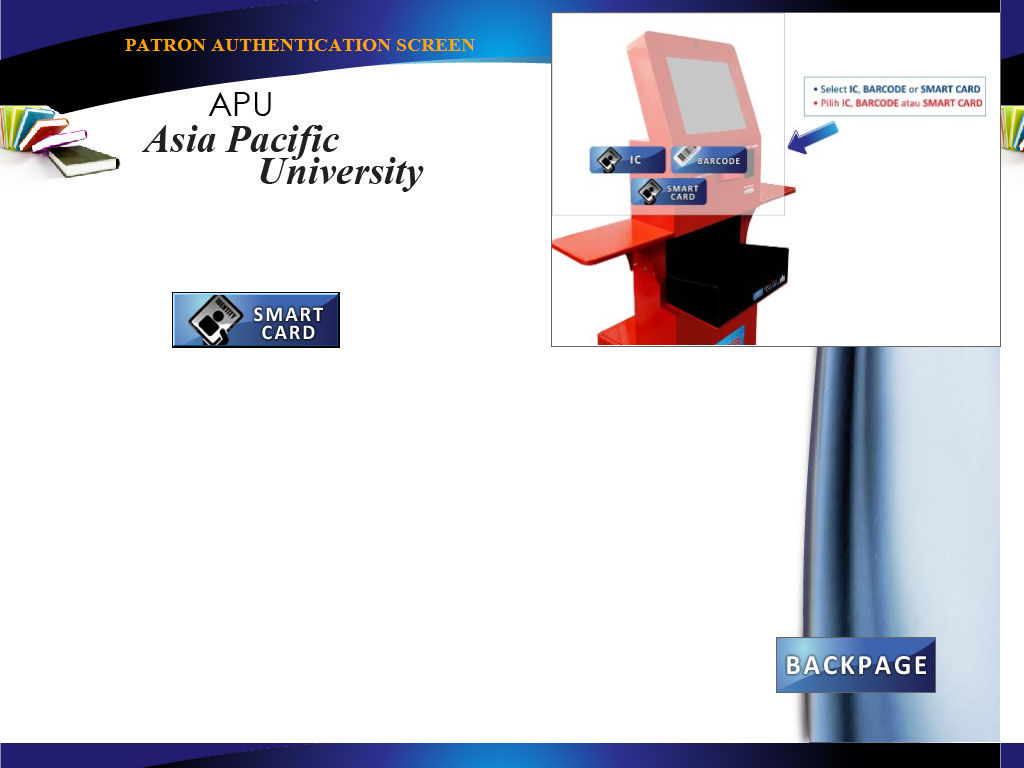
Press the **‘START’** button to begin your transaction.





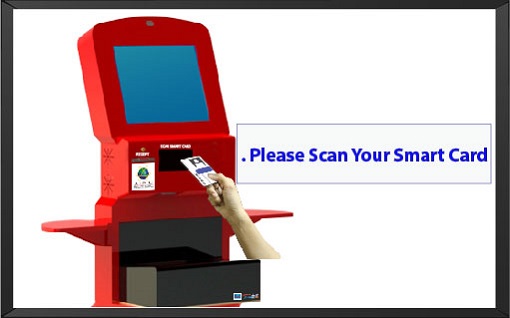
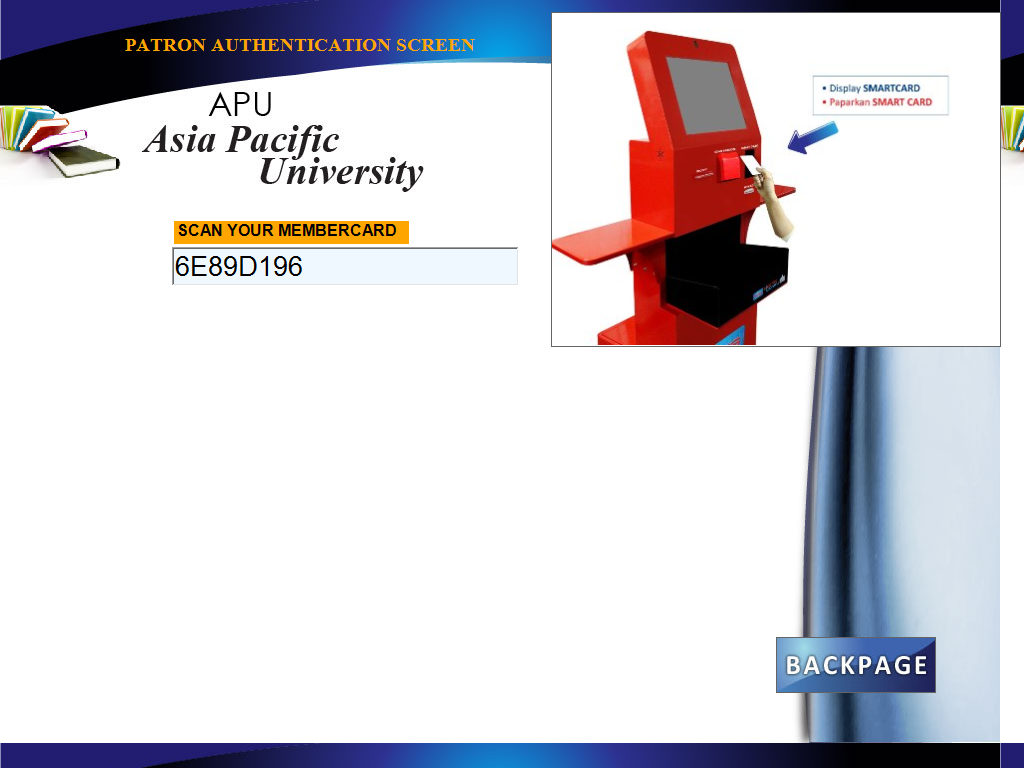


# Step 2: Press the ‘SMART CARD’ button to scan your Staff / Student ID Card



**Step 3:**  Place your staff / student ID to scan on the Barcode Reader and it should display your ID as shown below ***(combination of alphanumeric characters)***.

***\*\*Note: If the ID displayed is not valid, the system recommends contacting staff and you will need to approach the librarian on duty at the counter to assist you further.***

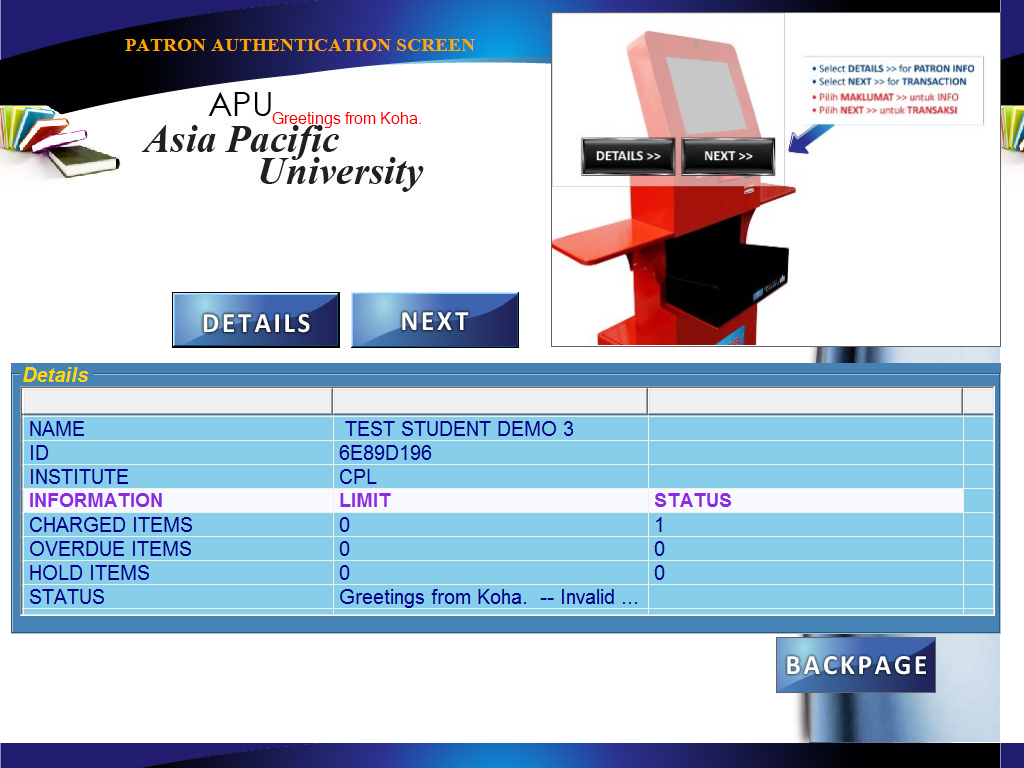


**Place your card here to scan**

* You can check your library account status by pressing the “**Details”** button **OR** you can choose **“Next”** to proceed with the transaction to borrow your items.



* If you press the **“Details”** button, your account information such as your name, borrowed items, overdue items, hold (reserved) items, etc. will be displayed as shown below
* Select **‘NEXT’** to proceed to Item checkout screen.

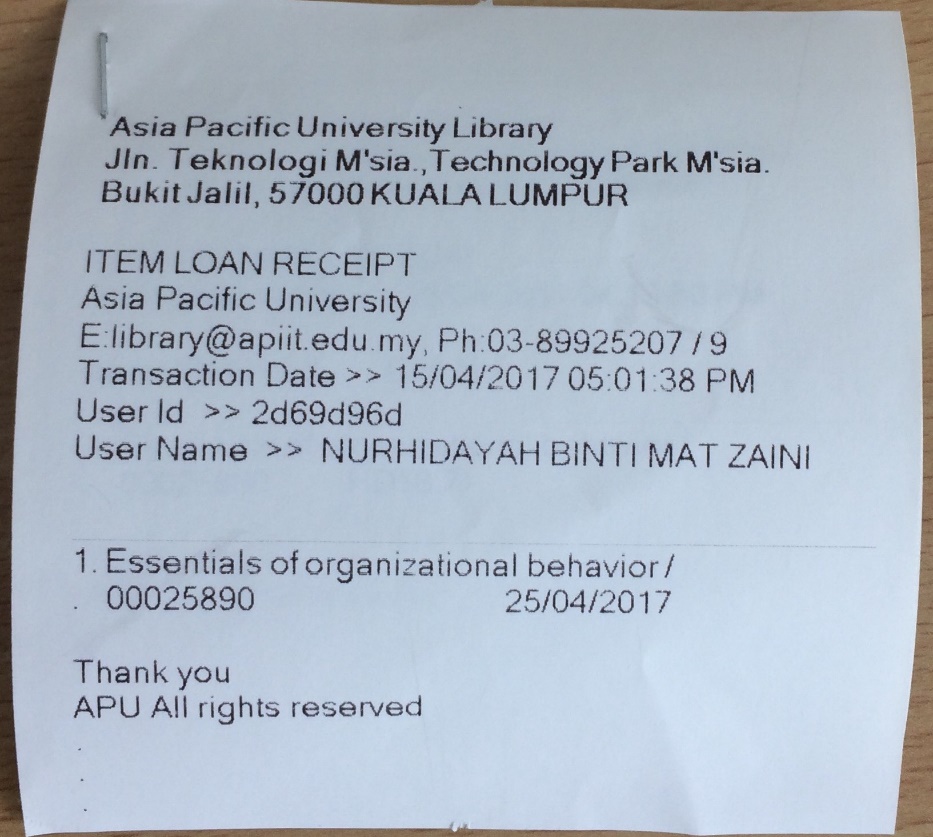


**Step 4: Borrowing books**

* Place **ONLY** one item on the pad (with the book cover facing up) to begin your transaction. Your transaction is successful once the following details are displayed: **barcode, title of the item and due date.**



* You will be prompted with a message **‘Do you want to add another item’**. Choose **YES** if you have more items to borrow and repeat the same process or choose **NO** otherwise.
* Your transaction is successful once the following details are displayed on the screen: **barcode, title of the item and due date.**
* Press the “**END” button to finish the transaction.** You will receive a printout of **“Item loan receipt” from the kiosk** that will have the summary of your transactions (as shown below):



**IMPORTANT REMINDER: Please remember to check your student webmail / staff email to ensure you have received the email notification for the transactions you have performed. Please contact us at** [**library@staffemail.apu.edu.my**](mailto:library@staffemail.apu.edu.my) **immediately if you have not received the notifications.**