

ΑDACOM ΕΓΚΕΚΡΙΜΕΝΕΣ ΥΠΗΡΕΣΙΕΣ ΕΜΠΙΣΤΟΣΥΝΗΣ

Οδηγίες Χρήσης Εγκεκριμένης Χρονοσήμανσης

1.Εισαγωγή

Το παρόν έγγραφο περιλαμβάνει αναλυτικές οδηγίες για την διαδικασία εισαγωγής εγκεκριμένης χρονοσήμανσης της ADACOM μέσω του Acrobat Reader DC.

2. Βήματα για την ενσωμάτωση της χρονοσήμανσης:

<u>Βήμα 1°</u>

Ανοίγουμε το Acrobat Reader DC και επιλέγουμε EDIT > Preferences...

Adobe A	cro	bat Reader DC	
File Edit	/ie	w Window Help	
Hc	D	Undo	Ctri+Z
	2	<u>R</u> edo	Shift+Ctrl+Z
		Cut	Ctrl+X
E		<u>С</u> ору	Ctrl+C
: [Ê.	Paste	Ctrl+V
		<u>D</u> elete	
		Select All	Ctrl+A
		Deselect All	Shift+Ctrl+A
		Copy File to Clipboard	
		Edit Text & Images	
		Redact Text and Images	X D
	<u></u>	T <u>a</u> ke a Snapshot	
1		Check Spelling	•
		Look Up Selected Word.	- ^{II}
	ર	Eind	Ctrl+F
		Advanced Search	Shift+Ctrl+F
		Protection	
		Accessibility	(* 2
		<u>M</u> anage Tools	
	4	Preferences	Ctrl+K

<u>Βήμα 2°</u>:

Από τις επιλογές αριστερά, επιλέγετε Signatures και Document Timestamping More..

ategories:		
Commenting	Digital Signatures	
locuments	Creation & Appearance	
- Comence		
ull screen	Control options for signature creation	Mare
age Display	 Set the appearance of signatures within a document 	MOTE
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<u>Βήμα 3°</u>

Στην οθόνη που θα εμφανιστεί επιλέγουμε NEW.

Commenting Documents Full Screen General Page Display 30 & Multimedia Accessibility Addeb Online Service Email Accounts Forms Identity Internet JavaScript Language Measuring (20) Configure Time Stamp Server	x port 🎺 Export 📀 Remove 🔐 Clear
Measuring (See) Measuring (See) Multimedia (legacy) Multimedia Trust (leg Reading Reviewing Search Security (Enhanced) Signatures Search Security Chanced) Signatures Congure a Grault Time Stamp See signing. If you are in a workgroup, Stamp Server configuration information Security Search Security (Enhanced) Signatures Click Export to share your Time Sta	ers ver if you want to embed a trusted time stamp when your computer administrator may provide you with Time ation. click <i>Edit</i> to view or change settings, or click <i>New</i> to add t. Select a default server using <i>Set Default</i> . If you have e stamp will be embedded with every signature that you amp Server settings with others.

Έπειτα συμπληρώνουμε την φόρμα που θα εμφανισθεί δίνοντας τα παρακάτω στοιχεία.

Server Name: ADACOM S.A.

Server Settings Server URL: https://tss.adacom.com/qtss

Και πατάμε ΟΚ.

Server Settings		×
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en Time Stamp Servers ag D &	Name New Time Stamp Server X Name ADACOM S.A	Acr
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gn el ac	Select dne or me entries above and cnek zan to view or enange semfgs, or click New to add configure a Time Stamp Server. Select a default server using Set Default. If you have selected default server then a time stamp will be embedded with every signature that you create.	and i a V
nits		

<u>Βήμα 4°</u> :

Επιλέγουμε την εγγραφή μας και από τις επιλογές του μενού επιλέγουμε Set Default και επιλέγουμε οκ.

