Photocopying, Printing, Scanning and Fax system

6 units of RICOH C3003 Multifunction Photocopiers have been installed in the following locations:

- 1. Library (ready by the end of October)
- 2. Computer Commons (G02)
- 3. Second Floor Corridor
- 4. Third Floor Corridor
- 5. Room 402
- 6. Room 401

You may:

- 1. Collect your print out (quota applied) from any one of these photocopiers as long as you can authenticate yourself by either presenting your "Student or Staffs card" to the card reader OR key in your EID and password in the keyboard.
- 2. Scan document to your "Document" folder under your Linux account.
- 3. Photocopy (quota applied) any documents without infringing copyright of the original documents

Scanning

The scanned image will be sent to your email account as an attachment.

- 1. Authenticating yourself by either presenting your student/staff card or entering your EID and password
- 2. Press [Use Device Functions] button on the screen OR [Scanner] on the left hand side of the panel
- 3. Select the [Send to me] button
- 4. Place your document on the feeder.
- 5. Press the [Start] button on the panel to start scanning
- 6. Press the [Login/Out] button on the panel to logout

Photocopying

- 1. Authenticating yourself by either presenting your student/staff card or entering your EID and password
- 2. Press [Use Device Functions] button on the screen OR [Copy] on the left hand side of the panel
- 3. Select the appropriate copying options
- 4. Place your document on the feeder
- 5. Press the [Start] button on the panel to start scanning
- 6. Press the [Login/Out] button on the panel to logout

Fax

It will be available by the end of Oct 2015

Printing from a computer

- 1. Select "Print" menu in your application
- 2. Select printer "Anywhere-Gray" or "Anywhere-Colour", click print.

Printer	Location	Status	
坐 Print to File			
202_LJ9050	Room 202	The printer is unreachable at this time.	
🗎 401-C3370	Room 401		
🗎 Anywhere-Colour	where you present	your card	
🚔 Anywhere-Gray	where you present	your card	
G02-LJ9050-2	50-2 G02-Barn		
🔒 G02-LJ9050dn	G02		
HP_Color_LaserJet_4	700 G02		
🚽 Lib-7750	Library	Printer 'Lib-7750' is out of developer.	
Range		Copies	
O All Pages		Copies: 1 - +	
Current Page			
		Collate 1 ²	
O Pages.		_	
		Reverse	

- 3. Now, your print job is pended for your collection
- You may present your student/staff card to card reader of the photocopier that you want your print job to be processed



- 5. After successful authentication, you will be shown the pending print jobs that were submitted by you
- 6. Select the print job or click the [Print All] button
- 7. Your print out should be ready in no time

R	СОН
PaperCut Held Print Jobs Balance: \$0.00	
Document name	/ Pages / Cost
Print Jobs	1 1 1 \$0.00
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Understanding Virtual Print Queue

All print jobs must be sent to the following virtual print queues:

- Anywhere-Gray
- Anywhere-Colour

"Anywhere-Gray" is for black and white printing only. "Anywhere-Colour" is for colour printing.

These print queues are setup to hold your print jobs that can be processed in the selected photocopier. Fpr security reasons, only you or the card holder is allowed to release the print jobs.

Note: to lowering our spending on printing, it is recommended to set "Anywhere-Gray" as the default printing queue. Please following the steps below to do so.

Setting your default printer

• Click the power button on the top right, click System Settings...



Click Printers



• Choose "Anywhere-Gray". Right click the printer logo, click "Set as Default"

Server Printers - server Server Printer View Help			Filter: 🔍	R	
202_LJ9050 C02-LJ9050-2 C02-LJ9050-2 PO-P355d	401-C3370	Anywhere-Colour	Anywhere-Gray	Properties Duplicate Rename Delete ✓ Enabled ✓ Shared Create class Set As Default View Print Queue	Ctrl+D
Connected to server				_	

• Select "Set as my personal default printer, click "OK".

🛞 Set	Default Printer
?	Do you want to set this as the system-wide default printer? O Set as the system-wide default printer Clear my personal default setting
	 Set as my personal default printer Cancel OK