

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

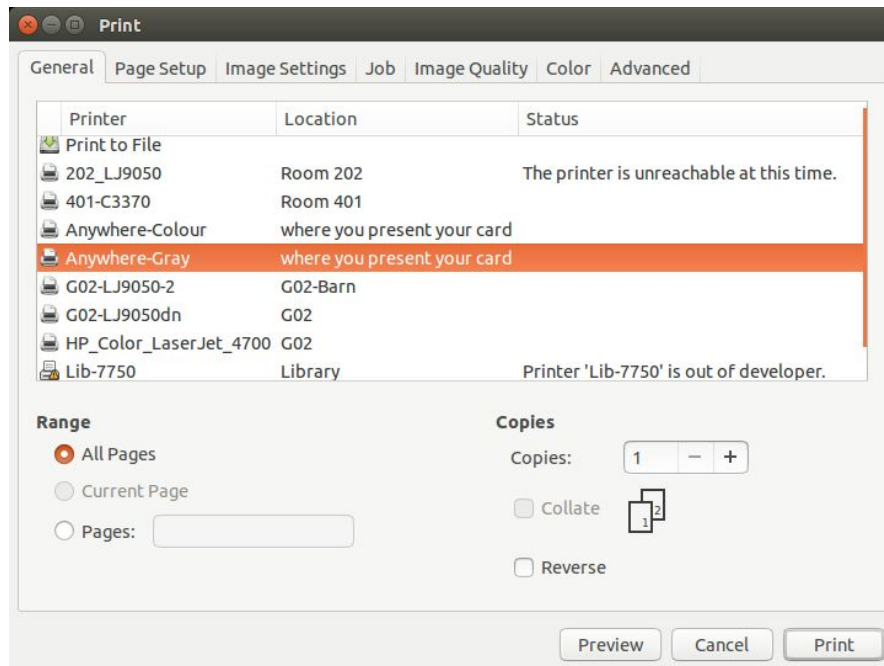
1. Authenticating yourself by either presenting your student/staff card or entering your EID and password
2. Press [Use Device Functions] button on the screen OR [Copy] on the left hand side of the panel
3. Select the appropriate copying options
4. Place your document on the feeder
5. Press the [Start]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

Fax

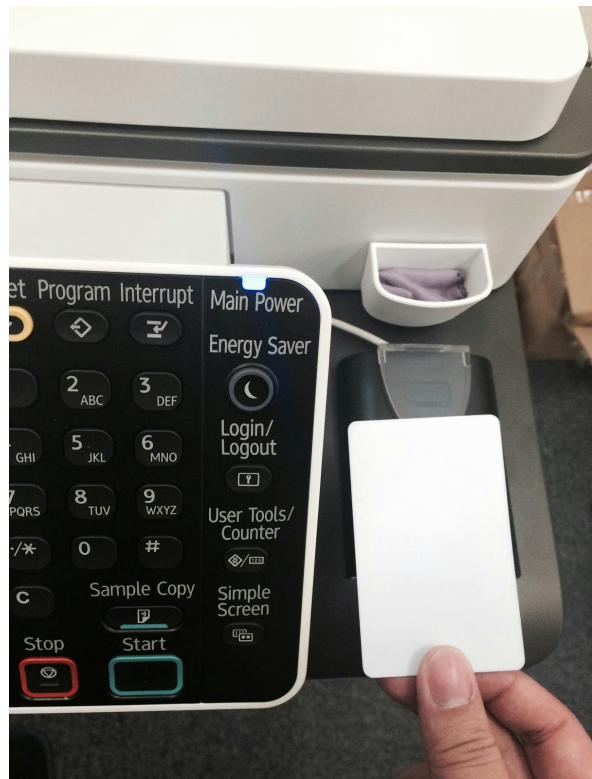
It will be available by the end of Oct 2015

Printing from a computer

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



3. Now, your print job is pended for your collection
4. 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



Understanding Virtual Print Queue

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

- Anywhere-Gray
- Anywhere-Colour

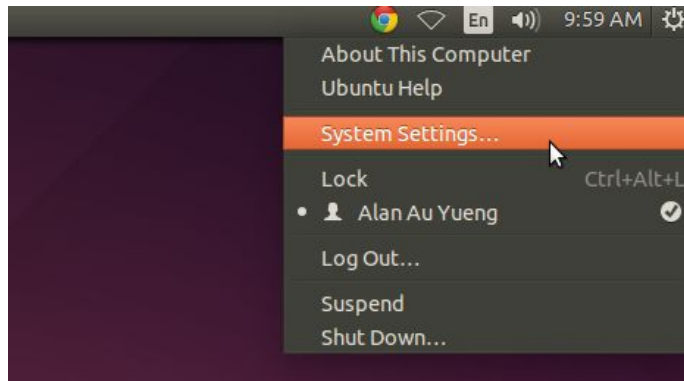
“Anywhere-Gray” is for black and white printing only. “Anywhere-Colour” is for colour printing.

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

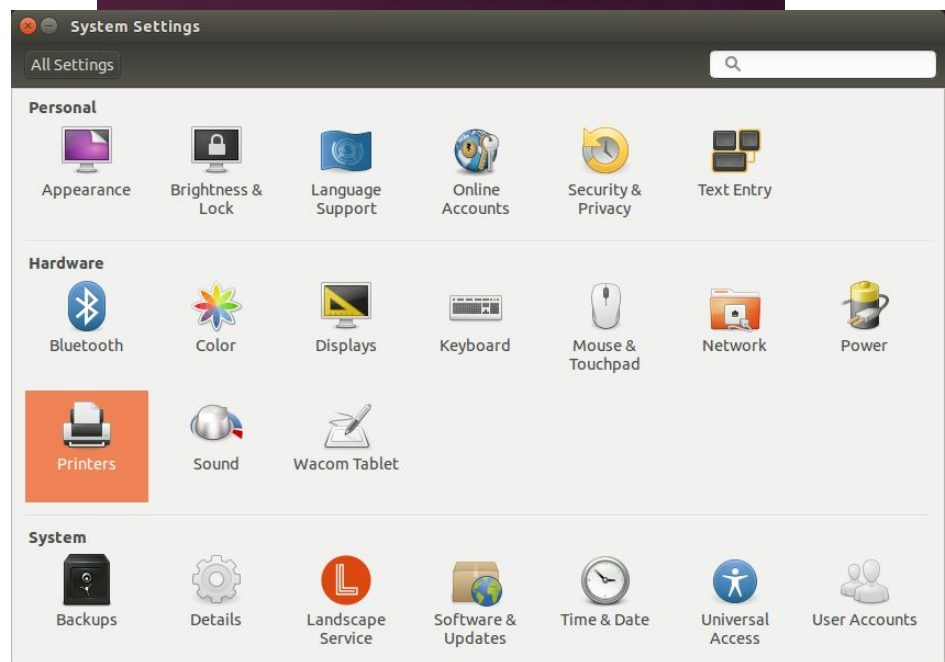
Note: to lowering our spending on printing, it is recommended to set “Anywhere-Gray” as the default printing queue. Please following the steps below to do so.

Setting your default printer

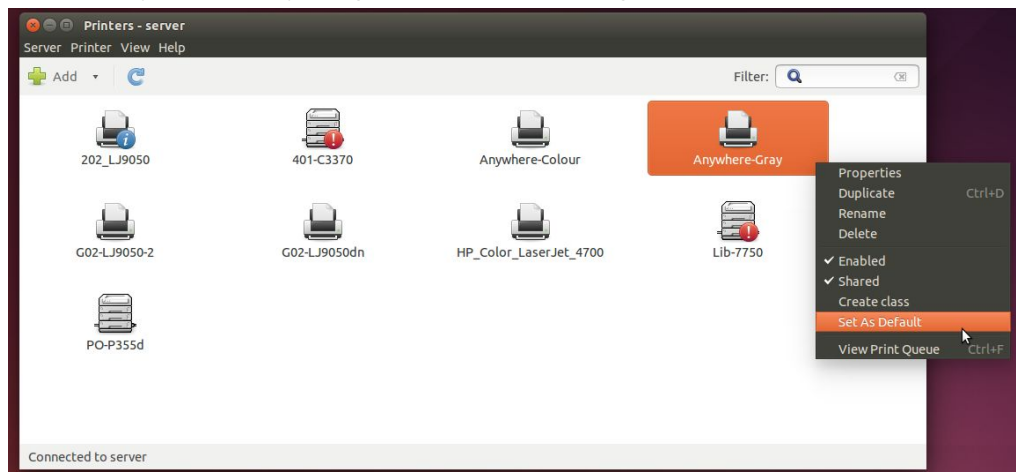
- Click the power button on the top right, click System Settings...



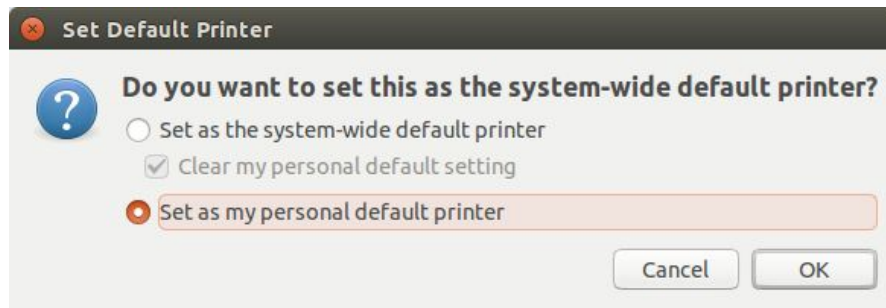
- Click Printers



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



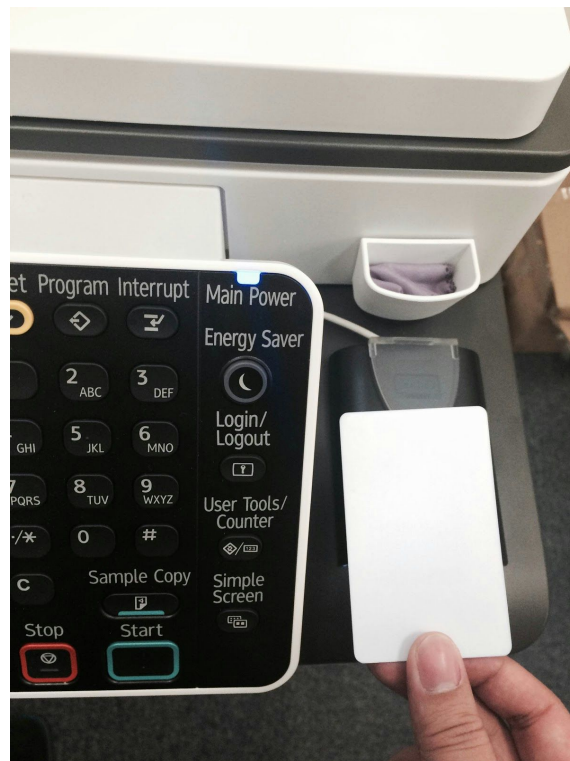
- Select “Set as my personal default printer, click “OK”.



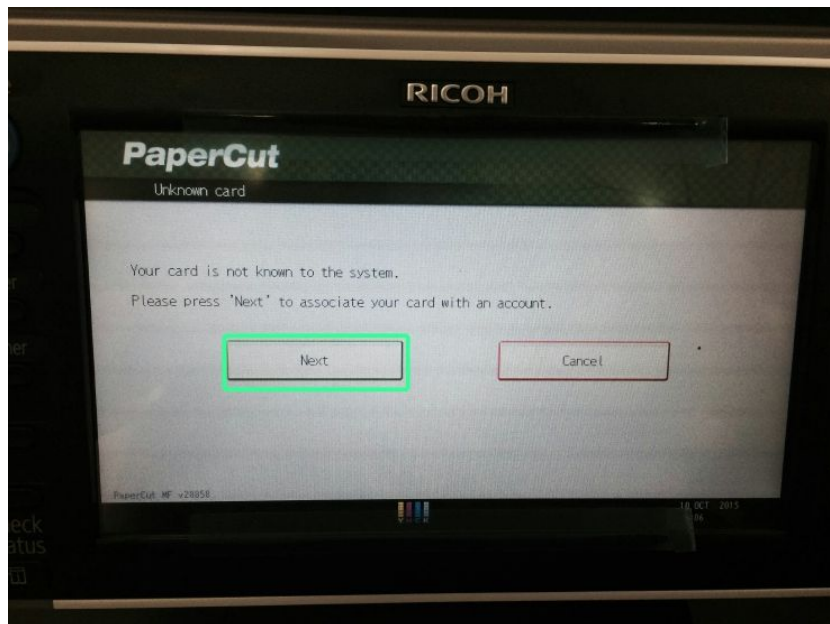
Associating your Student or Staff Card to the Photocopier

You should be able to authenticate yourself by presenting your Student/Staff Card to the card reader of the photocopier. In rare case that your Student/Staff Card cannot be recognised by the photocopier, you must associate your Student/Staff card before using anyone of the photocopiers.

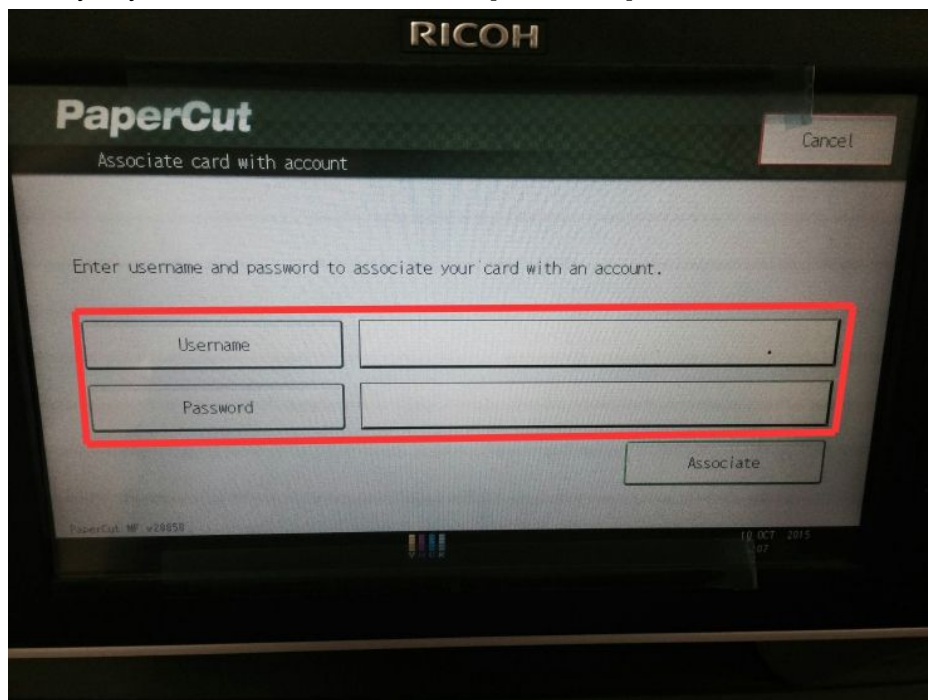
- Make sure that the Photocopier is on by pressing the “Energy Saver” button briefly
- Wait until there is a login prompt showed on the photocopier screen
- Put your student/staff card above the reader

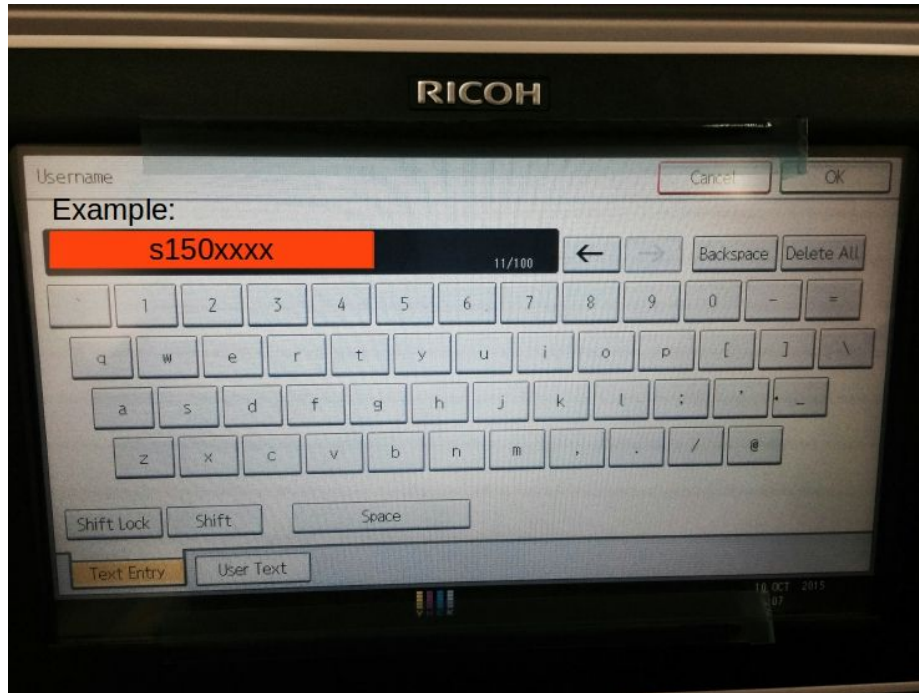


- Press “Next” to associate your card



- Please key in your EID into the box next to [Username] and Password





- Following the on-screen instructions
- Card successfully associated with your account

