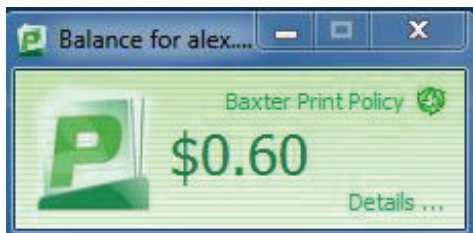


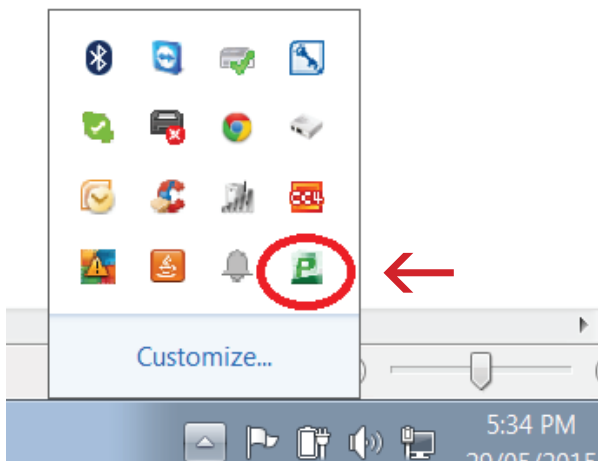
Printing Guide for Students - Instructions

1. Check Printing balance

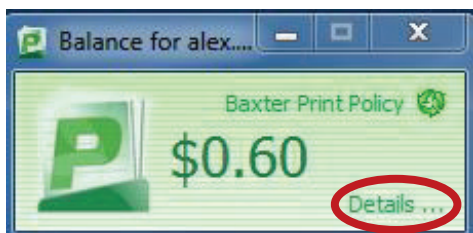
- 1.1. Log in to any student computer using your student username and password.
- 1.2. A small window will open to show your current print balance.



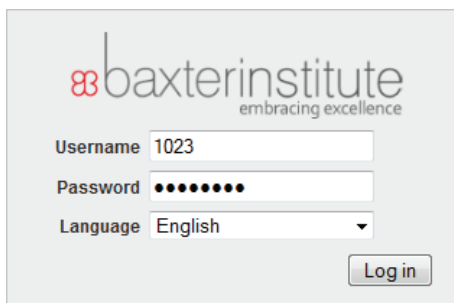
- 1.3. If you can't see this window open the system tray and click on the green icon as circled below.



- 1.4. Click "Details..." to login to the account management page.



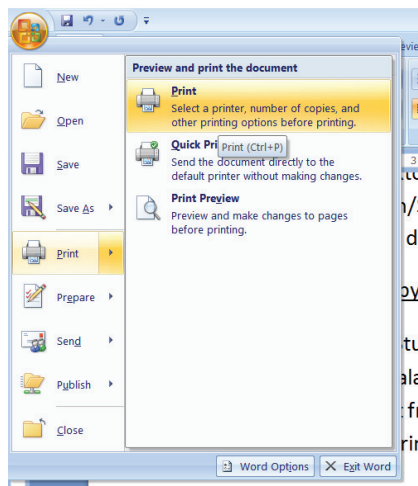
- 1.5. Use your student ID and computer password to log in.



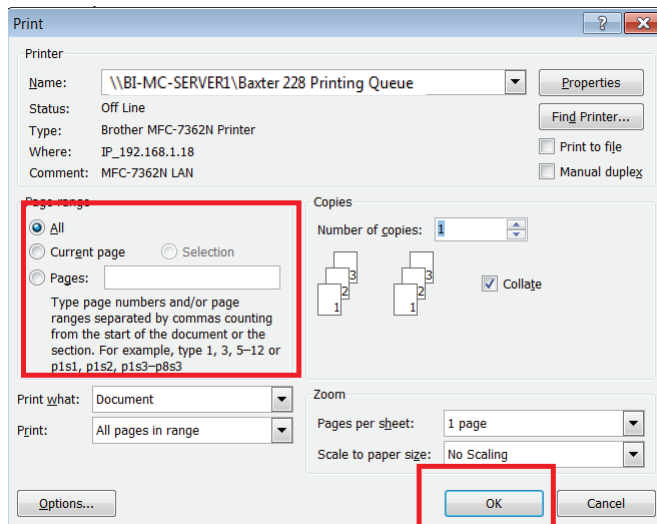
2. Print

Note: Card activation is required for printing. Please see reception/student support officer

- 2.1. Log in to any student computer using your student username and password.
- 2.2. Open the document to print.
- 2.3. Click on "File". Then click on "Print"



- 2.4. Select the page range you want to print. Then click "OK".



- 2.5. Once you have successfully sent your documents to the printing queue. Please go to the printer to release the print job. Follow Section 3 to release the print job (next page).

Note: Make sure you do not have any pop-up windows opened after clicking on "ok" on the print window. If you see any please close it or your print job will not go to printer.

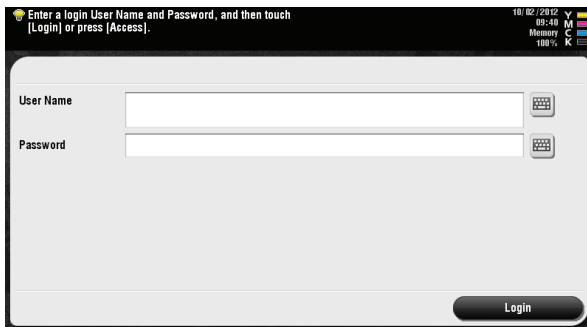
Printing Guide for Students - Instructions

3. Release Print on printer

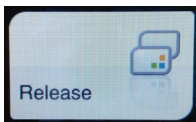
3.1. Swipe your card at the printer, keeping the magnetic strip away from you as shown in the picture. The card reader is mounted on the printer.



3.2. Alternatively you can enter your student username and password manually to access your printing account.



3.3. Press "Release"



3.4. Select the print job you want to release or select all on the screen and press "Start".



3.5. Once the print is released, press "Access" and click "OK" to logout



3.6. Collect your print from the print tray.

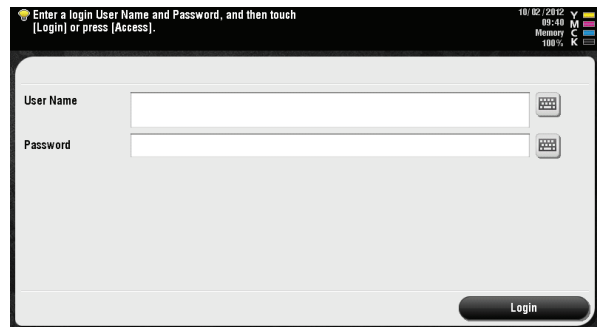
Note: Please make sure you logout after you print, or someone else may use your printing credit.

4. Scan to Baxter Email

4.1. Swipe your card at the printer, keeping the magnetic strip away from you as shown in the picture. The card reader is mounted on the printer.



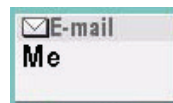
4.2. Alternatively you can enter your student username and password manually to access your printing account.



4.3. Press "Scan/Fax"



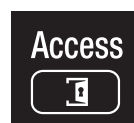
4.4. Press "Email Me"



4.5. Put documents in the tray and press "Start"



4.6. Press "Access" and Press "OK" to logout



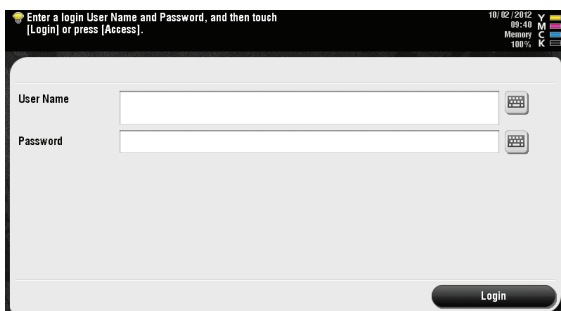
Printing Guide for Students - Instructions

5. Photocopy

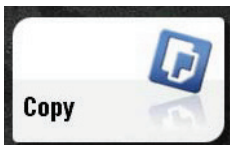
5.1. Swipe your card at the printer, keeping the magnetic strip away from you as shown in the picture. The card reader is mounted on the printer.



5.2. Alternatively you can enter your student username and password manually to access your printing account.



5.3. Press "Copy"



5.4. Select "Colour" or "Black and White"



5.5. Place document in the document feeder or on the glass scan base.

Note: Make sure you put documents on the feeder or the glass base properly in order to avoid a poor quality photocopy job.

5.6. Press "Start"



5.7. Press "Access" and Press "OK" to logout

