Printing @ 3/F (FUJIFILM)
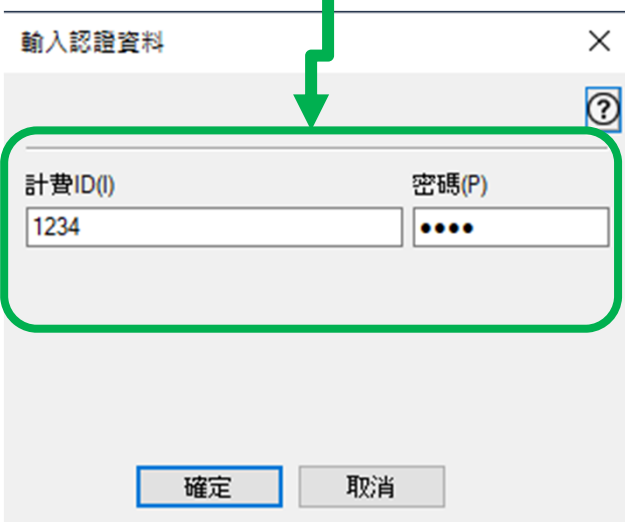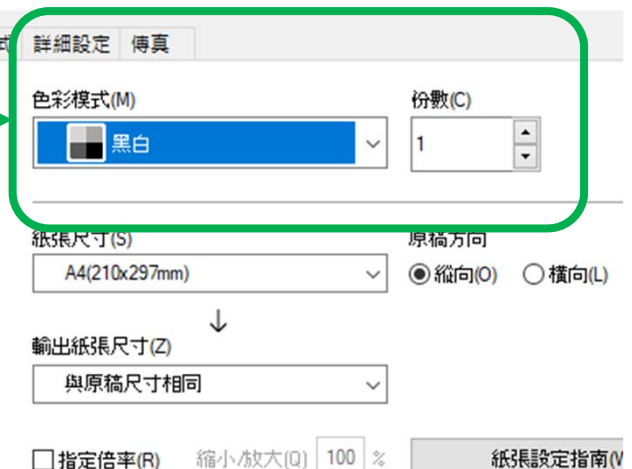
<u>Step 1</u>: Send print request to printer (at PC workstation)

A. Select "**Print**" from application.

B. Select printer "**FUJIFILM Apeos C5570**".

C. Set printer properties
e.g. Black and white/colour, size (A3, A4), etc.

D. Enter the
1.)**ID** and
2.)**Password** (Optional).
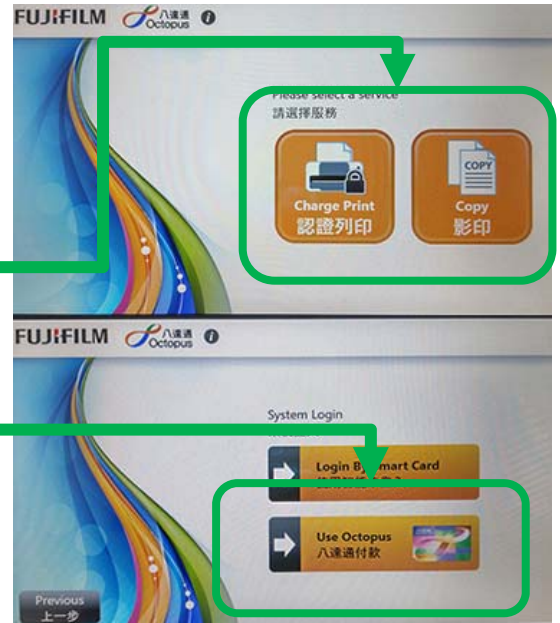The ID will show on the printer for identification.

E. Click "**Print**"

Printing @ 3/F (FUJIFILM)

Step 2: Insert Octopus card

A. Select "**Charge Print**" or "**Copy**" from panel. Select **"Use Octopus"**.

B. Insert your Octopus card in side and choose **"Continue"** in the panel.
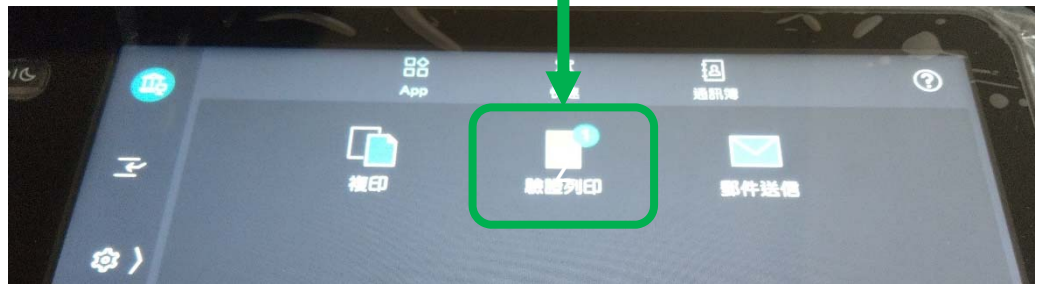
C. The panel will show the number of pages you print and the charge.

Printing @ 3/F (FUJIFILM)
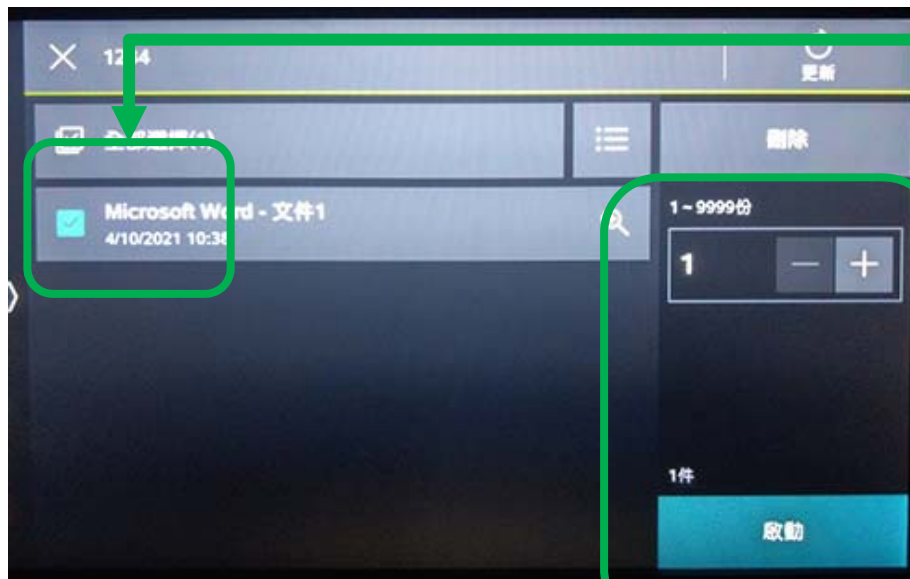
Step 3: Print the job out (at printer)

A. Select "**Charge Print**" from panel.

B. Find the print job according to the ID set at the PC workstation and enter password (if any).
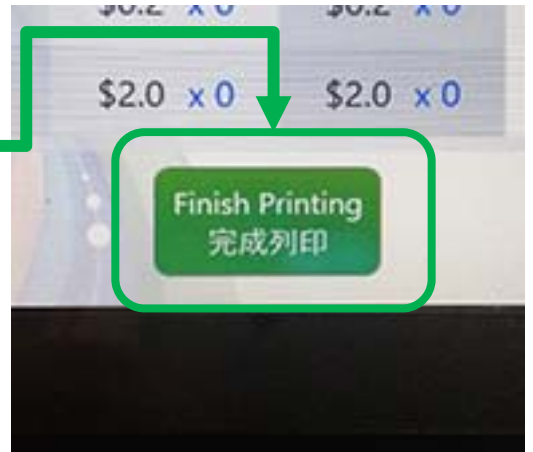
C. Select the file intend to print.
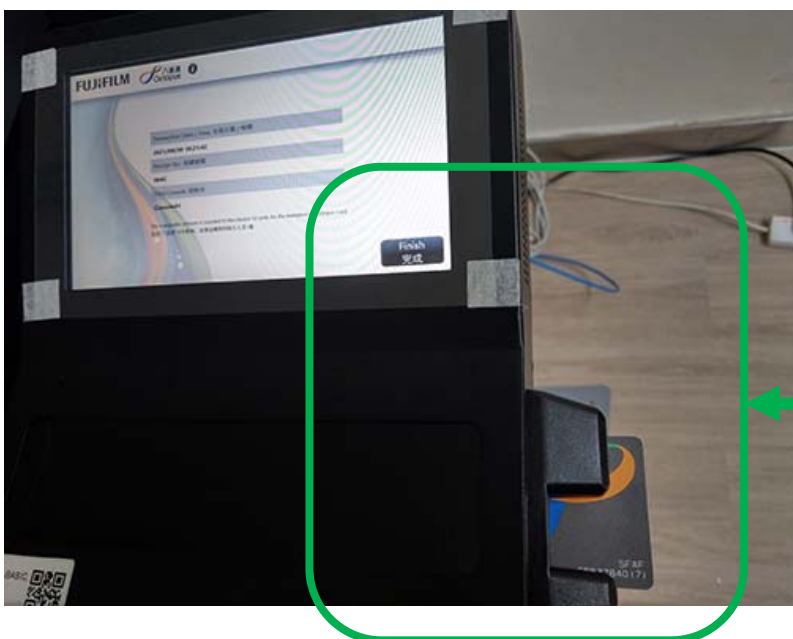
D. Enter number of copies and press **"Start".**

Printing @ 3/F (FUJIFILM)

Step 4: Finish printing

A. Press **"Finish Printing"** when all of your print jobs are finish.

B. Press **"Complete and Logout"**.

C. Press **"Finish"** on screen.

Don't forget to take your Octopus card.

Scaning @ 3/F (FUJIFILM)

Function do not require Octopus card when using.

A. Select **"Mailing"** on the printer panel.

B. Press **"Add New Contact"** and enter your college email address.

C. The mail address will shown on top right hand corner. Press **"Start"** to start scanning.
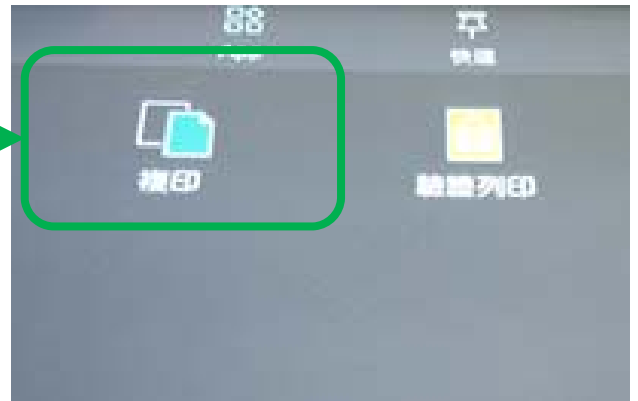
Scanning Function do not require Octopus card to use.

Copying @ 3/F (FUJIFILM)

Insert Octopus card and following this guide for copying.

A. Select **"Copying"** on the printer panel.

B. Put the document you want to copy on scanner or feeder tray.
REMOVE THE NAIL

BEFORE COPYING.

C. Select settings and press **"Start"** to start copying**.**

Following Printing Guide Step 4 to finish copying.