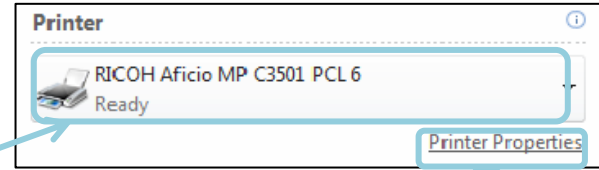# Printing @ Lee Yan Fong Library
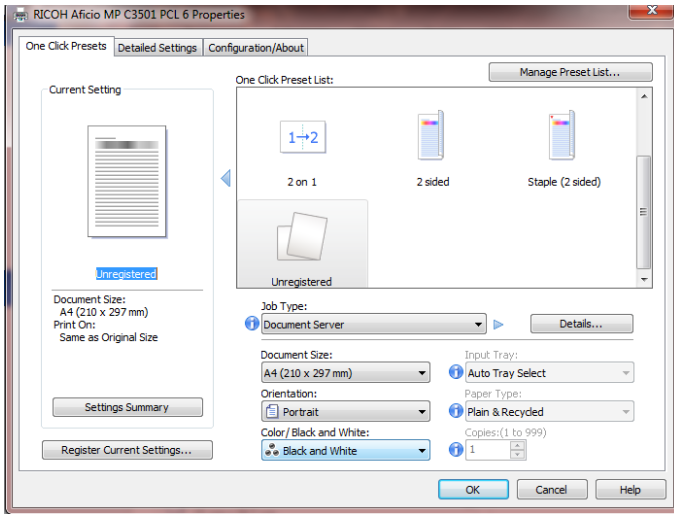
Step 1: Send print request to printer (at PC workstation)

A. Select "**Print**" from application.
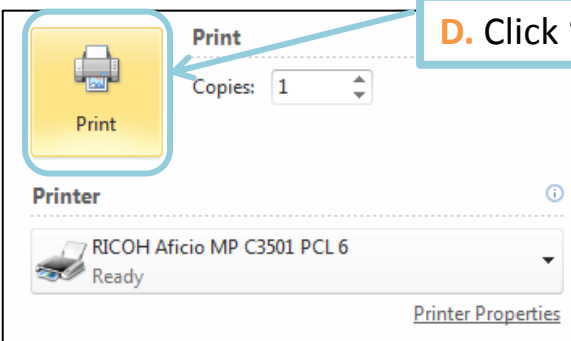
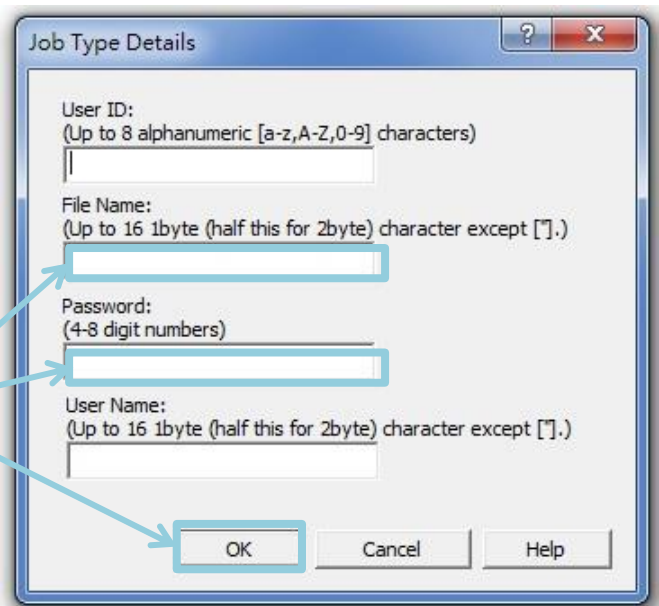**B.** Select printer "**RICOH Aficio MP C3501 PCL 6**".

Printer

RICOH Aficio MP C3501 PCL 6
Ready

Printer Properties

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

D. Click "**Print**"

Print

Copies: 1

Print

Printer

RICOH Aficio MP C3501 PCL 6
Ready

Printer Properties

E. Set file name and password, click "**OK**"

Job Type Details

User ID:
(Up to 8 alphanumeric [a-z,A-Z,0-9] characters)

File Name:
(Up to 16 1byte (half this for 2byte) character except ["].)

Password:
(4-8 digit numbers)

User Name:
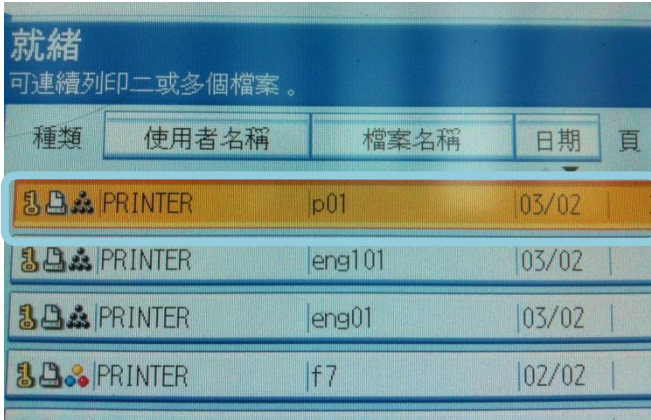(Up to 16 1byte (half this for 2byte) character except ["].)

OK　Cancel　Help

Printing @ Lee Yan Fong Library

Step 2: Print the job out (at printer)

A. Insert your Octopus card

B. Select "**Document Server (文件伺服器)**"

就緒
可連續列印二或多個檔案。

種類	使用者名稱	檔案名稱	日期	頁
PRINTER		p01	03/02	
PRINTER		eng101	03/02	
PRINTER		eng01	03/02	
PRINTER		f7	02/02	

C. Select print job according to your preset document name

D. Input your password, choose "**OK(確定)**"

用數字鍵輸入密碼，然後按[確定]。

****_

清除

取消　確定
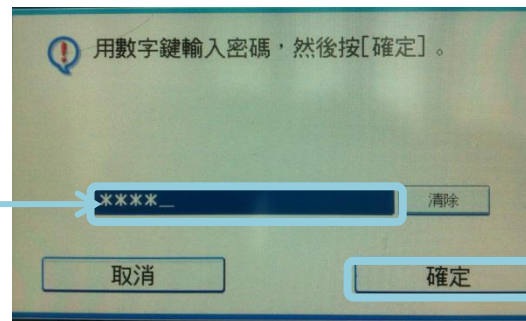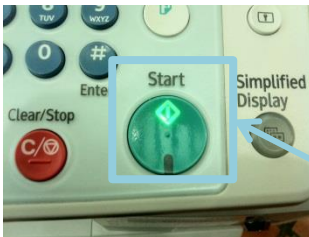
F. Choose "**Start**" to print

G. Collect your printout

Printout Charges:

Black & White	HK$0.2 per page (A4)
	HK$0.2 per page (A3)
Colour	HK$2.0 per page (A4)
	HK$2.0 per page (A3)
Duplex printing charge as 2 pages	

列印 @ 李印芳圖書館

1.: 提交列印工作至印表機 **(**於電腦**)**

A. 從應用程式選擇 "列印**(Print)**"

B. 選擇印表機
"**RICOH Aficio MP C3501 PCL 6**"

Printer

RICOH Aficio MP C3501 PCL 6
Ready

Printer Properties

RICOH Aficio MP C3501 PCL 6 - 內容

One Click Presets | Detailed Settings | Configuration/About

Current Setting

One Click Preset List:

Manage Preset List...

Basic Setting　Landscape　2 on 1

2 sided　Staple (2 sided)　b/w 1 sided

b/w 1 sided

Document Size:
A4 (210 x 297 mm)
Print On:
Same as Original Size
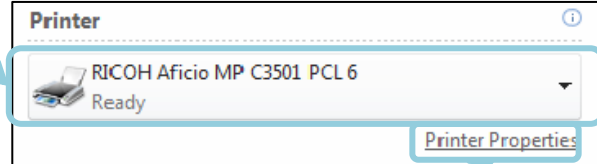
C. 選擇印表機內容(printer properties)
如黑白/彩色, 紙張大小(A3, A4) 等等

Job Type:
Document Server　Details...

Settings Summary

Document Size:　Input Tray:
A4 (210 x 297 mm)　Auto Tray Select
Orientation:　Paper Type:
Portrait　Plain & Recycled
Color / Black and White:　Copies:(1 to 999)
Black and White　1

Register Current Settings...

確定　取消　說明

列印

D. 選擇"列印**(Print)**"

列印　複本: 1

印表機

RICOH Aficio MP C3501 PCL 6
就緒

印表機內容

Job Type Details

User ID:
(Up to 8 alphanumeric [a-z,A-Z,0-9] characters)

File Name:
(Up to 16 1byte (half this for 2byte) character except [*].)

E. 設定文件名稱(file name)
及密碼(password), 選擇 "確
定**(OK)**"

Password:
(4-8 digit numbers)

User Name:
(Up to 16 1byte (half this for 2byte) character except [*].)

OK　Cancel　Help
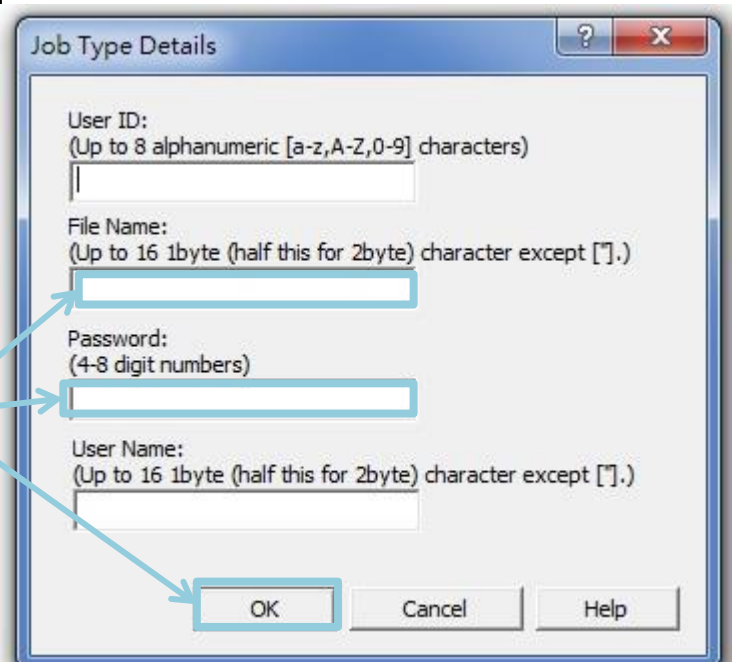
列印 @ 李印芳圖書館

2: 列印 (於印表機)

A. 插入八達通卡

B. 選擇"文件伺服器"

就緒
可連續列印二或多個檔案。

種類	使用者名稱	檔案名稱	日期	頁
PRINTER	p01	03/02	
PRINTER	eng101	03/02	
PRINTER	eng01	03/02	
PRINTER	f7	02/02	

Copy
Document Server
Facsimile
Printer
Scanner
Other Function
Data In　　Alert
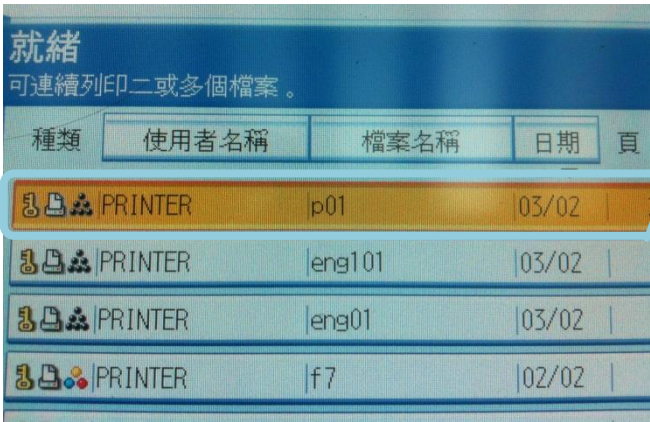
C. 根據你的自選文件名稱選擇相應的列印工作

D. 輸入你的密碼, 選擇 "確定"

用數字鍵輸入密碼，然後按[確定]。

**** _

清除

取消　　確定
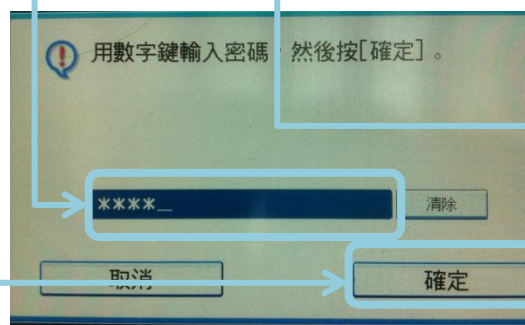
F. 選擇"開始(Start)"

G. 取出你的列印文件

列印費用:

黑白	每張 港幣 $0.2 (A4)
	每張 港幣 $0.2 (A3)
彩色	每張 港幣 $2.0 (A4)
	每張 港幣 $2.0 (A3)
雙面列印等同兩張單面列印文件計算	