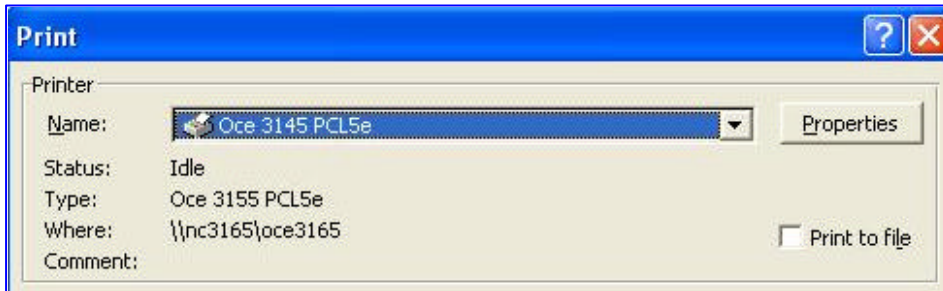


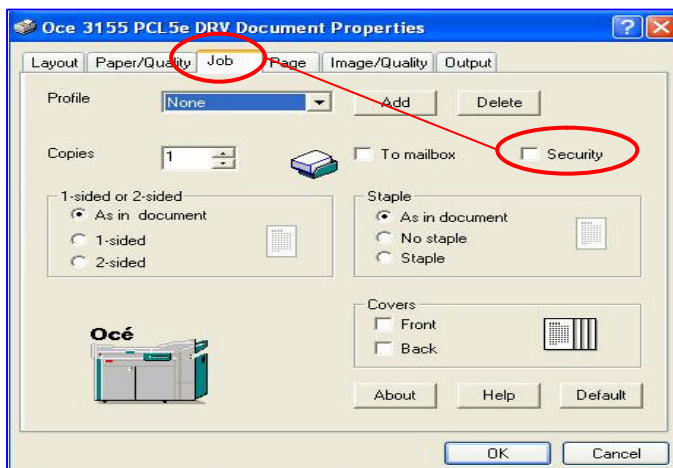
User guide of the Océ3145 Printer/Copier

A.) Use it as a Printer

1. Select "Oce 3145 PCL5e" from the **Print** interface and click the "**Properties**" Button



2. On the **Océ 3145 PCL 5e DRV Document Properties** interface, select the tab "**Job**" and check the "**Security**" check box.



Notes:

The security feature is used to protect your document from being printed by unauthorized users.

3. Enter a combination of numbers as a PIN code.

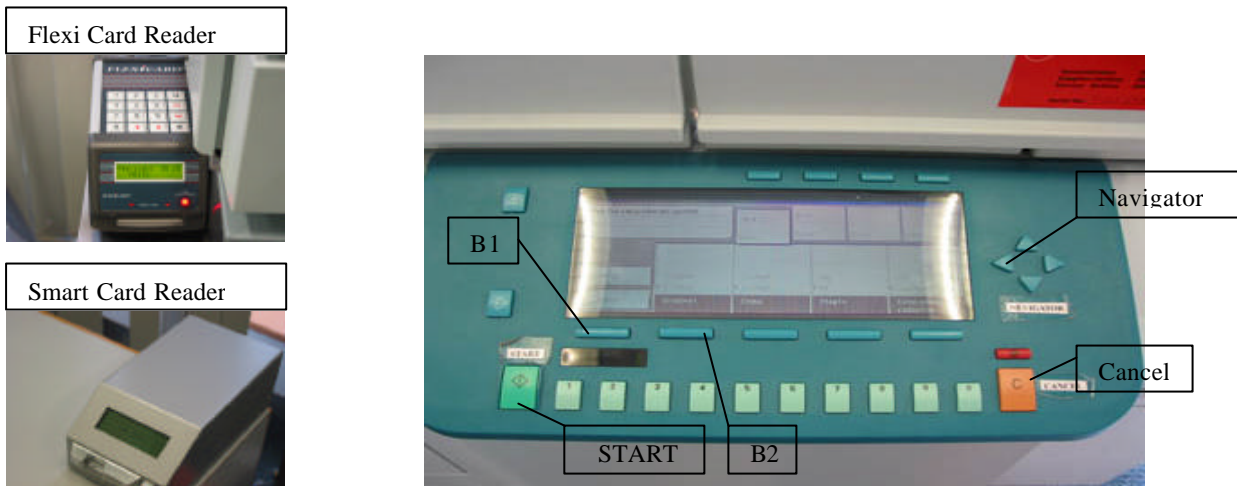


Notes

Please remember the PIN code you have entered or you cannot collect your print job from the printer.

4. Then you need to go to Room 207 the Computer room to collect your document.

5. You can choose to pay by Flexi Card or the e-purse in your PolyU Student ID card. For Flexi card, insert the card to the Flexi Card Reader. For e-purse, present your Student ID card to the Smart Card Reader next to the **Oce3145 Copier machine**.



6. Press “**Cancel**” button to exit before user at **Oce3145 Copier machine**.
7. Press “**B1**” function button to select “**Print**”.
8. Use “**Navigator**” arrow buttons to select user (i.e. **your PC User Name**)
9. Press “**B2**” function button to show all document file name for this particular user account.
10. Use “**Navigator**” arrow buttons to choose which document you want to print it out. (**Make sure the file name and submit time is correct.**)
11. Press “**Start**” button (Green button) to start the print job which you had selected.
12. Enter the PIN code (Step 3) and your document will be printed.
13. Delete your print job before you leave

B.) Use it as a copier

1. You can choose to pay by Flexi Card or the e-purse in your PolyU Student ID card. For Flexi card, insert the Flexi Card to the Flexi Card Reader. For e-purse, present your Student ID card to the Smart Card Reader to the **Oce3145 Copier machine** .
2. Place your document on the suitable place for Océ3145 Copier machine.
3. Press “**Cancel**” button to exit before user at **Oce3145 Copier machine**.
4. Press “**B1**” function button to select “**Copy**”.
5. Press “**Start**” button (Green button) to start copy.

