# User guide for free quota printing/photocopying/scanning

• For each academic year, SHTM students who signed the SHTM Credo before the deadline is allocated a free printing quota of **<u>150 pages in black-and-white</u>**,

Paper size / Printing	Print quota to be deducted
(black-and-white only)	
A4 single-sided	1
A4 double-sided	2
A3 single-sided	2
A3 double-sided	4

- For the eligible user, the user name and password were sent to you by email. You have to use those mentioned user name and password to login to the printer drive (Quota Printer) on the PC in RC (on 4/F). Then, use your student ID card to release the print job in the printer/photocopier.
- The free quota is non-refundable, non-transferable, and cannot be carried forward.
- The free print quota will be deducted in case of a paper jam, toner low, stuck of print queue, and the like.
- If you lose your student ID card, please report to RC immediately. Your quota will be deducted for any unauthorized print jobs made *before* you report the card lost.
- For technical support and assistance in using the printers, please enquire at the RC Counter in person or call our technician at tel. 3400 2155.

# A. Steps for printing:

1. Click "Print", select printer "Quota Printer on papercut"



2. Enter the *User Name* (e.g. 16xxxxxD) in "Login User Name" and *Password* "Login Password", and then click "OK". The User Name and Password were sent by email.

Document1 - Word		
File Home. Insert Design Layout References Mallings Review View 🖓 Tell min what you want to do	Sign in	<b>A</b> Share
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**3**. Go to the printer (next to the journal cabinet in RC); place your student ID card on the smart card reader to release the print job. You may see your print queue in RC.



4. Choose "Print all" to print out all documents at once.

PaperCutMF	pier (Classic)		
	You have 1 print job	pending Print all	
	Print release	Device functions	
Check Status	5		Stop

5. OR choose "Print release" to print the specific document.

Select the document you want to release, then press "Print".



6. Place your student ID card again to exit.

### **B. Steps for photocopying:**

1. Go to the printer, place your student ID card on the smart card reader. Choose "Device functions"



2. Select "Use device functions".

Copier (	Classic)	?	C
	ess approved		Log out
	Account My personal account		
	Balance 121.00unit(s)		
	Use device functions		
-			
Check Status	5		Stop



3. Click "Copier (Classic)" for photocopying.

4. Place your student card again to exit.

#### C. Steps for checking your balance

1. Go to the printer, place your student ID card on the smart card reader. Choose "Device functions"



2. The balance of your account is shown on the screen under "Balance".

Copier (Classic)		2	
PaperCutMF Access approved			Log out
Account My personal acco Balance 121.00unit(s)	unt Balance 121.00unit(s) e device functions		
Check Status 🕤			Stop

## D. Steps for scanning

1. Go to the printer, place your student ID card on the smart card reader to log in. Choose "Scan".



2. Your email will be shown on this page (e.g. **abc@connect.polyu.hk**) and you can customise the name of the email subject and file name. Then choose "**settings**".



	Copier (Cla	ssic)	Logg	ed in:		?	Logout (
PaperCut	.MF Scan s	ettings					
Duplex mode	1-sided		2-sided	File type	PDF	TIFF	JPEG
Orientation	Portrait		Landscape	DPI	200	300 400	600
Paper size	A3	A4	A5	Color mode	Color	Grayscale	B&W
					_		
						Start sc	anning
Check S	itatus		∽			Ø	Stop

3. You can adjust your scan settings on this page, then choose "start scanning".

**4.** Press **"Send**" when you finished scanning. Choose **"add another page**" to continue scanning or press the back arrow if you want to cancel your scanning job. To logout, place your student ID on the smart card reader.

Copier	(Classic)	Logged in:	4	?	Logout	C
PaperCutMF <sup>P</sup> Sca	n					
	1 r T	o cancel, press back				
	Add another page		Send			
Check Status	<del>ک</del>			Ø	Stop	