

Self-served Printing Service

Important Notes for Operating the Machinery

In order to use the printer efficiently and prevent any malfunctions, please take notes of the followings when using the machine:

1. The printing machine should be operated with a personal access code. For opening an access code or value-adding, please proceed to the Accounts Office at Room B102 for the purchase of rechargeable printing vouchers. Value can then be added according to the procedures printed on the voucher. Printing tariffs are as follows:
 - 1) Black & White of A4 size on one side: MOP0.30/sheet
 - 2) Colour of A4 size on one side: MOP3.00/sheet (this service is not available at present)

Printing on both sides is charged at the rate of 2 sheets.

2. Each user should get access to the printing machine with his student account and password (which is the same as that of the course enrolment system) and sign in into the local server as “student”.
3. After signing in, the balance of the user’s account will be displayed on the right top corner of the screen. The user should make sure there is enough money in the account before printing the required number of pages. Otherwise the machine will not start working.
4. Printing should not be made directly from the USB Flash Drive so desired file(s) must be copied to the desktop of the computer before printing.
5. Choose the correct printer before printing. Let’s take the example of printing a MS Word file – choose FILE from the toolbar and click PRINT. Select the printer of “FX DC 550/450 CP PS” from the pull-down list in the print dialog box.
6. It is better to set a printing range in the print dialog box when printing a large quantity of pages. The best number of pages to be printed each time is 10 in order to prevent paper jam.
7. The printer may take a few moments to start printing when warming up or during times of overloading. **DO NOT TOUCH ANY KEYS ON THE PRINTER** at this time. When this situation continues, please contact our staff members at the service counter immediately for assistance.
8. Please immediately contact and tell the staff on duty about any malfunctions of the printer after payment is made. Upon verification by our staff member, refund will be processed accordingly.
9. Any poor printing quality due to document format or compatibility of software will not constitute a reasonable reason for refund. It is recommended that you print a few pages each time when printing volume is large so as to prevent unnecessary loss in monetary means.
10. Upon notice of insufficient toner, please contact our staff members at the service counter for refilling a new toner cartridge.
11. Under no circumstances should any users press any function keys on the printer or open any parts of the machine.
12. Remember to sign out after printing in order to prevent consumption by other users.