

#### Guide to Using the Self-Service Printing in Library



## **1. Sending Print Job**

Send Print job

from

PC 2 to PC15

PC 2 to PC15

#### Login to one of the PC

Example:-If your Office 365email address is: 17mathew.john.tan @acsians.acsi.edu.sg

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Your username is **17mathew.john.tan** 

Password is same password used to login to School WiFi



#### Open the document Click on "file" $\rightarrow$ "Print"

	test - Word	?	-	- ×
E				Sign in
info	Print			
New	Copies 1			
Open				
Save	Print This is a test print			
Save As	Printer <sup>©</sup>			
Save as Adobe	A4-Monog on 10.164.32.150			
Print	A4-Colorg on 10.164.32.150 Paused			
Share	A4-Monoq on 10.164.32.150			
Export	Addoct FDF			
Close	Ready Brother MFC-L2715DW series			
	Ready: 15 documents waiting			
Account	Ready Ready			
Options	Microsoft Print to PDF Ready			
	Microsoft XPS Document Writer Ready			
	Send To OneNote 16 Ready			
	Add Printer			
	Print to File			
		53% -		+ 10
		2010		

Select the preferred Printer:-

- A4-Colorq for colour printing
- A4-Monoq for Black/White printing

Go to "3. Install Printer Driver" if you cannot see the Printers: A4-Colorq and A4-Colorq



## **2. Release Print Job**

Release Print job

at

**Print Release Station** 

Print Release Station

#### Login to Print Release Station

Example:-If your Office 365email address is: 17mathew.john.tan @acsians.acsi.edu.sg

Your User Name is 17mathew.john.tan

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#### **Payment via**

- Smart Card
- Ezlink Card



### Select the print job Click 'Print'

Print Release Station	Click 'OK'
Dermannel Name Pilaries Tame Cent Pages Sie Depies Color Computer Copies 78/56er (30) winnersch wand - text A4-Minneng Basto 20 AMI A4 V PC-LEDMA 54 1 12200	Print Release Station     Stress     Click Printer Icon to Choose Output Printer     WYSIAWLIB     Wird Salles and the
Total Jobs: 1 Pages: 1 Cost: 0.06 Balance: 0.00	Printer (BW-SHAW-LIB) is selected.

#### Tap your card on the reader for payment



Remove your card when you hear a "beep"

### **Cards Used for Payment**



Smart CardEzlink CardNETS Flashpay

Charges

- A4-Colorq : \$0.32 per side
- A4-Monoq : \$0.064 per side



## **3. Install Printer Driver**

- Installing the
- A4-Colorq &
- A4-Monoq Drivers

A4-Monoq Drivers

#### Right click on "Start"



#### Click 'Run'

٩	Task Manager	
d	Settings	
	File Explorer	
⊠		
203	Run	
2005	Run Shut down or sign out >	
ي ۲	Run Shut down or sign out > Desktop	

### Key in **\\10.164.32.150** Click "OK"





# Double clicks on **A4-Colorq** then **A4-Monoq** to install both printer drivers





## Thank you!

If you need clarification, please email the Librarian at shawlibrary@acsindep.edu.sg