

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

1. Sending Print Job

Send Print job

from

PC 2 to PC15

PC 5 to PC12

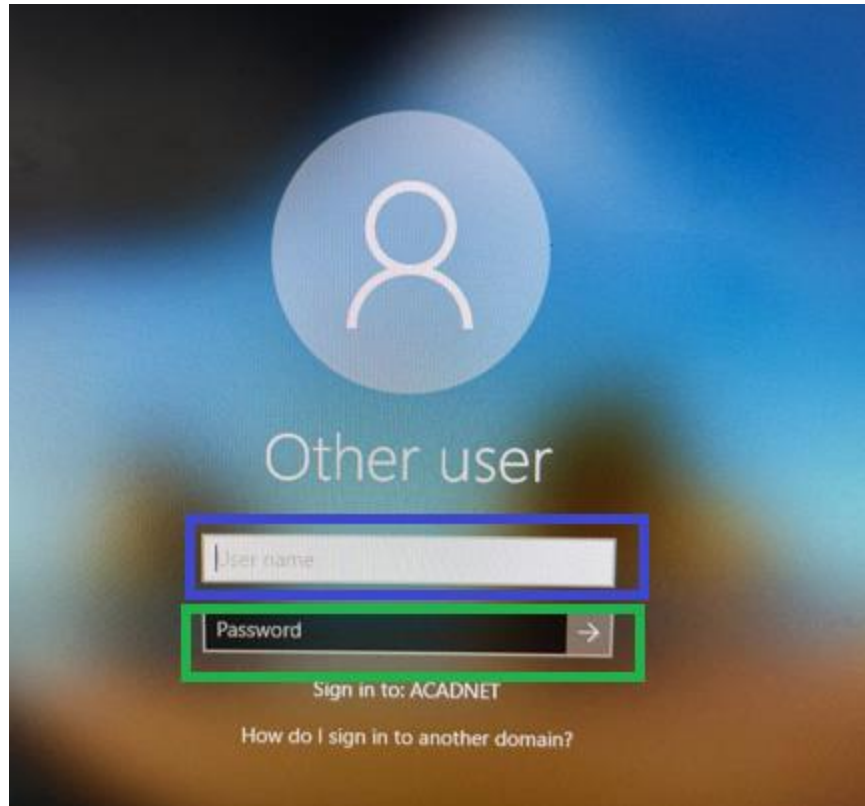
Login to one of the PC

Example:-

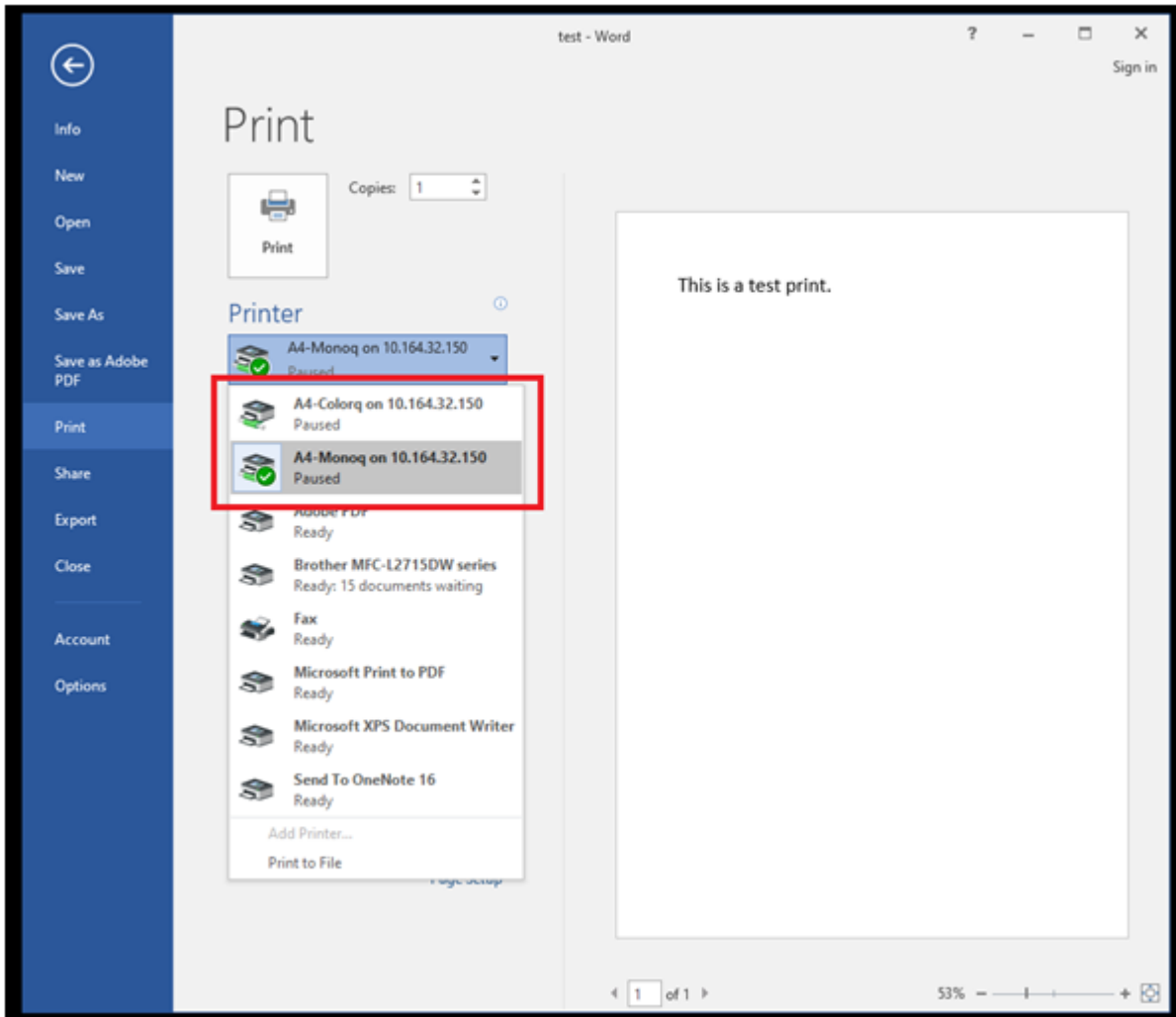
If your Office
365email address is:
17mathew.john.tan
@acsians.acsi.edu.sg

Your username is
17mathew.john.tan

Password is
**same password used to
login to School WiFi**



Open the document
Click on “file” → “Print”



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

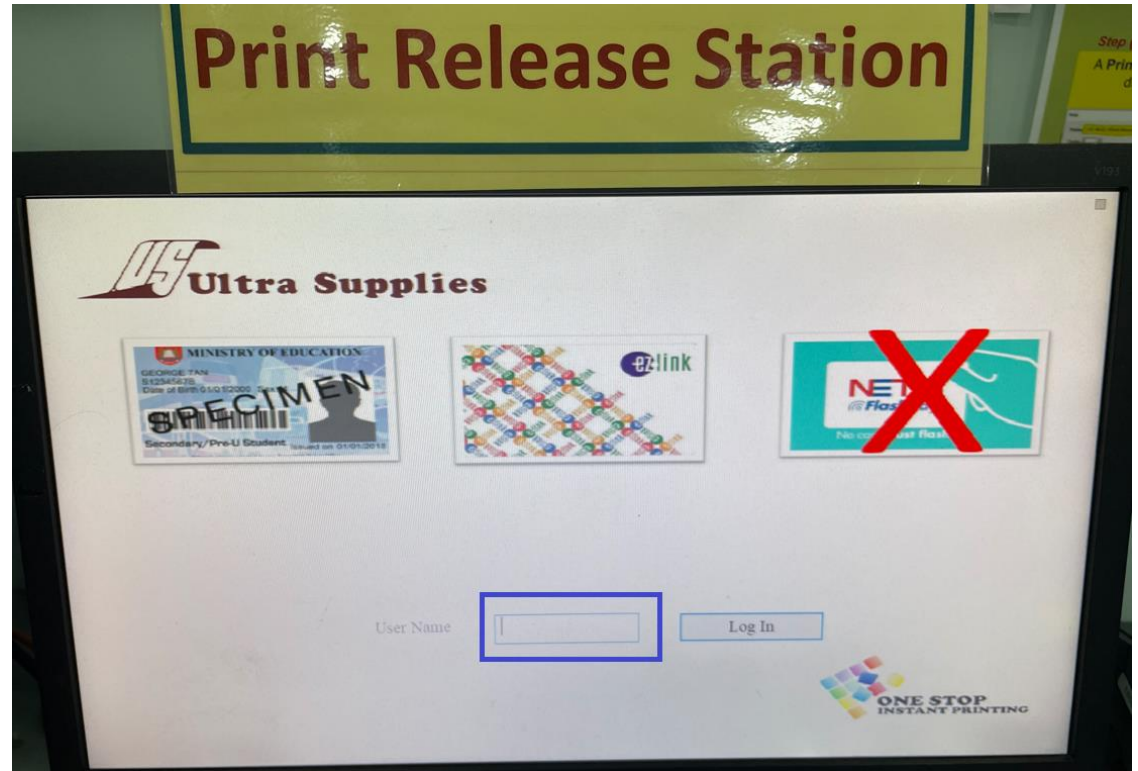
Example:-

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

Your User Name is
17mathew.john.tan

Payment via

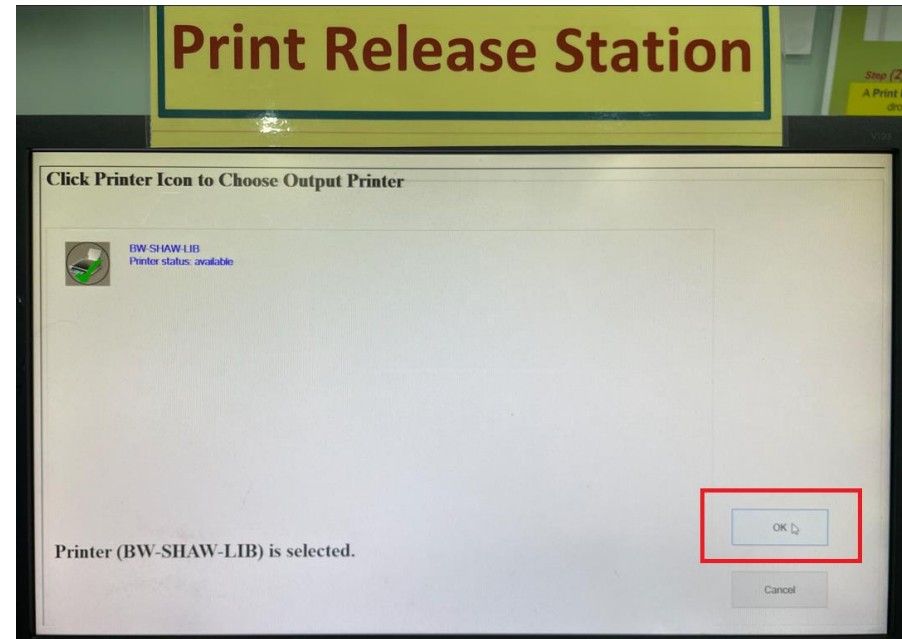
- Smart Card
- Ezlink Card



Select the print job
Click 'Print'



Click 'OK'



Tap your card on the reader for payment

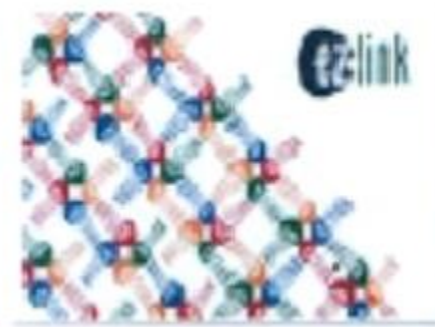


Remove your card when you hear a "beep"

Cards Used for Payment



Smart Card



Ezlink Card



~~NETS Flashpay~~

Charges

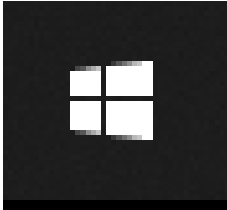
- **A4-Colorq : \$0.32 per side**
- **A4-Monoq : \$0.064 per side**

3. Install Printer Driver

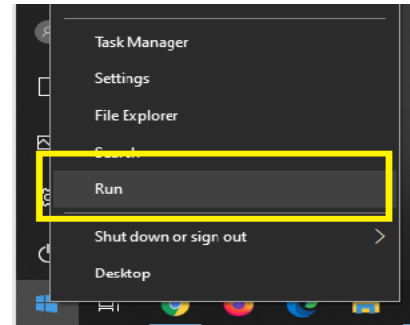
- Installing the
- A4-Colorq &
- A4-Monoq Drivers

• A4-Monoq Drivers

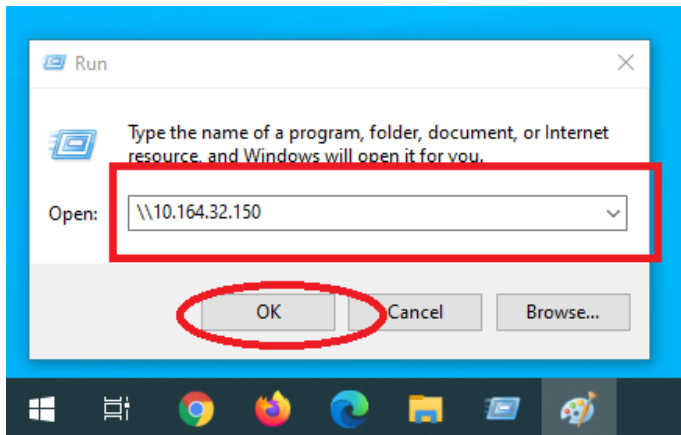
Right click on “Start”



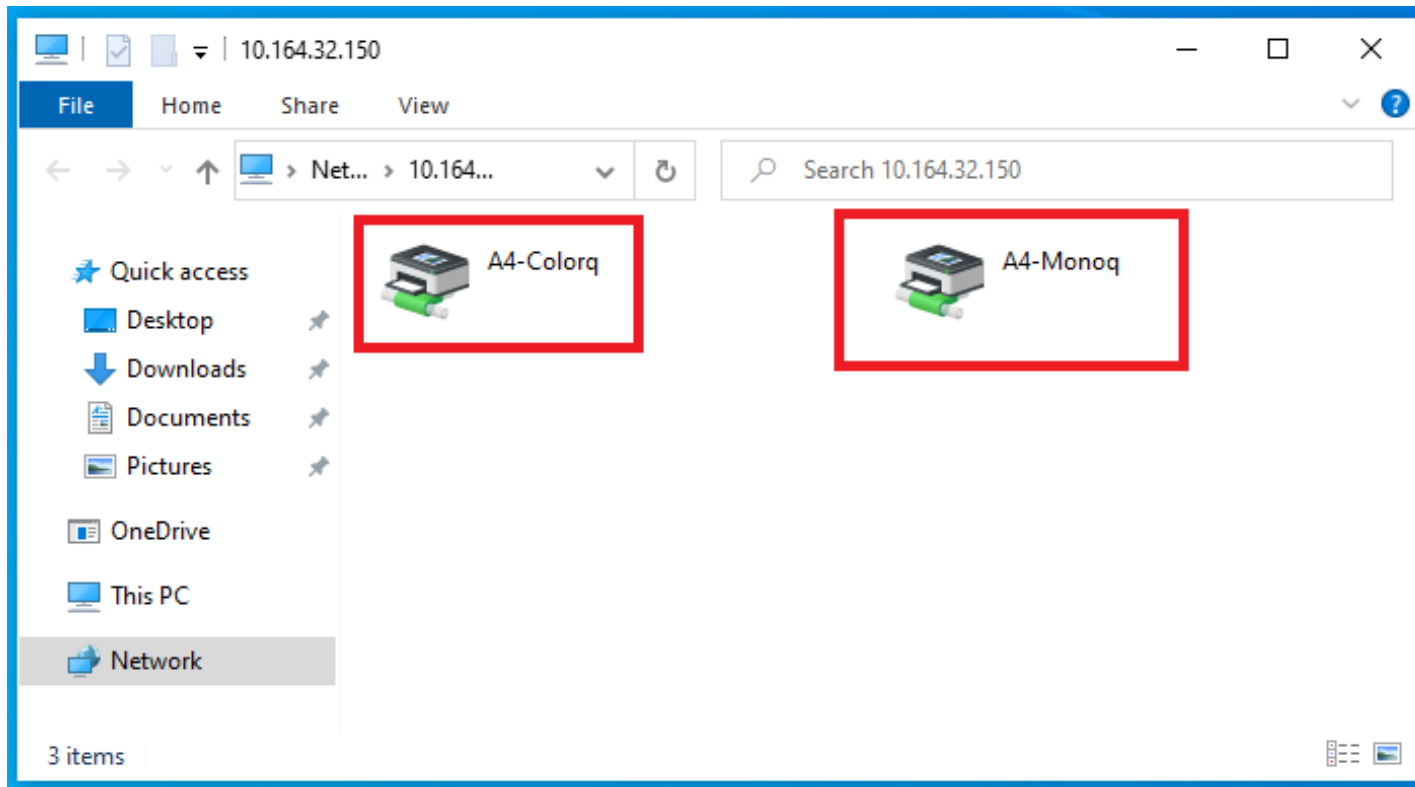
Click ‘Run’



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