



## Quick Tips for Photocopier

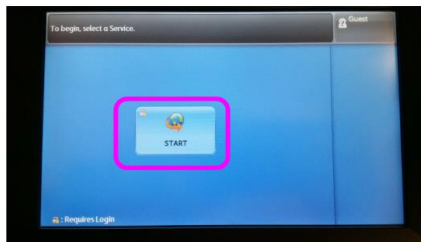
Description:	This document describes the steps of using photocopier to copy, print and check your quota balance.
Updated Date:	March, 2018

### Quick Tips for Photocopier / 影印機操作簡

- 1 Put the student card on card reader . 把學生咭放在讀卡器上。



- 2 Select "START" on MFD panel. 在影印機面板選擇 "START" 。



- 3 Select "Copy" or "Print" on control panel. 在影印機面板選擇 "複印" 或 "列印" 。

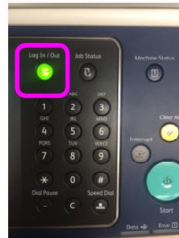


### Copy /

- 4 Select copy features on the screen and press "Start".  
設定複印功能選項，再按“啟動”。



- 5 After copied, press "Log In/Out".  
完成複列後可直接按登出。  
“完成影印”。

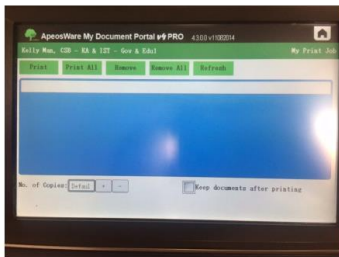


- 6 Or Press "Service Home" if you want to continue printing. 或完成複列後可按“Service Home”，繼續列印。



### Print /

- 4 Select submitted file on control panel. Then press "Print". 選擇已上傳的檔案，再按“列印”。

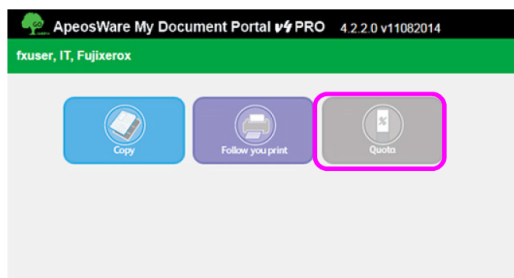


- 5 After printed, press "Log In/Out".  
完成列印後，可直接按登出。



### Check quota balance/

- 4 Press "Quota"  
按“查詢餘額”。



- 5 Select "Finish" and take out the student card. 按“完成”並取回學生卡。

