NCKU Library copy and print service operation manual

- Print form E-mail or Line
- Print form PC
- Printer_EPSON
  - copy steps
  - ID copy steps
  - Enlarger document to A4 or A3 Size
  - Scan to Email
- Printer_HP
  - copy steps
  - ID copy steps
  - Scan to Email

Follow Me Printing pickup steps

1

LINE UP

Email UP

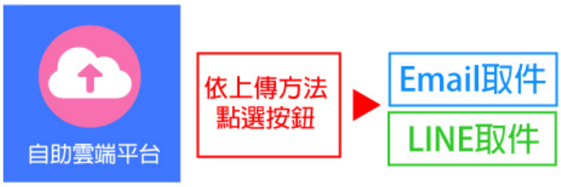
Please upload PDF,JPG,JPEG,PNG,GIF,BMP file via LINE or Email. Then you get a code.

Valid for 3 days

Email:123cloudprint@gmail.com

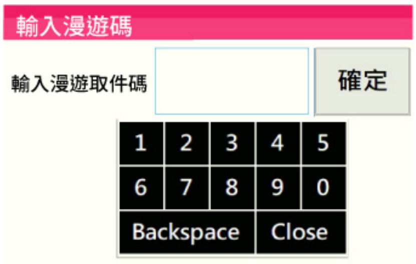
line : @977mthuv

2


自助雲端平台
依上傳方法
點選按鈕
Email取件
LINE取件

Please click cloud print icon at multi-payment platform and insert your code.

3

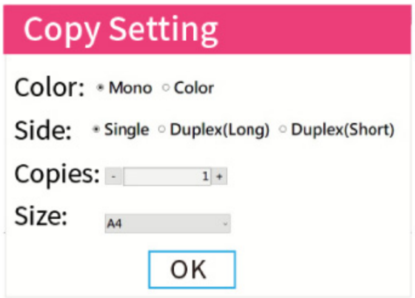

輸入漫遊碼

輸入漫遊取件碼

確定
1
2
3
4
5
6
7
8
9
0
Backspace
Close

Please input roaming code

4


Copy Setting

Color: ● Mono ○ Color

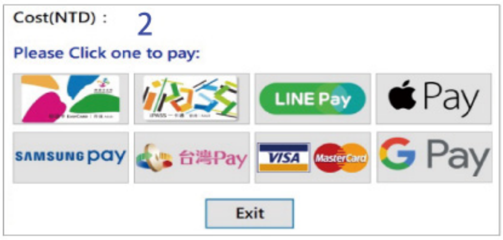
Side: ● Single ○ Duplex(Long) ○ Duplex(Short)

Copies: 1

Size: A4

Choose the print settings> OK

5

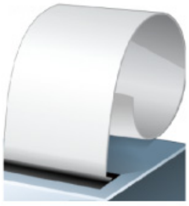

Cost(NTD) : 2

Please Click one to pay:

LINE Pay
Pay
SAMSUNG pay
台灣Pay
VISA
MasterCard
G Pay
Exit

Check your amount and select one of the payment tools

6



Pa
iPASS 一卡通
SAMSUNG pay

Tap card at sensor zone or using QR scanner to pay

Take your receipt and collect document at the printer

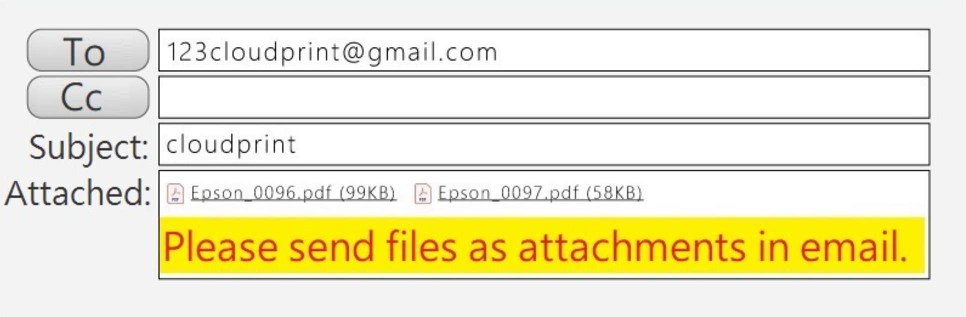
Go Back

Follow me printing steps

Please upload PDF , JPG , JPEG , PNG , GIF , BMP

Email:123cloudprint@gmail.com

Way 1.
EMAIL UP



To: 123cloudprint@gmail.com

Cc:

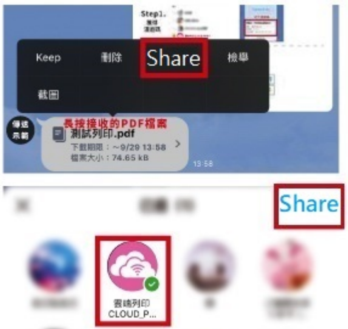
Subject: cloudprint

Attached: Epson_0096.pdf (99KB) Epson_0097.pdf (58KB)

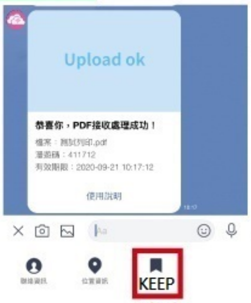
Please send files as attachments in email.

Send a file to Linebot ID:@977mthuv

Way 2.
LINE UP

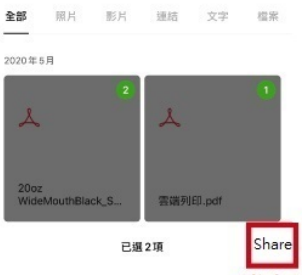

Step1.
Keep
刪除
Share
檢舉
截圖
長按接收的PDF檔案
測試列印.pdf
下載期限：~9/29 13:58
檔案大小：74.65 kB
13:58
Share
雲端列印
CLOUD_P...

PDF、JPG sharing Linebot


Upload ok
使用說明
KEEP

恭喜你，PDF接收處理成功！
檔案：測試列印.pdf
漫遊碼：411712
有效期限：2020-09-21 10:17:12

Click KEEP


全部
照片
影片
連結
文字
檔案
2020年5月
2
1
20oz WideMouthBlack_S...
雲端列印.pdf
已選2項
Share

Click on File Sharing

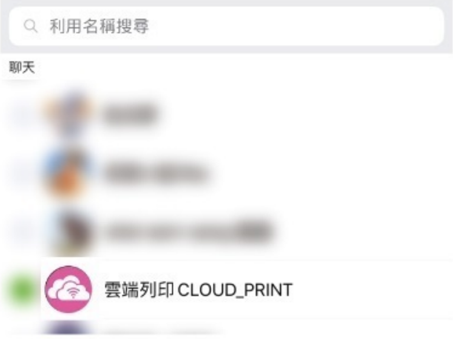
Or press [+] to upload via keep

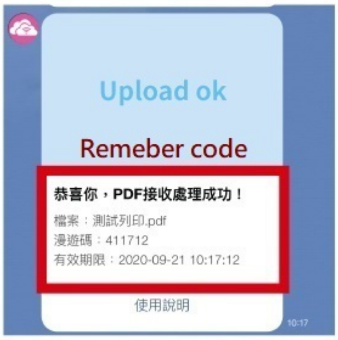
Step1.
Get Code

Get a 6-yard roaming code

Real person chat room share file to linebot

Or share PDF via keep、Googledrive、Onedrive


利用名稱搜尋
聊天
雲端列印 CLOUD_PRINT


Upload ok
Remeber code
使用說明
10:17

恭喜你，PDF接收處理成功！
檔案：測試列印.pdf
漫遊碼：411712
有效期限：2020-09-21 10:17:12

Step2.
KIOSK

Please click cloud print icon at multi-payment platfrom and insert code

ROAMING

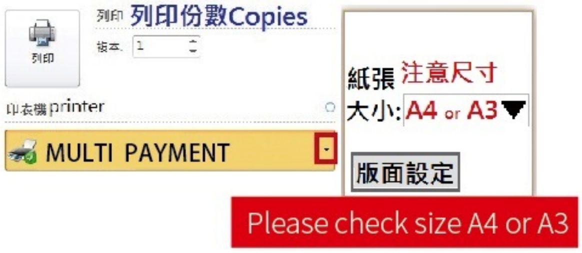
Upload method ▶ Email / LINE

Go Back

Self-Service printing steps

Step 1

Select printer



列印 列印份數Copies

複本: 1

印表機printer

MULTI PAYMENT

紙張 注意尺寸

大小: A4 or A3

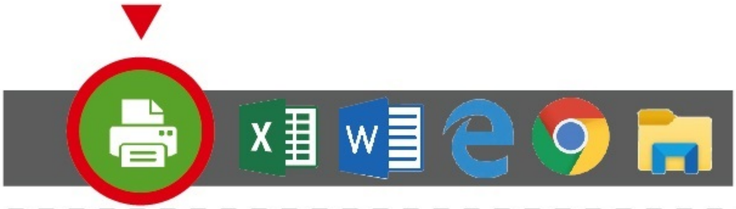
Please check size A4 or A3

Please download your PDF then right-click the PDF
by adobe acrobat pdf reader

Please open pdf file by adobe acrobat reader

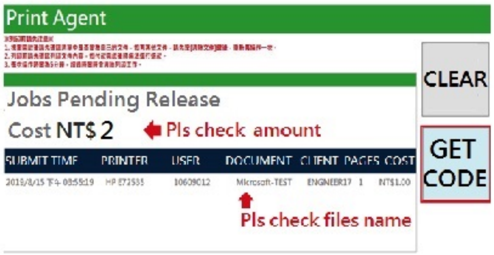
Step 2

Please click icon 🖨
in taskbar



Step 3

Please check filename
and amount> GET CODE



Print Agent

Jobs Pending Release

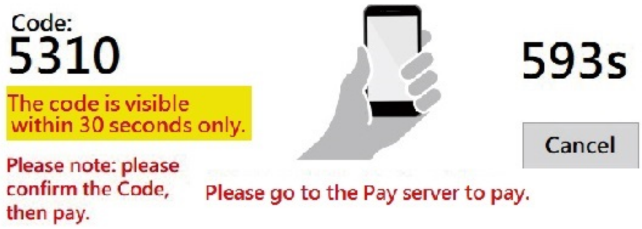
Cost NT$ 2 ← Pls check amount

SUBMIT TIME	PRINTER	USER	DOCUMENT	CLIENT	PAGES	COST
2019/8/15 下午 03:55:19	HP E72535	10609012	Microsoft-TEST	ENGINEER17	1	NT$1.00

↑ Pls check files name

Step 4

Please remember {code}



Code:
5310

The code is visible within 30 seconds only.

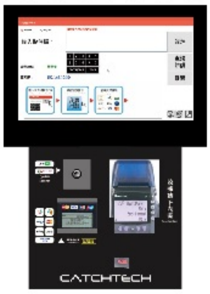
Please note: please confirm the Code, then pay.

593s

Please go to the Pay server to pay.

Step 5

Please pay at {Pay Server}
in copy room on this floor



Pay Server

If you can’t process your job at print agent like no code , please restart the pc or contact us.

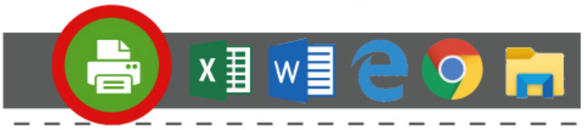
Go Back

Print pickup steps

public computer

Please open the file and print it on a public computer

After printing your job , please click the icon "Print Agent" to get the code.

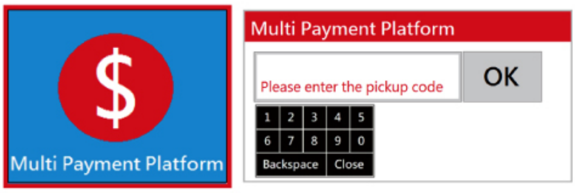


GET CODE

Please click icon get code

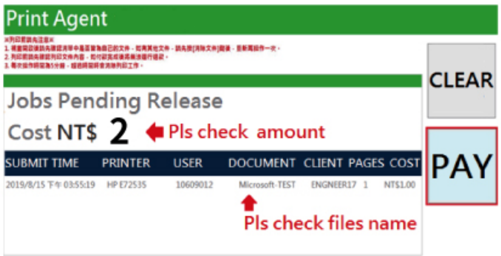
☐☐☐☐

MULTI PAYMENT PLATFORM


Multi Payment Platform
Multi Payment Platform
Please enter the pickup code
OK
1 2 3 4 5
6 7 8 9 0
Backspace
Close

Step 1

Please click icon(with mouse)
Please enter the pickup code


Print Agent
CLEAR
PAY

Jobs Pending Release

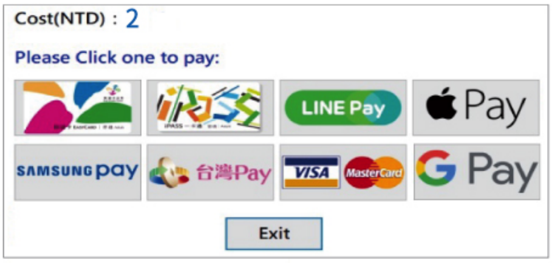
Cost NT$ 2 Pls check amount

SUBMIT TIME	PRINTER	USER	DOCUMENT	CLIENT	PAGES	COST
2019/8/15 下午 03:55:19	HP E72535	10609012	Microsoft-TEST	ENGNEER17	1	NT$1.00

Pls check files name

Step 2

Please check filename and amount> PAY


LINE Pay
Pay
SAMSUNG pay
台灣Pay
VISA
MasterCard
G Pay
Exit

Cost(NTD) : 2

Please Click one to pay:

Step 3

Check your amount and select one of the payment methods

---

iPASS 一卡通
SAMSUNG pay

Step 4

Tap card at sensor zone or using QR scanner to pay

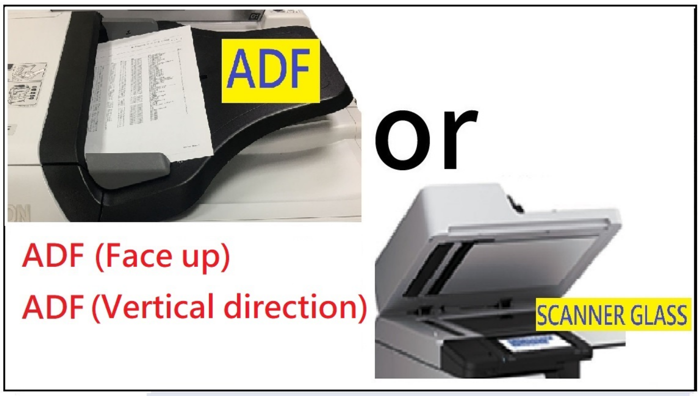
Take your receipt and collect document at the printer

Customer Service

- If you have any questions, please contact us!
  If you have any payment issues, please take a photo of receipt and upload it to our customer service.
  Business hour :Monday to Friday 8:30 am to 6:00 pm

Go Back

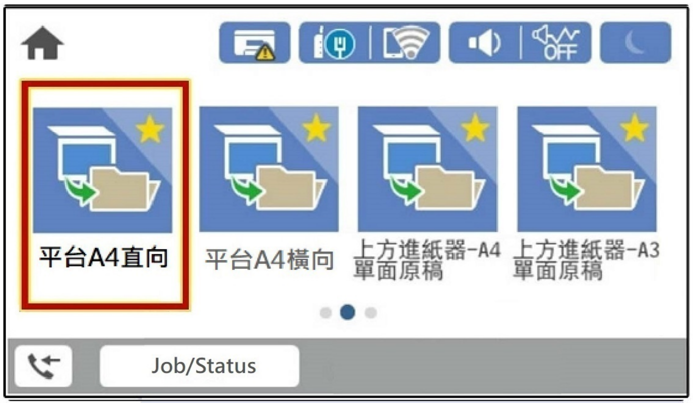
COPY STEP / EPSON


ADF
or
SCANNER GLASS

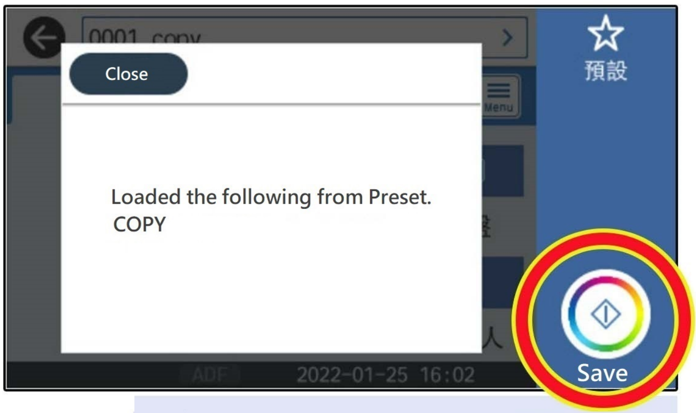
ADF (Face up)
ADF (Vertical direction)

STEP 1 Insert your document in the ADF or place your document on the glass.

Aligned against top left corner of glass

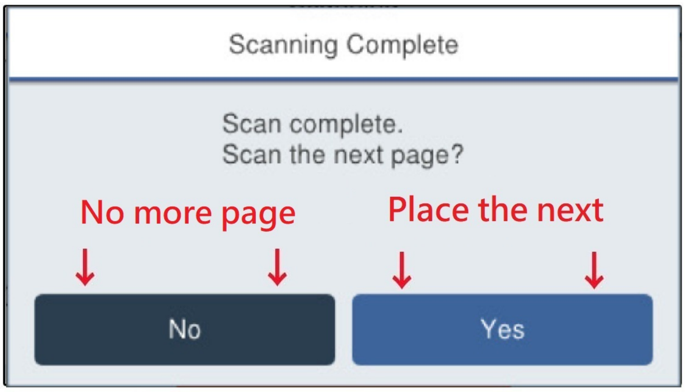

平台A4直向
平台A4橫向
上方進紙器-A4 單面原稿
上方進紙器-A3 單面原稿
Job/Status

STEP 2 When you use glass, choose icon 1 as vertical direction or choose icon 2 as horizontal direction.


0001 copy
Close
預設
Menu
Save
ADF
2022-01-25 16:02

Loaded the following from Preset.
COPY

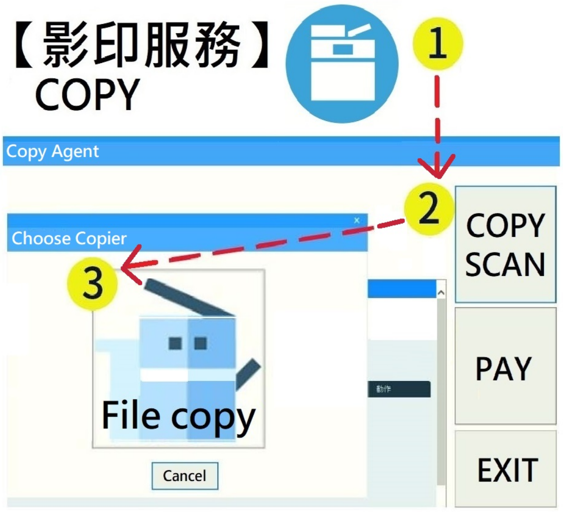
STEP 3 Press “Save”


Scanning Complete
No more page
Place the next
No
Yes

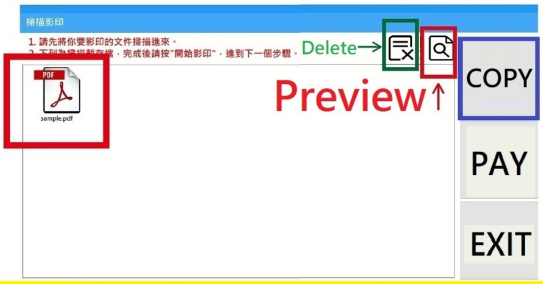
Scan complete.
Scan the next page?

STEP 4 If you have more pages, then press "Yes"
If no more page, then press "No"

STEP 5 Go to Kiosk, then click "COPY" icon and follow step as 1、2、3 in figure.


【影印服務】
COPY
1
Copy Agent
2
COPY
SCAN
PAY
EXIT
Choose Copier
3
File copy
Cancel

STEP 6 Kiosk

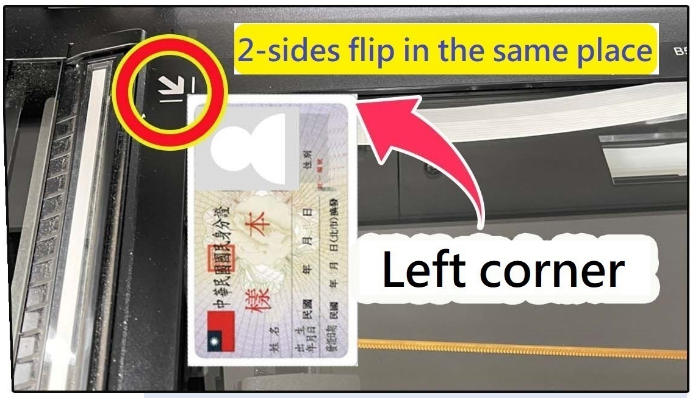

掃描影印
Delete
Preview↑
sample.pdf
COPY
PAY
EXIT

1. 請先將你要影印的文件掃描進來。
2. 下列為掃描暫存檔，完成後請按"開始影印"，進到下一個步驟。

1.You can preview your document or click COPY for more setting.
2.In setting, you can choose simple, duplex t, enlarge, or copies, etc.
3.Then you need choose one payment in pop-up page.
4.Tap card or use QR scanner or tap phone as your payment selection.
5.Get your receipt and your copies at the printer.

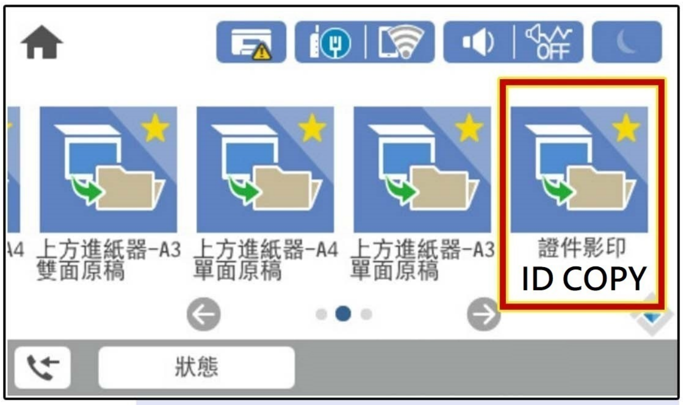
Go Back

EPSON ID COPY STEPS

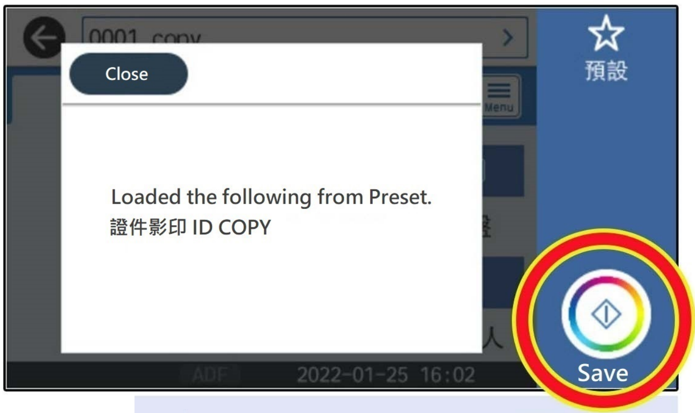

2-sides flip in the same place
Left corner

STEP 1 Place the ID card front-side down

Align the top left and keep 0.5 cm from edges.


上方進紙器-A3
雙面原稿
上方進紙器-A4
單面原稿
上方進紙器-A3
單面原稿
證件影印
ID COPY
狀態

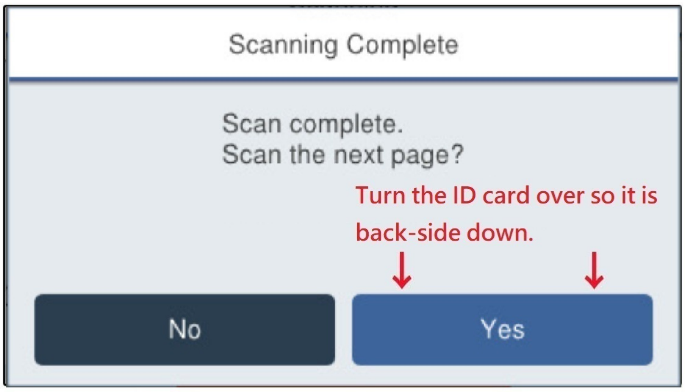
STEP 2 Touch【ID COPY】icon


0001 copy
Close
預設
Save

Loaded the following from Preset.
證件影印 ID COPY

2022-01-25 16:02

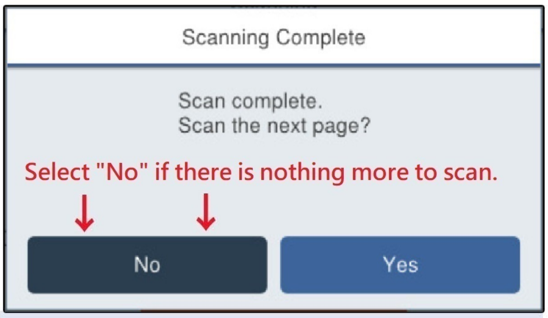
STEP 3 Touch【Save】


Scanning Complete

Scan complete.
Scan the next page?

Turn the ID card over so it is back-side down.

STEP 4 Next page【Yes】


Scanning Complete

Scan complete.
Scan the next page?

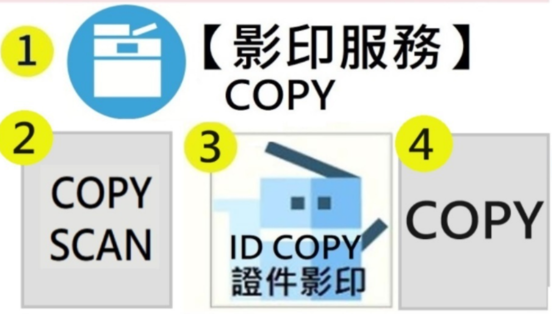
Select "No" if there is nothing more to scan.

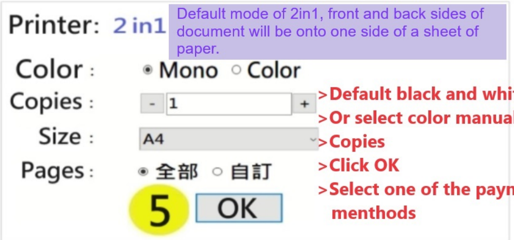
STEP 5 Scan complete【No】

✓ Page(s) have been saved.

Please pay at "Pay Server"

STEP 6 Pay server


①
【影印服務】
COPY
2
COPY
SCAN
3
ID COPY
證件影印
4
COPY


Printer: 2 in1 Default mode of 2in1, front and back sides of document will be onto one side of a sheet of paper.

Color : ● Mono ○ Color

Copies : - 1 +

Size : A4

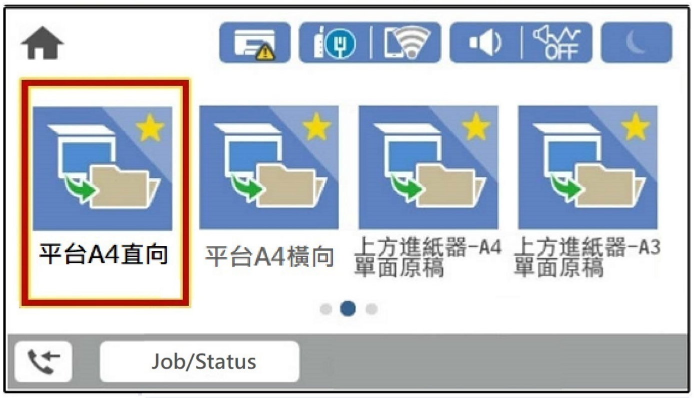
Pages : ● 全部 ○ 自訂

5 OK

- >Default black and white
- >Or select color manually
- >Copies
- >Click OK
- >Select one of the payment menthods

Go Back

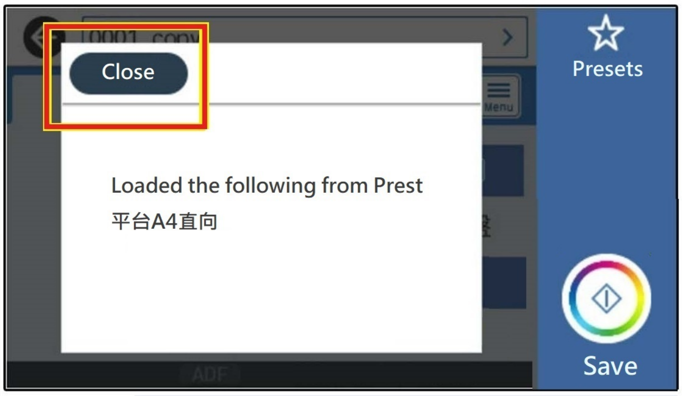
How to enlarge document to A4 or A3 size


平台A4直向
平台A4橫向
上方進紙器-A4 單面原稿
上方進紙器-A3 單面原稿
Job/Status

Step 1

Place your document on glass plate and choose icon1 (A4 portrait) or icon2 (A4 landscape)

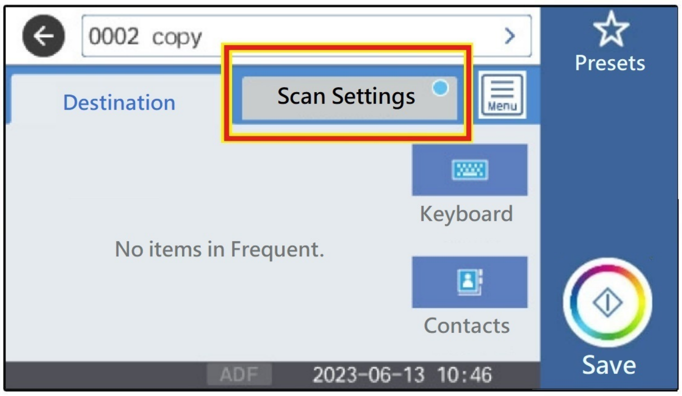
Reminder:Please place document align with top-left corner.


Close
Presets
Save
ADF

Loaded the following from Prest
平台A4直向

Step 2

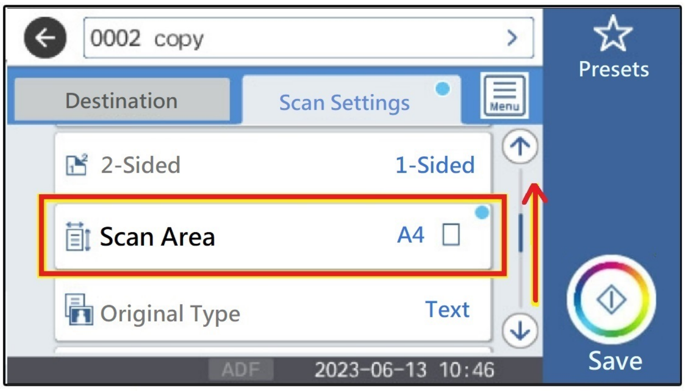
Click the button in navy blue color or wait for 3 seconds.


0002 copy
Destination
Scan Settings
Menu
Keyboard
Contacts
Presets
Save
ADF
2023-06-13 10:46

No items in Frequent.

Step 3

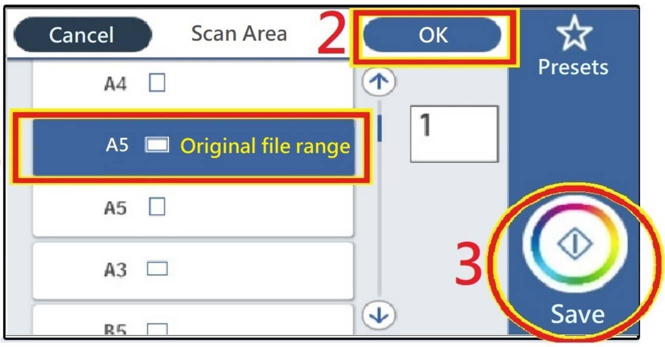
Click button in gray color for zone setting.


0002 copy
Destination
Scan Settings
Menu
Presets
Save
ADF
2023-06-13 10:46

2-Sided 1-Sided
Scan Area A4
Original Type Text

Step 4

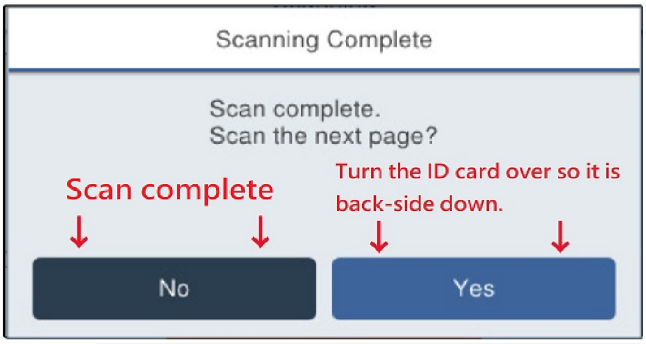
Click default zone "A4" for different zones.


Cancel
Scan Area
2
OK
Presets
1
A4
A5 Original file range
A5
A3
B5
3
Save

Step 5

1. Choose the zone you prefer as"1"
2. And click ok as "2"
3. Then press save"3"

☆ A5 paper is half the size of A4



Scanning Complete

Scan complete.
Scan the next page?

Scan complete

Turn the ID card over so it is back-side down.

Step 6

1.If there is no more page to copy then please click "No" button.

2.If you have more document to copy, please click "Yes" buotton.

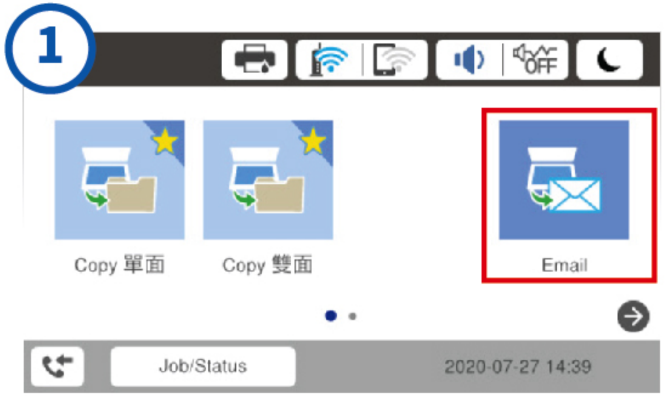
Kiosk to choose paper size, A4 or A3 in copy agent.

Eg, if selected zone is A5, then the content will enlarge to A4 or A3 size as your choice in kiosk.

Go Back

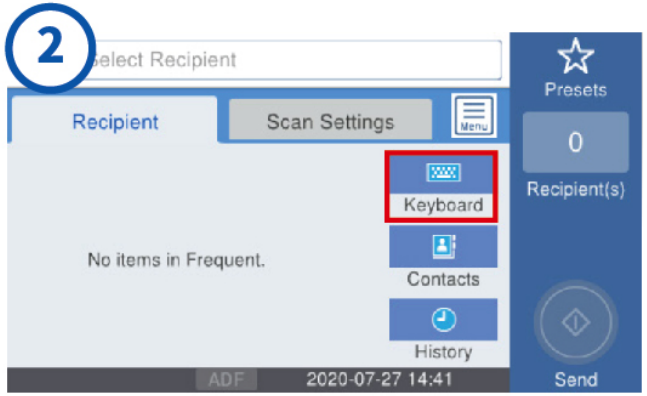
EPSON Scan to Email

①


Copy 單面
Copy 雙面
Email
Job/Status
2020-07-27 14:39

Email

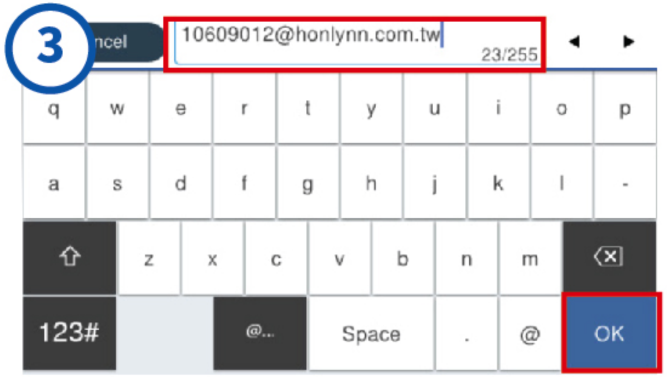
②


Select Recipient
Recipient
Scan Settings
Menu
Keyboard
Contacts
History
Presets
0
Recipient(s)
Send
ADF
2020-07-27 14:41

No items in Frequent.

Keyboard

③

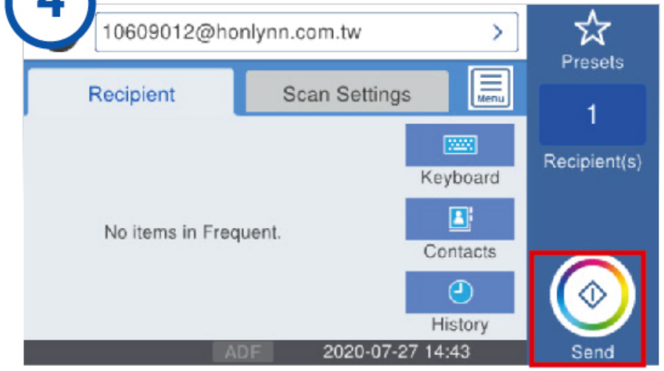

ncel
q w e r t y u i o p
a s d f g h j k l -
z x c v b n m
123#
@...
Space
.
@
OK

10609012@honlynn.com.tw

23/255

Enter your mail (OK)

④

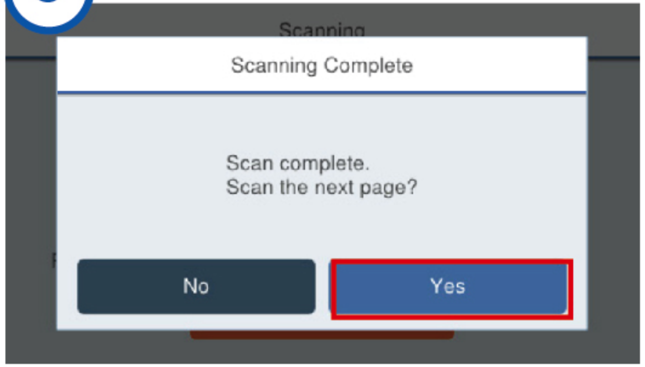

Recipient
Scan Settings
Menu
Keyboard
Contacts
History
Presets
1
Recipient(s)
Send
ADF
2020-07-27 14:43

10609012@honlynn.com.tw

No items in Frequent.

Send.

⑤


Scanning
Scanning Complete
No
Yes

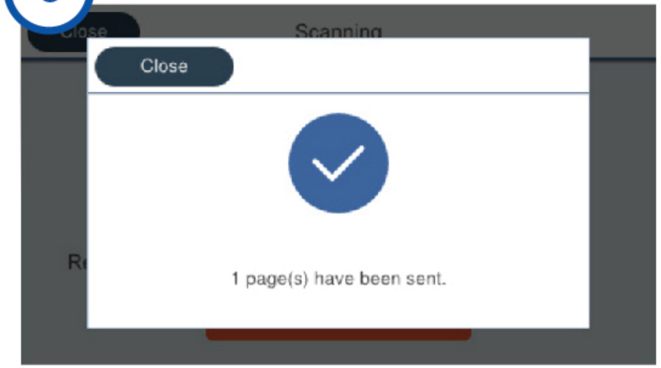
Scan complete.
Scan the next page?

Yes
Place Next page

Press **Yes**

Scan the next page press send.

⑥


Close
Scanning
Close

1 page(s) have been sent.

NO
Next page

Press **NO**

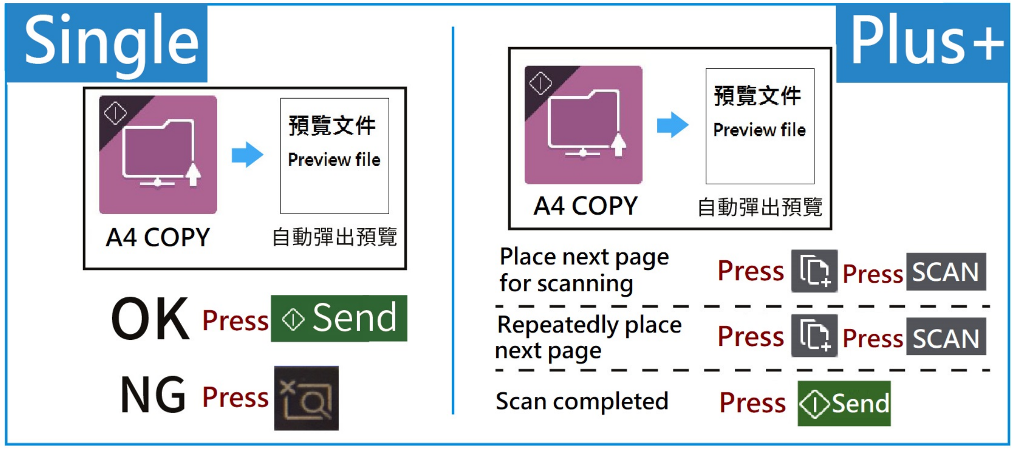
Sent.

Go Back

HP First scan your document at copier then go to multipayment platform

1. Placing originals on the scanner glass or ADF

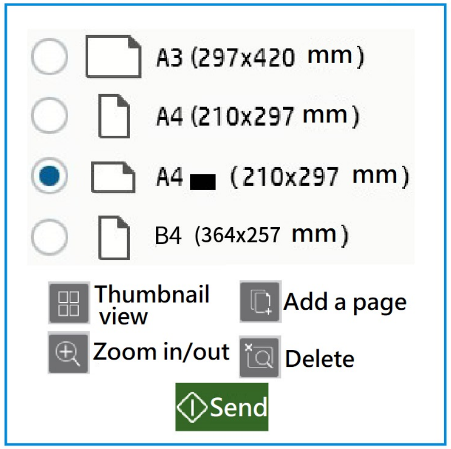
2. Printer control panel


Single
A4 COPY
預覧文件
Preview file
自動彈出預覽
OK Press ◇Send
NG Press
Plus+
A4 COPY
預覧文件
Preview file
自動彈出預覽

Place next page for scanning	Press Press SCAN
Repeatedly place next page	Press Press SCAN
Scan completed	Press ◇Send

3. If originals does not match available paper size.

Please select A4 or A3 manually.

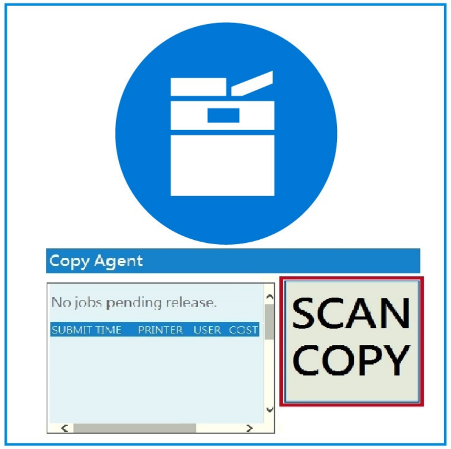


○ A3 (297x420 mm)
○ A4 (210x297 mm)
● A4 ▬ (210x297 mm)
○ B4 (364x257 mm)

Thumbnail view
Add a page
Zoom in/out
Delete
◇Send

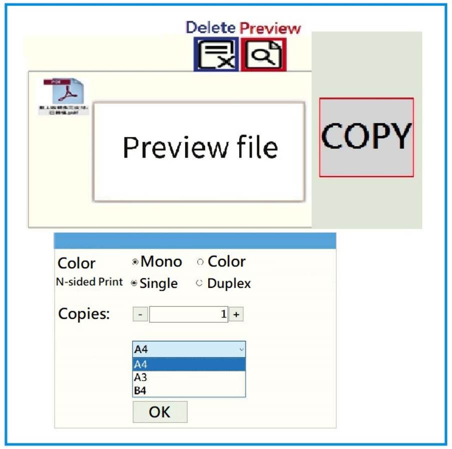
4. Please click【影印服務COPY】

Pay server Kiosk


Copy Agent
No jobs pending release.
SUBMIT TIME PRINTER USER COST
SCAN COPY

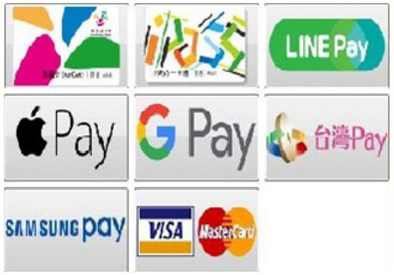
5. Preview your files, then click COPY

Choose your needs.

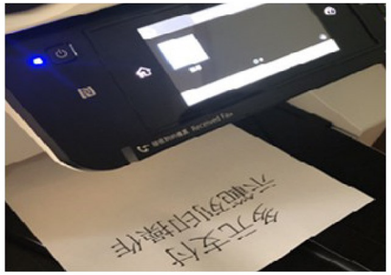

Delete Preview
Preview file
COPY

Color ● Mono ○ Color
N-sided Print ● Single ○ Duplex
Copies: 1
A4
OK

6. Check your amount and select one of the payment methods.


LINE Pay
Pay
G Pay
台灣Pay
SAMSUNG pay
VISA
MasterCard

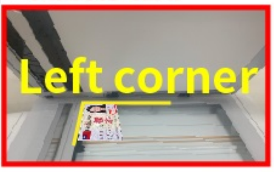
7. Take your receipt and collect document at the printer



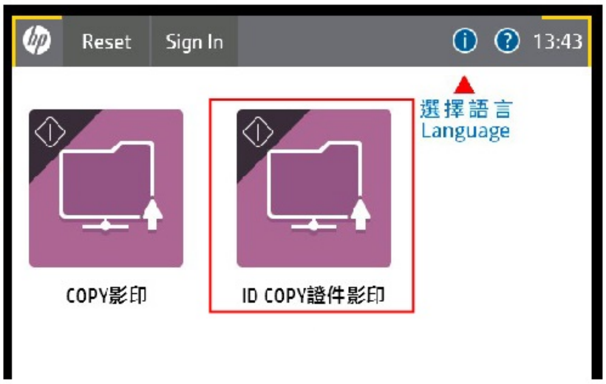
Go Back

HP ID card copy steps

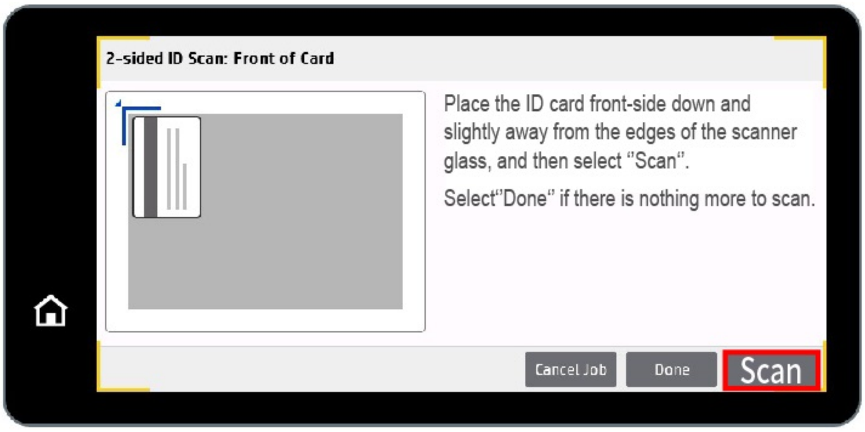
Step 1. Place ID card


Left corner

Step 2. Close the ADF Cover


Reset
Sign In
13:43
選擇語言
Language
COPY影印
ID COPY證件影印

1 Step1、Step2 Click【ID copy】



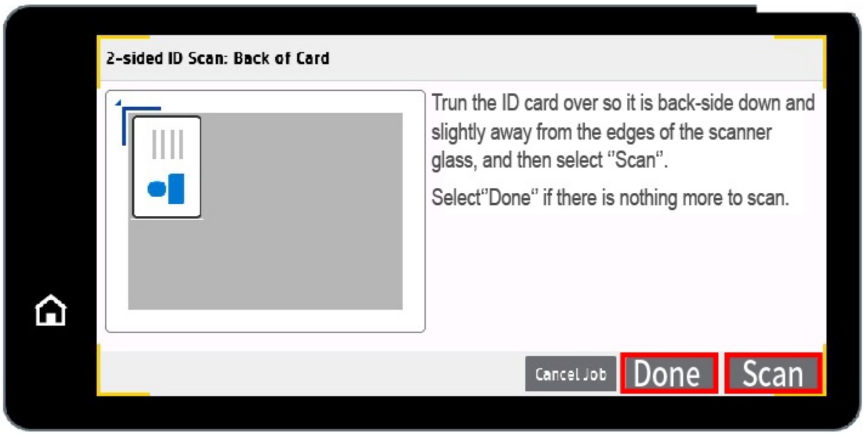
2-sided ID Scan: Front of Card

Place the ID card front-side down and slightly away from the edges of the scanner glass, and then select "Scan".

Select"Done" if there is nothing more to scan.

Cancel Job
Done
Scan

2 Place the ID card front-side,click【Scan】



2-sided ID Scan: Back of Card

Trun the ID card over so it is back-side down and slightly away from the edges of the scanner glass, and then select "Scan".

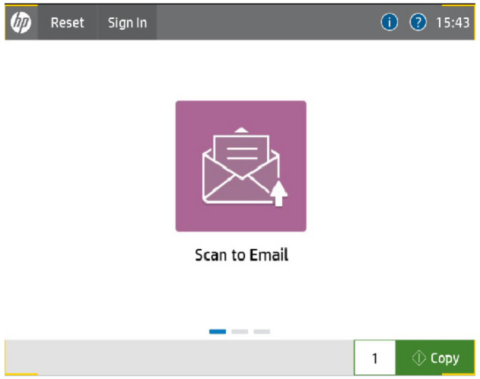
Select"Done" if there is nothing more to scan.

Cancel Job
Done
Scan

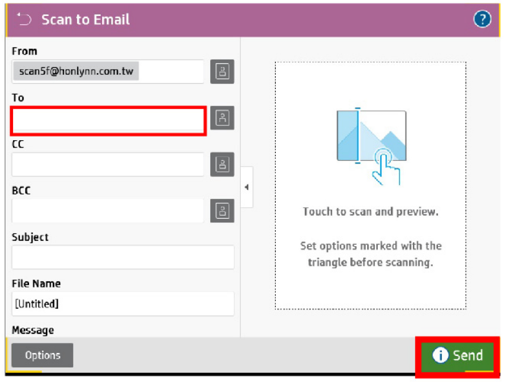
3 Please turn the ID card{back-side},click(Scan), check ok【Done】

Go Back

HP Scan to Email


Reset
Sign In
15:43
Scan to Email
1
Copy

Touch icon
【Scan to Email】

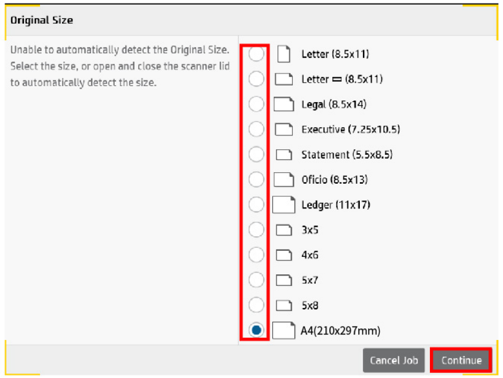

Scan to Email
Options
Send

From: scan5f@honlynn.com.tw
To:
CC:
BCC:
Subject:
File Name: [Untitled]
Message

Touch to scan and preview.

Set options marked with the triangle before scanning.

Please input【 Email】
then send

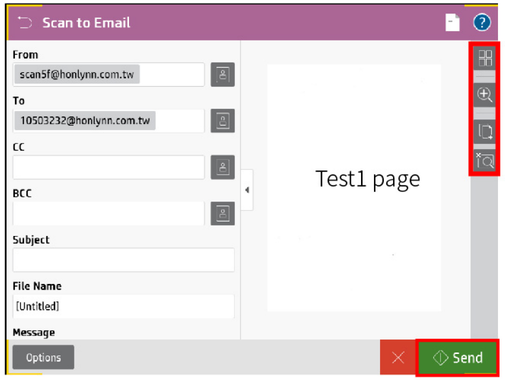

Cancel Job
Continue

Original Size

Unable to automatically detect the Original Size. Select the size, or open and close the scanner lid to automatically detect the size.

- ○ Letter (8.5x11)
- ○ Letter ▭ (8.5x11)
- ○ Legal (8.5x14)
- ○ Executive (7.25x10.5)
- ○ Statement (5.5x8.5)
- ○ Oficio (8.5x13)
- ○ Ledger (11x17)
- ○ 3x5
- ○ 4x6
- ○ 5x7
- ○ 5x8
- ● A4(210x297mm)

【Original Size】
Press【Continue】


Scan to Email
Test1 page
Options
Send

From: scan5f@honlynn.com.tw
To: 10503232@honlynn.com.tw
CC:
BCC:
Subject:
File Name: [Untitled]
Message

Straight and horizontal
Repeatedly place next page
Zoom in
Delete

Setting【Repeatedly place next page】or【Delete】
over to press【Send】

Go Back