



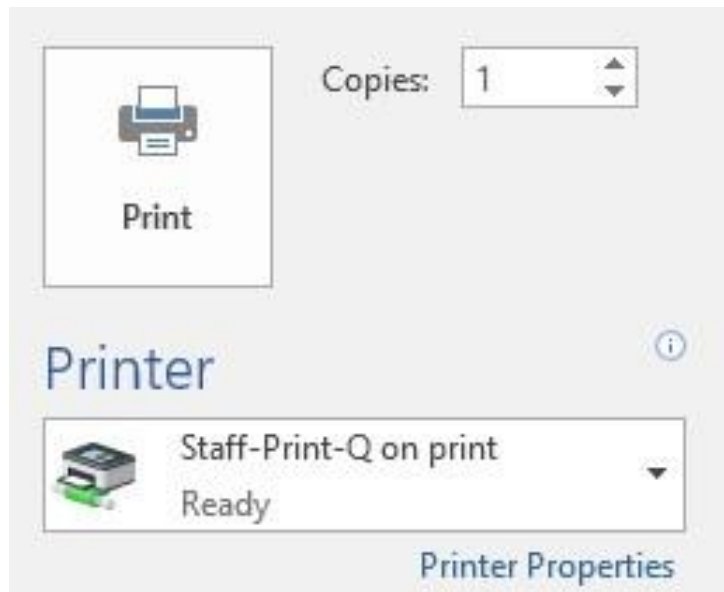
How to print on a Multi-Functional Photocopier (MFP)

1. Before you start ...

You will need log onto IT-managed-computer with your GTIIT network account, and your smartcard.

2. Instruction

Navigate to File→Print as normal and ensure that the **Staff-Print-Q** is selected.



You can alter print properties as needed, then click the Print button. Print jobs sent to the **Staff-Print-Q** will not release automatically on any device. This means you are required to login (card or onscreen keyboard) prior to releasing print jobs, however print jobs can be collected from Konica Minolta devices located on 5th floor and 4th floor in Administration Building; on 5th floor in Research building.

For colour printing, please choose **Staff-ColorPrint-Q**, which are on 4th floor in Admin building and on 3rd floor in Teaching laboratory building.

3. I don't log in my office computer with GTIIT account, how can I print?

- 3.1 If it is university-supplied computer, you should contact IT Department to upgrade the system.
- 3.2 If it is your personal computer, please make sure it has been connected to wireless network GTIIT-SEC, and then check Section 4.

4. How can I print from my personal devices?

Go to <http://print.gtiit.edu.cn>, or scan the QR code below:



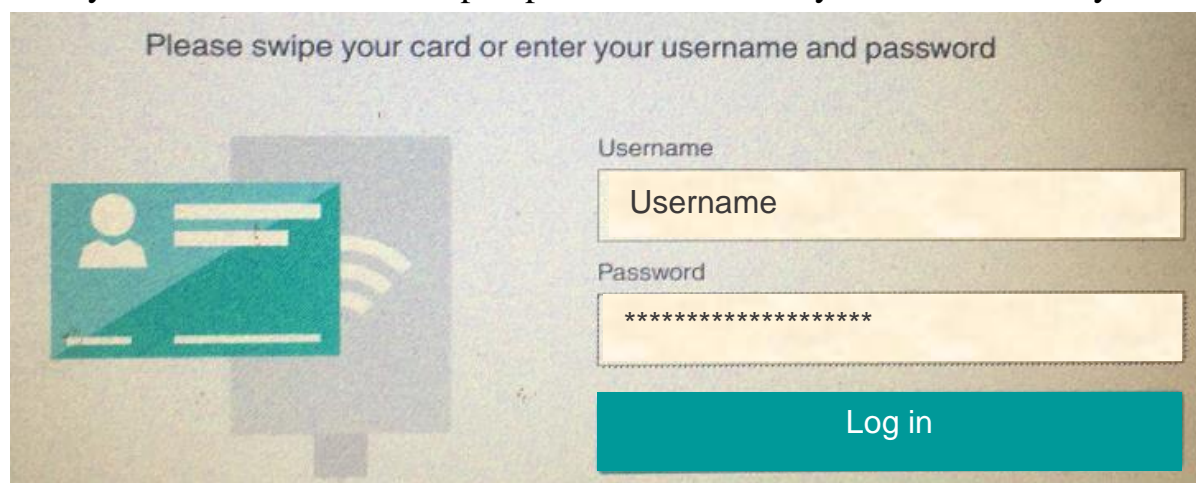


How to use Smartcard to release print job?

1. Introduction to associating smartcard

You can now use your smartcard to release print jobs from this MFP. Your smartcard must first be associated with your GTIIT network account.

- 1) If the card has not previously been associated, you will be asked to associate it.
- 2) Enter your GTIIT account and passphrase to associate your account with your smartcard, and then click OK.

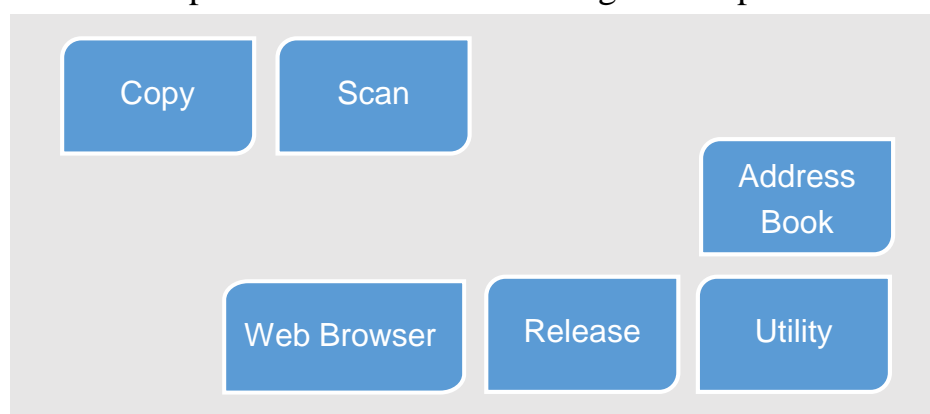


- 3) Swipe your card again to ensure the account was associated successfully.
- 4) Now that your account is associated with your card, you can release print jobs with your card.

2. Releasing documents

The MFP is configured for secure release, once you have sent your work to it then you must visit the machine in order to release the print job. If you see the MFP screen is dark because it is in sleeping mode for power saving, simply touch the screen to wake it up.

- 1) To print your work, log onto the MFP by swiping your smartcard.
- 2) You will be presented with the following menu options:



Click **Release** button to list all of your print jobs

- 3) Select the print jobs and click **Print**.

3. Log Out

Please press the logout button on the upper-right corner of the interface of MFP to logout before you leave the machine.

Note: Print server will delete held print jobs if not released after 120mins.



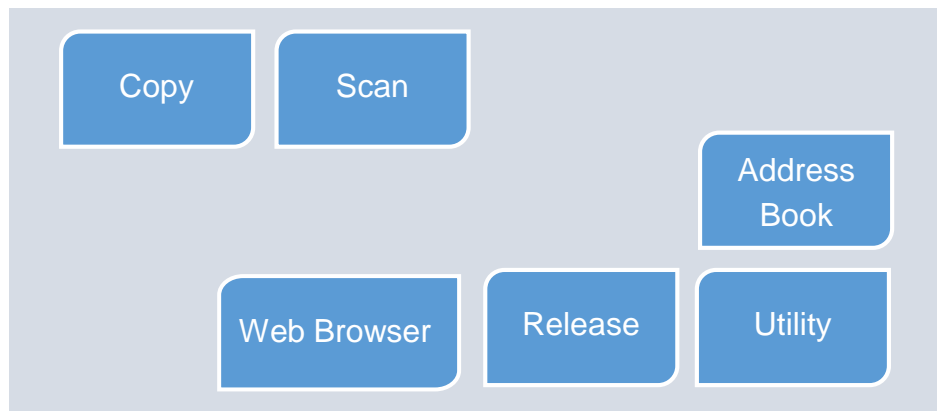
How to scan document?

1. Introduction

This function allows you to scan a document to send from the device to your GTIIT email address or a shared folder on the printing server. Once the document has arrived in your inbox, you can email it to another email address of your choice.

2. Scan

Log onto the MFP by either swiping GTIIT smartcard or typing GTIIT account. You will be presented with the following menu options:



Select **Scan**. You can scan the document to your GTIIT email address or a shared folder <\\print.gtiit.edu.cn\ScannedFiles>.



The defaults for scanning are as follows:

- Auto Color
- Single sided
- Compact PDF (image only)
- 300 dpi resolution

You can change above settings as needed.

Place document face up on the document feeder, and then press the big **Start** button to scan.

3. Log out

Please press **Access** button (key symbol) to logout before you leave the machine.