

STUDENT PRINTING SYSTEM

NOTES:

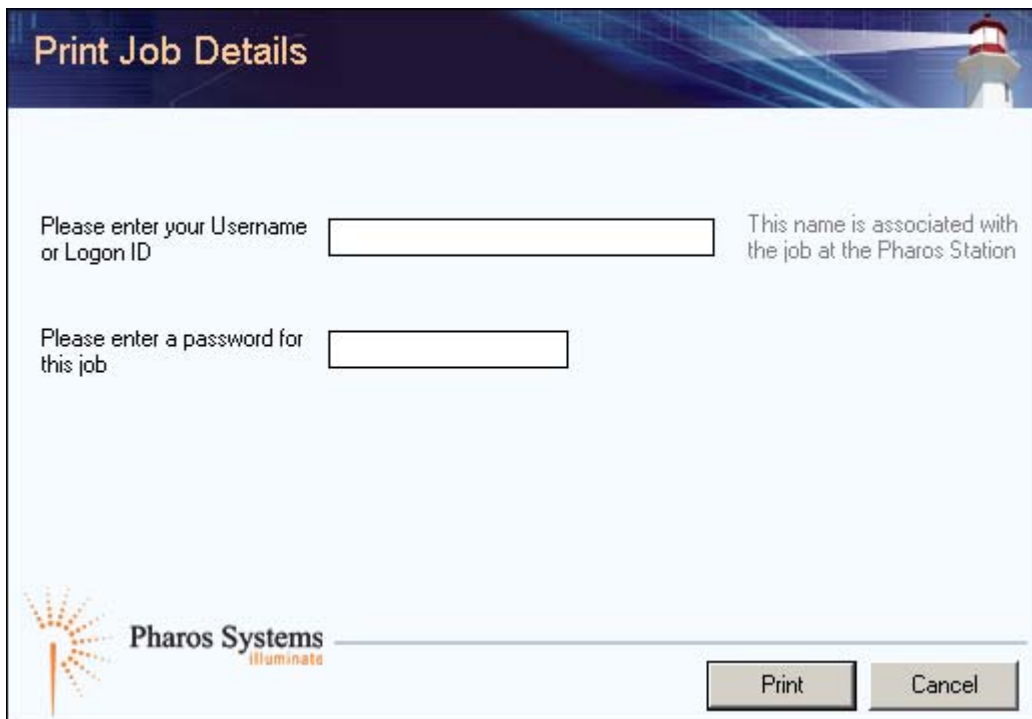
Before using the student printing system, please make sure you activate your Student ID card at the library counter. For those who own the Absec printing card, please ask the librarian to transfer the remaining card balance to your Student ID card. For new students, please activate your Student ID card and top up the card value for future printing or copying use.

INTRODUCTION

Pharos system is a new student printing system. It allows students to grab their print jobs at both multi-functional printers (Toshiba e352) in our library. This ensures that jobs are only released from the device when the user is physically present to pick them up.

Guides for printing from PC:


1. Enter your Novell ID and password.



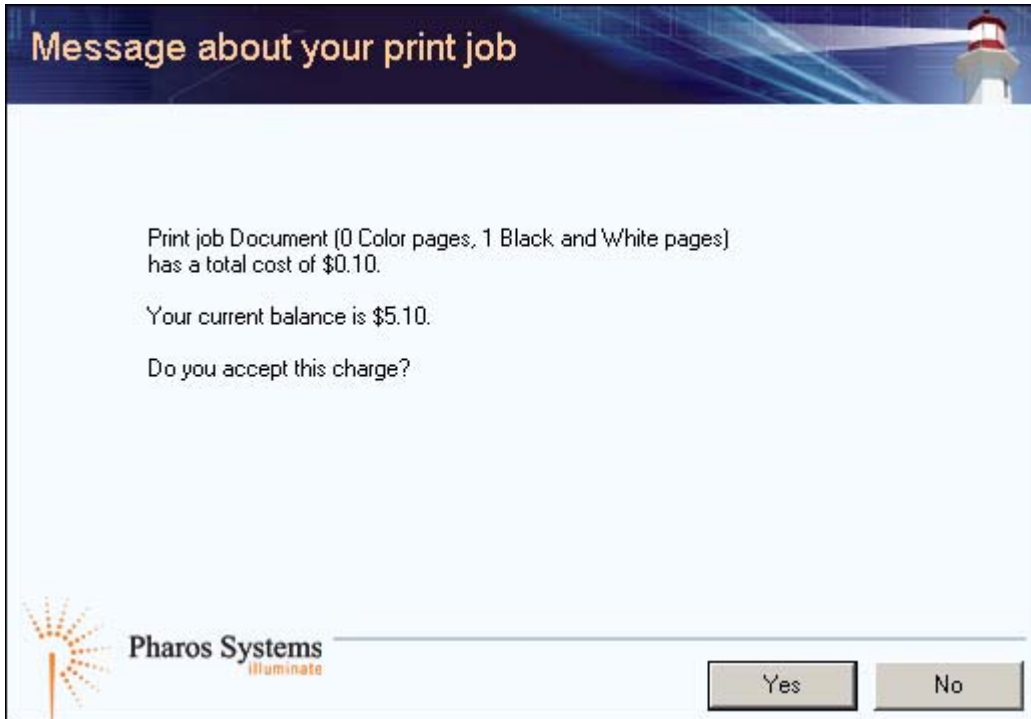
Print Job Details

Please enter your Username or Logon ID This name is associated with the job at the Pharos Station

Please enter a password for this job

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2. Confirm the printing cost, then click 'Yes'.



Message about your print job

Print job Document (0 Color pages, 1 Black and White pages)
has a total cost of \$0.10.

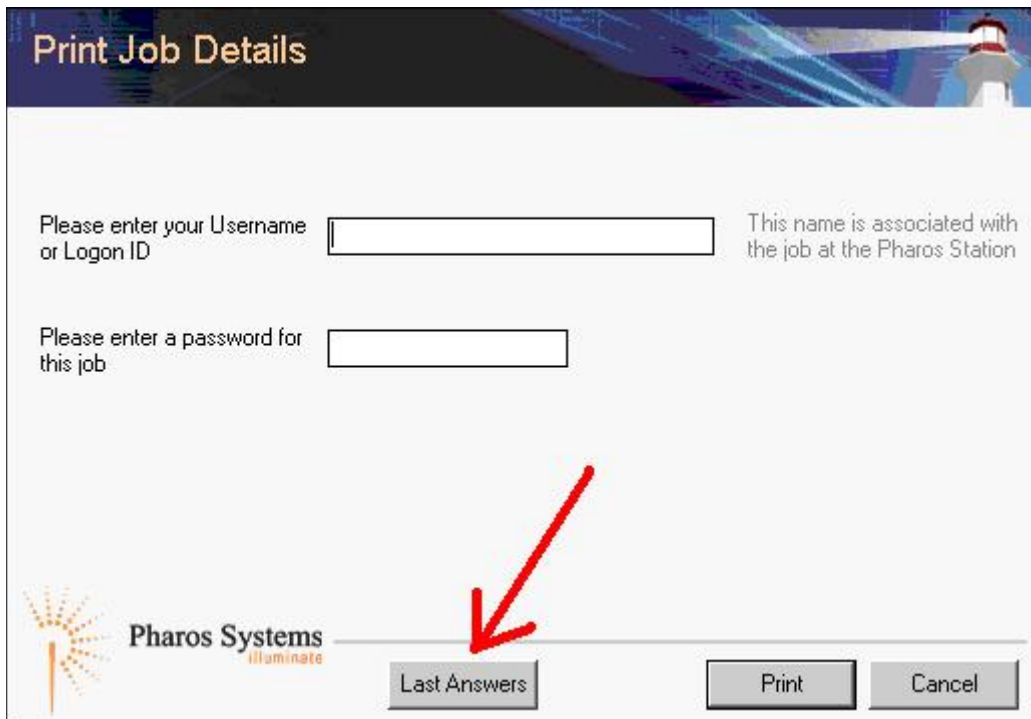
Your current balance is \$5.10.

Do you accept this charge?

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Yes No

3. For subsequent printing, the user has no need to enter the Novell ID & password. Instead, use the "Last Answers" button to give back the identities from the first printing. Make sure user is still on the same computer and same login session.



Print Job Details

Please enter your Username or Logon ID This name is associated with the job at the Pharos Station

Please enter a password for this job

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Last Answers Print Cancel

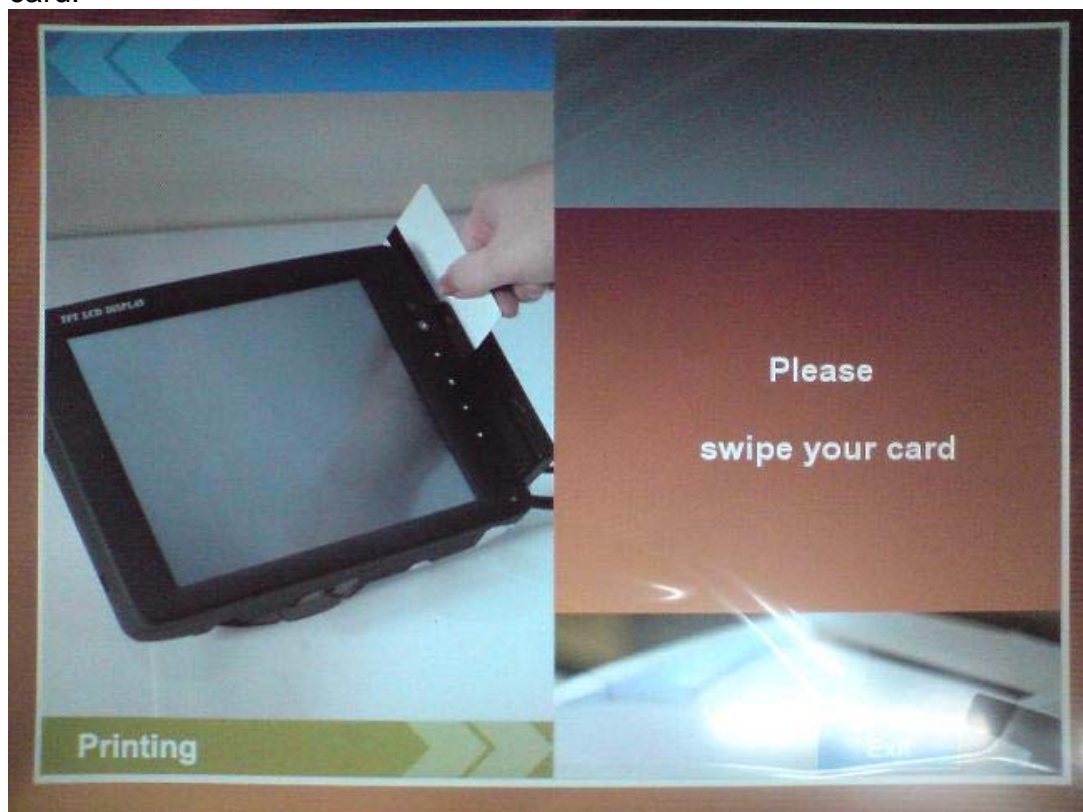
4. After printing, please proceed to the photocopiers to release print jobs.

Guides for Photocopier printing:

5. On the Omega Terminal Touch Screen, you have two options: Printing or Copying. Pick the "Printing" function on the touch screen.



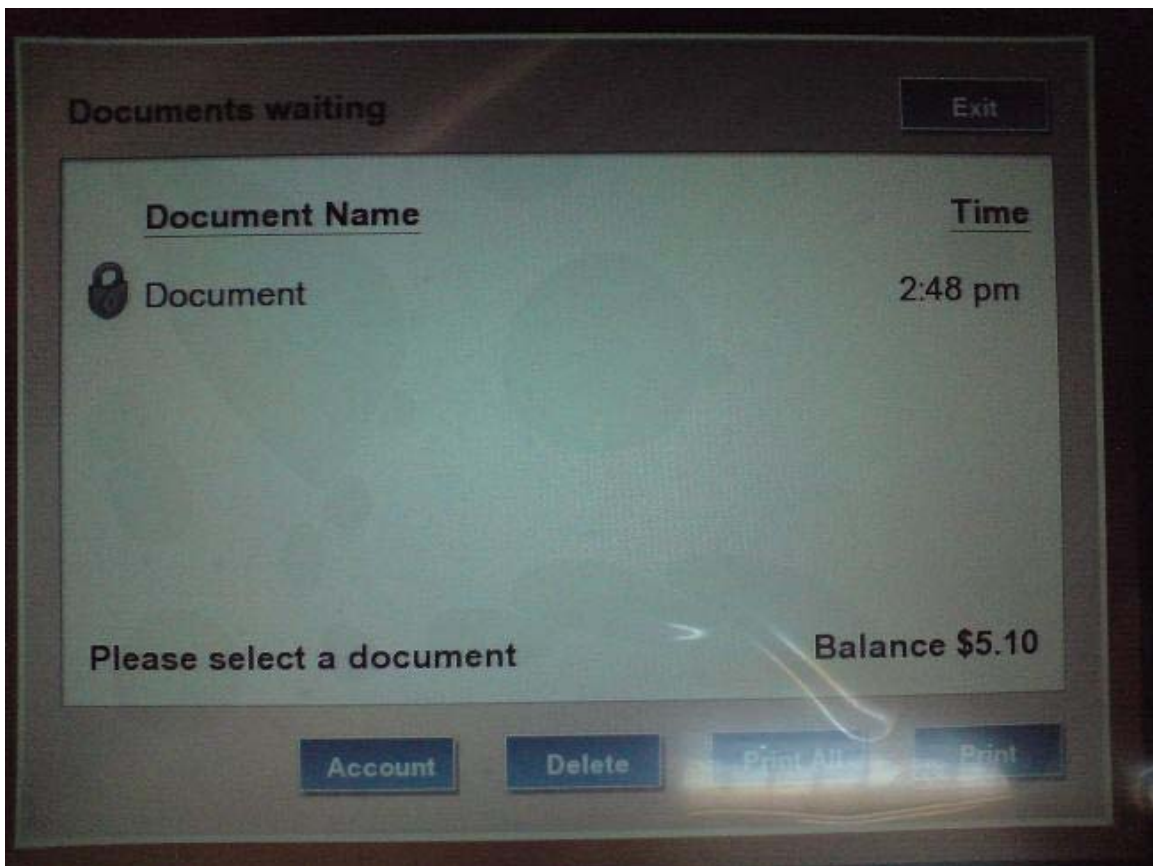
6. Access to your print jobs is now controlled by swiping a Student ID card.



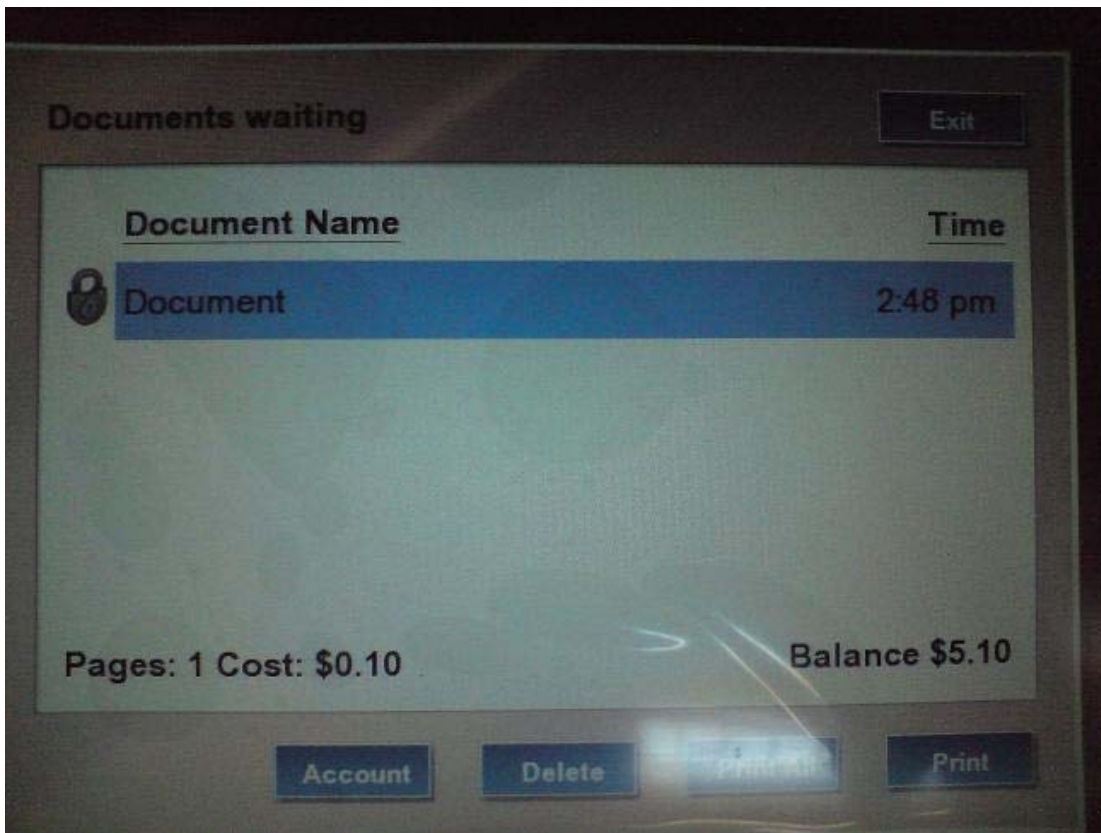
7. Swiping a Student ID card on top of the card reader.



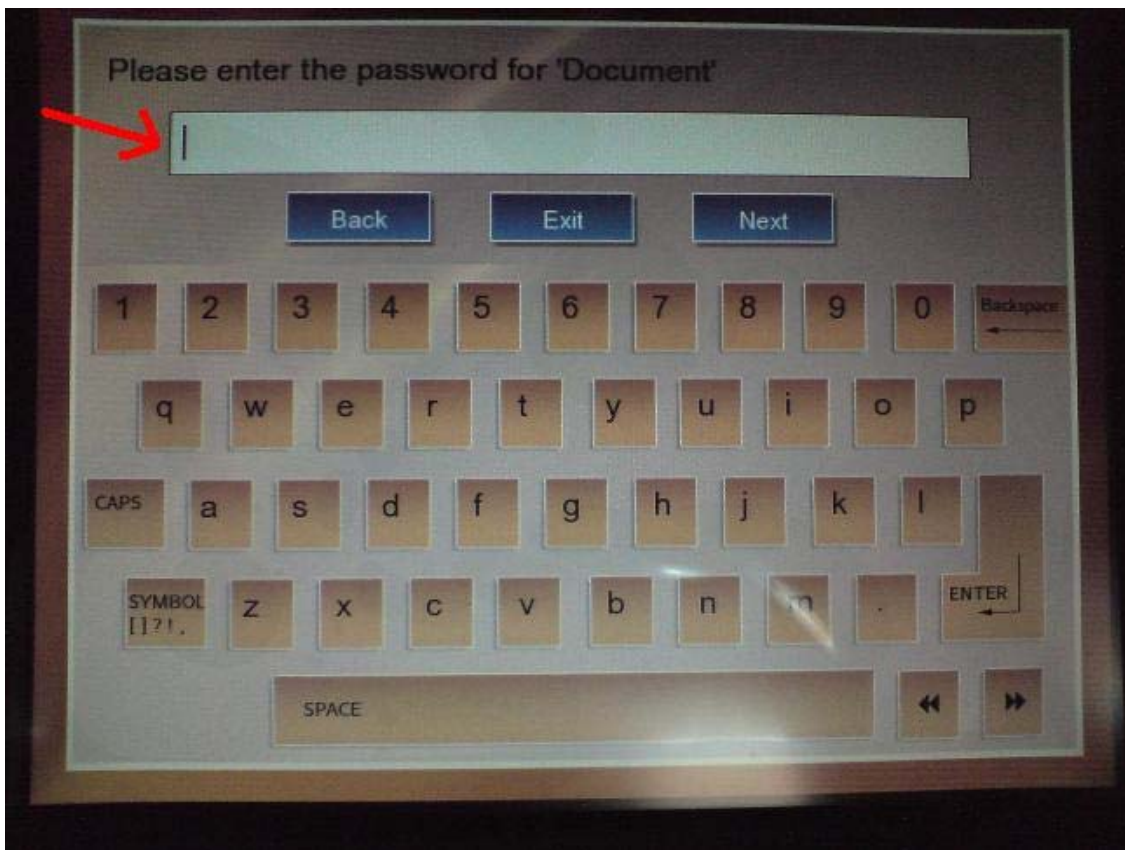
8. You can now see the list of your print jobs,



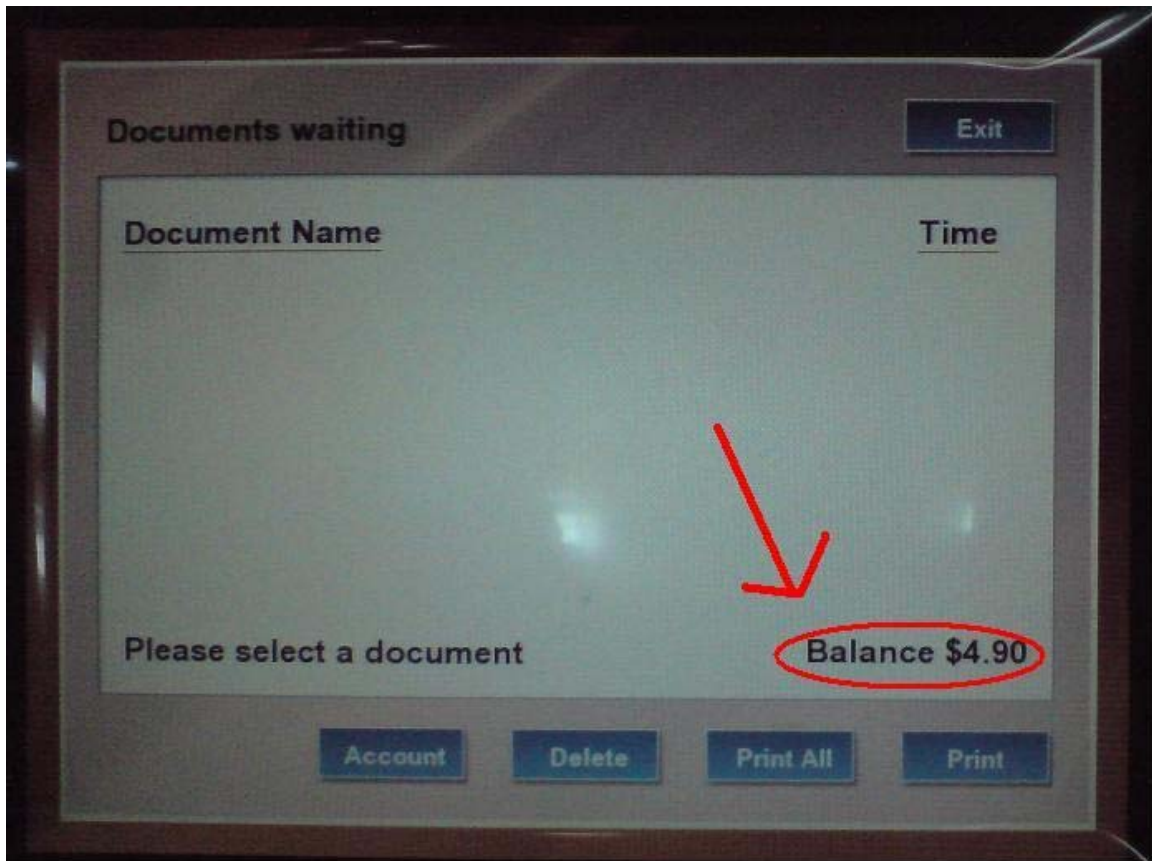
9. Pick Document by touching the screen.



10. System will prompt you to enter your Novell password. After entering the password. Press "Next" button on the screen to proceed printing.



11. After printing, the screen will show you the current card balance. Press "Exit" button on the screen to end the printing session.

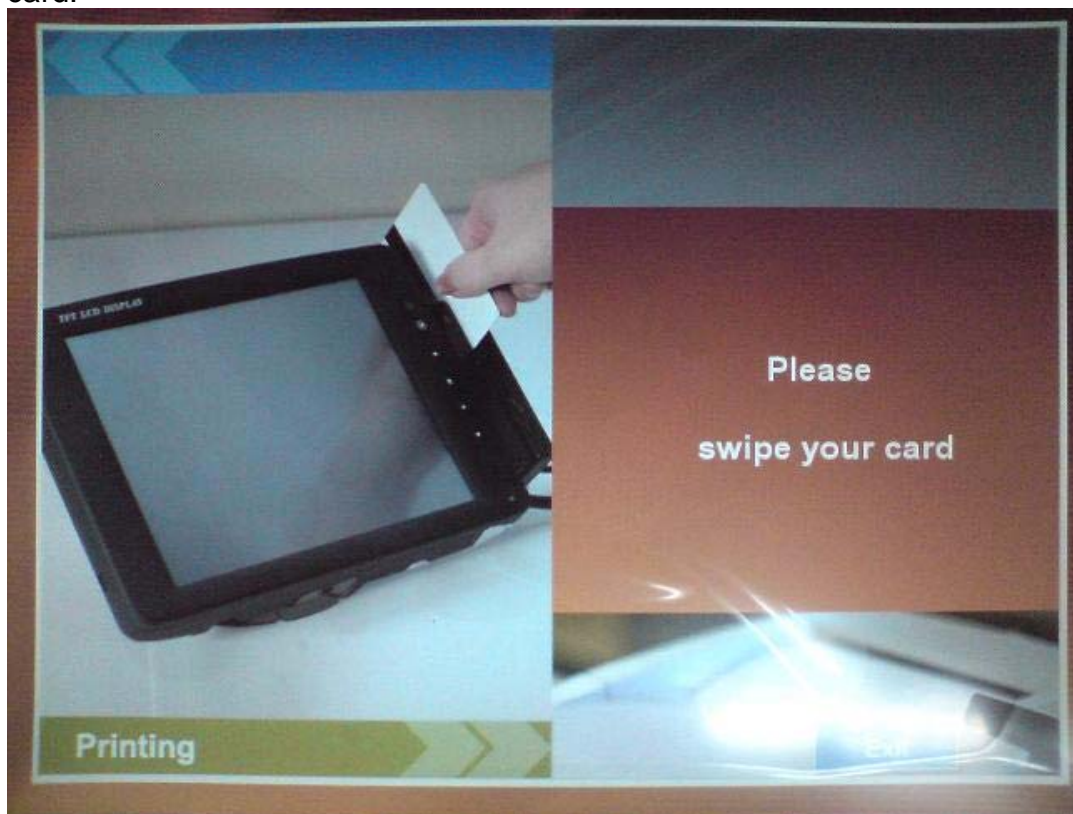


Guides for Photocopier copying:

12. On the Omega Terminal Touch Screen, you have two options: Printing or Copying. Pick the "Copying" function on the touch screen.



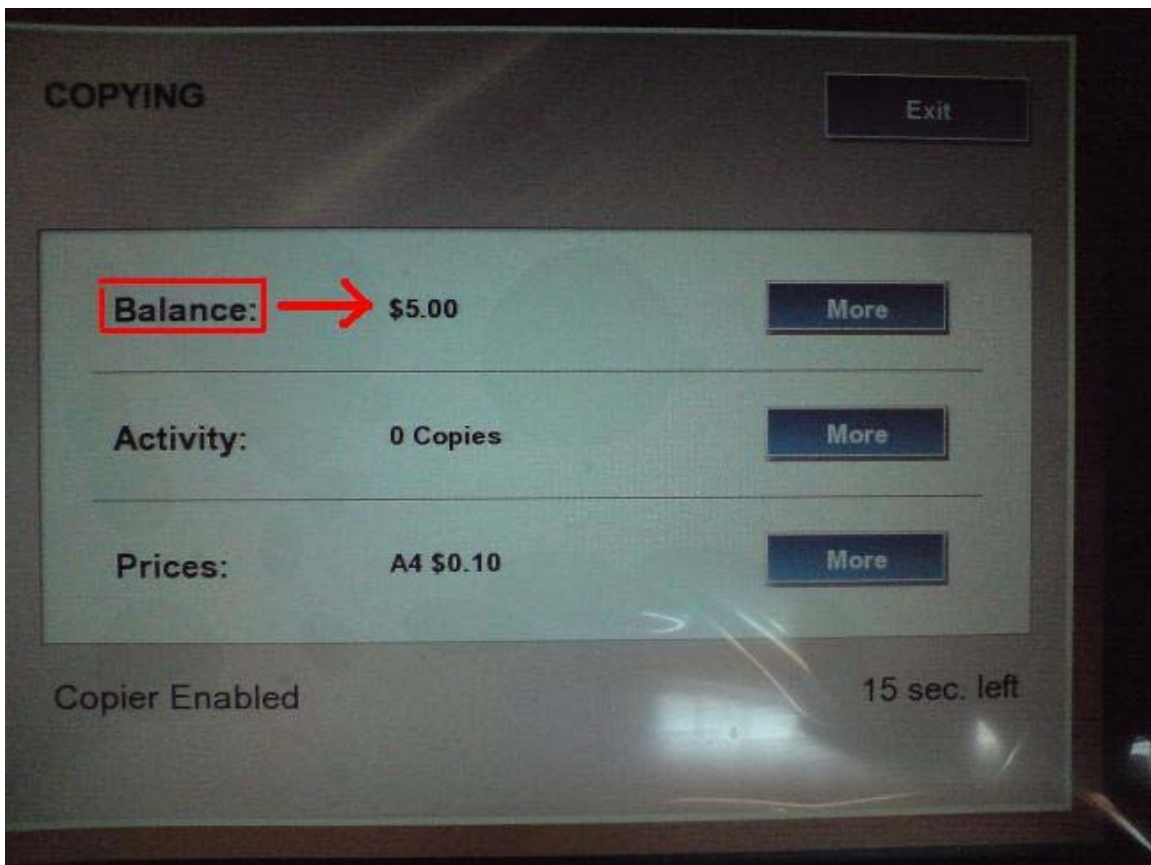
13. Access to copying function is now controlled by swiping a Student ID card.



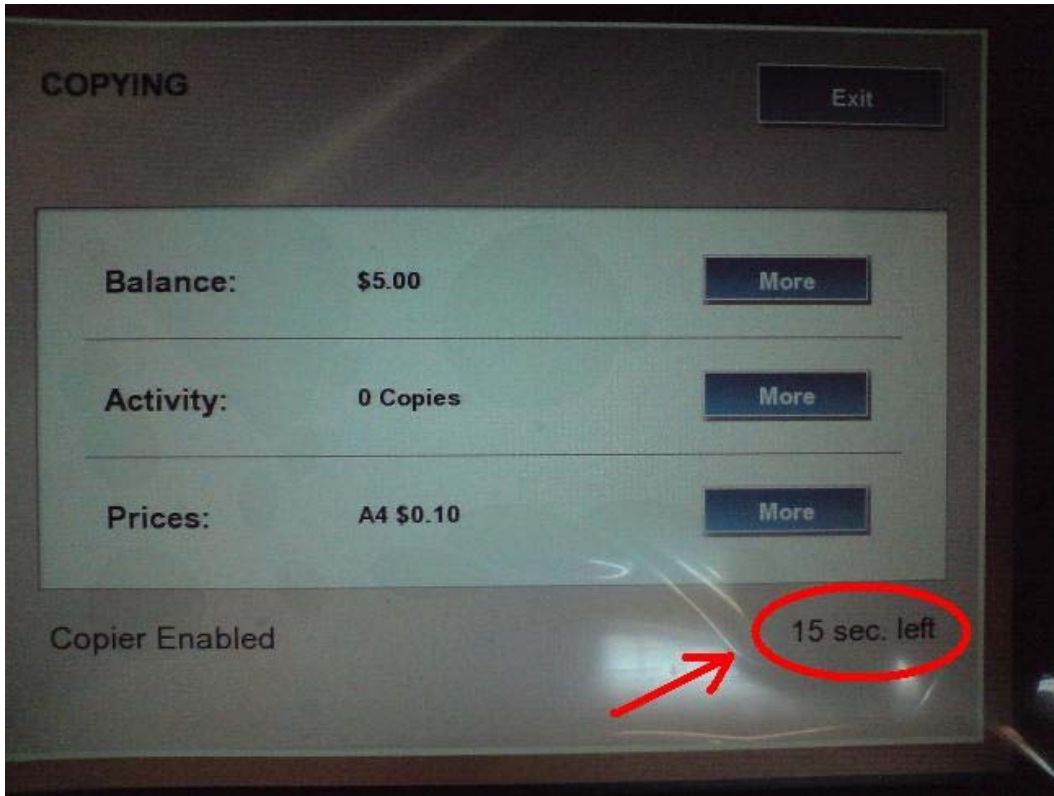
14. Swiping a Student ID card on top of the card reader.



15. The screen will show your current card balance, price for A4 size copying is \$0.10.



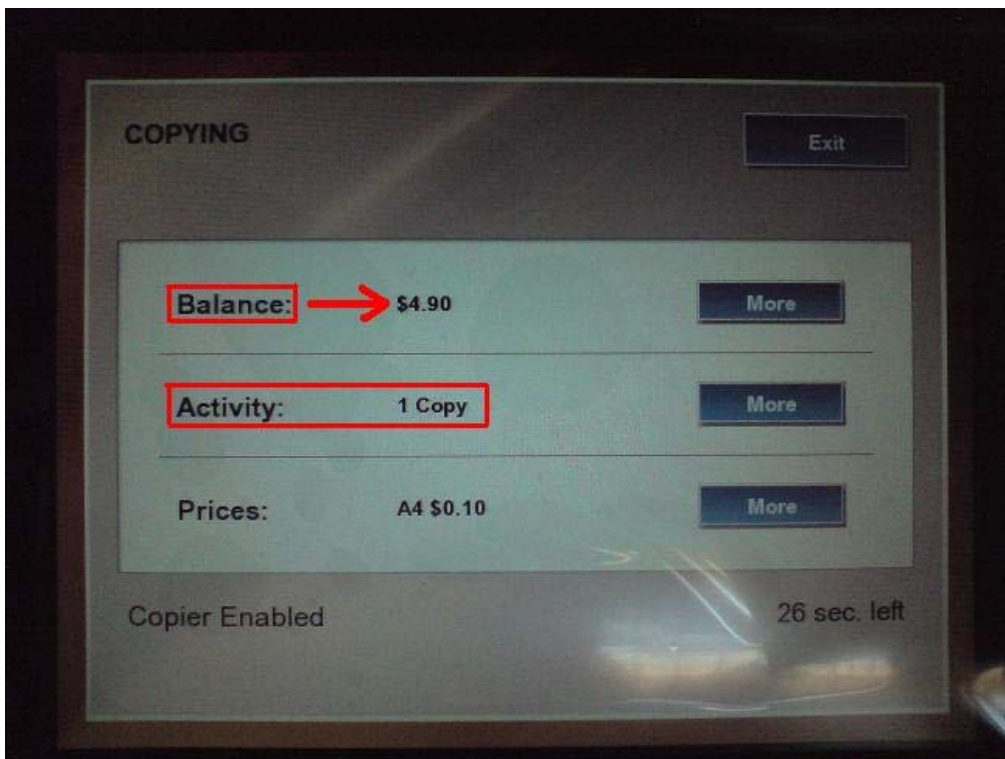
16. You have 30 sec to react for each copying action.



17. After copying, you will notice the card balance amount reduced and the number of copies printed. After you are done, remember to press the "EXIT" button.

NOTES:

If you fail to end the copying session, other users can make use of your credit for copying.



18. After Exit, the system screen will return to the main menu.



FREQUENTLY ASKED QUESTIONS

1. I want to make use of my student ID card but my card is the old card?

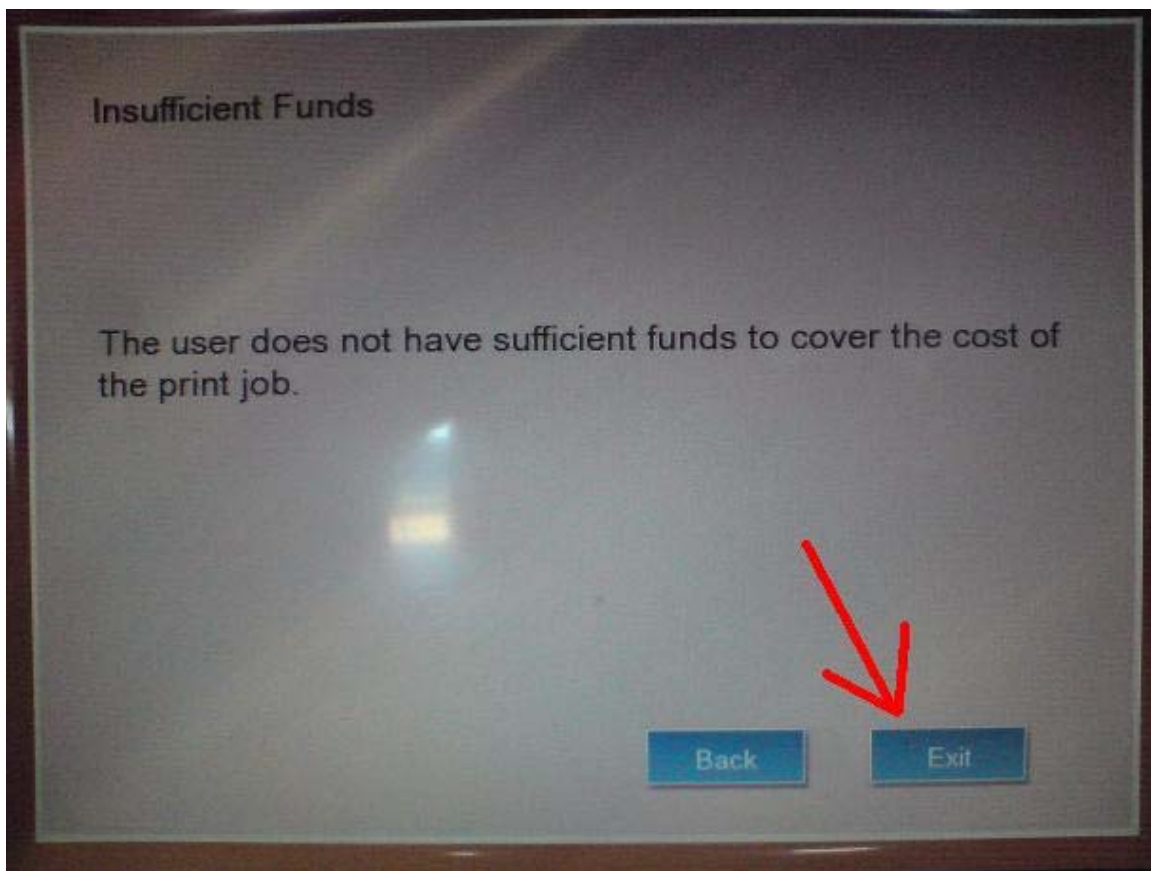
Please go to Student Information Centre to get your new student ID card.

2. After I printed from the PC I did not get my print jobs in the Omega Terminal touch screen after I swiped my student ID card.

Your student ID card is not activated or spoilt.

3. After I pick the “copying” function and login to the Omega Terminal but the screen show insufficient funds after I start copying.

Your card balance is insufficient for the current copying job. Please press “Exit” button on the screen to end the copying session and proceed to library counter to top up you Student ID card balance.

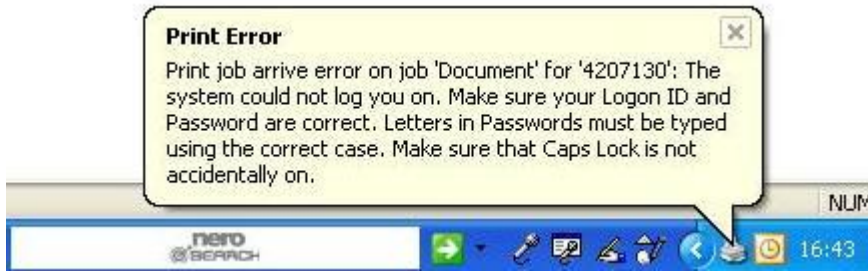


4. I am able to print out but the print out is blank.

Please inform the librarian to get the technician to fix the printer. Try to print again after printer is fixed.

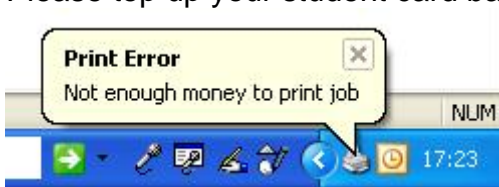
5. I am getting this print arrive error on job pop up.

Please check your Novell Id and password.



6. I am getting not enough money error pop up.

Please top up your student card balance.



7. After Novell authentication, you have forgotten to accept the printing cost.

Please remember to click "Yes" to accept the printing cost. If you click "No", you will get the same pop up error.

