

Go Green! Be Sunny!



Wu Yee Sun College Learning Commons

User Guide on COPY

To report problems
encountered :



1. Select **[Copy]**



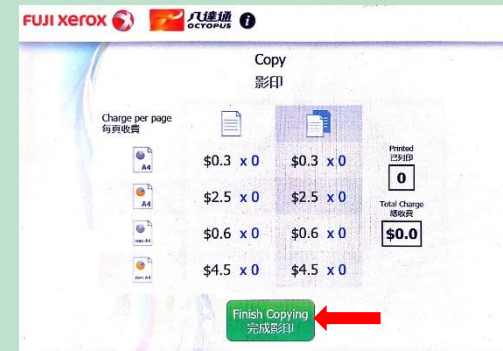
2. Insert Octopus Card



3. Select **[Copy]** and make the
necessary settings, then press
[Start]



4. Select **[Finish copying]** after the print job



6. If a receipt is required, check the **[Print Receipt]** box & press **[Confirm]**.
If not, press **[Confirm]** to skip

5. Press **[Finish]**
after the transaction



IMPORTANT:
Always
remember to
take back your
Octopus Card
before leaving!

Go Green! Be Sunny!



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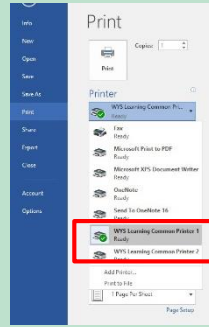
User Guide on PRINT

To report problems
encountered :

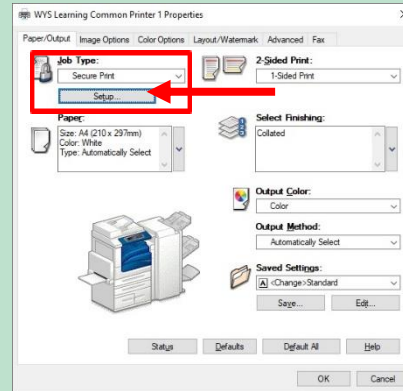


Part A: To Send a Print Job from Computer

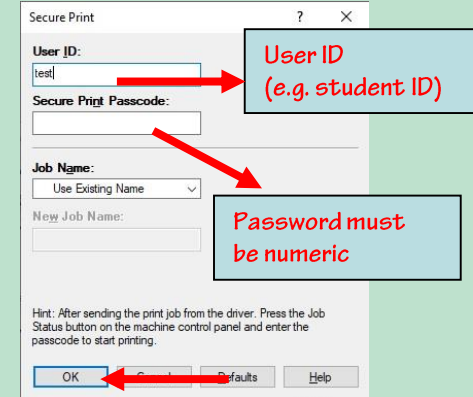
A1. Choose **WYS Learning Common Printer 1 or 2** & select **[Properties]**



A2. Set **[Secure Print]** for job Type & press **[Setup]**

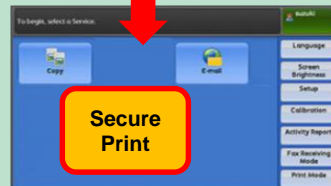


A3. Set **[User ID]** & **[Password]** for your print job, then press **[OK]**

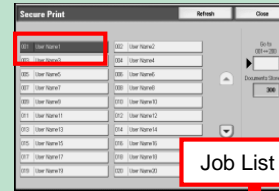


Part B: To Retrieve a Print Job from Copier

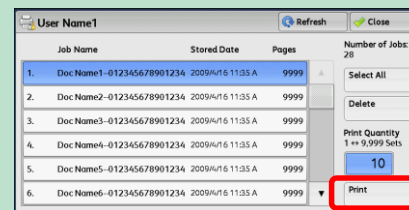
B1. Select **[Secure Print]**
B2. Insert Octopus Card
B3. Press **[Secure Print]** on copier's control panel



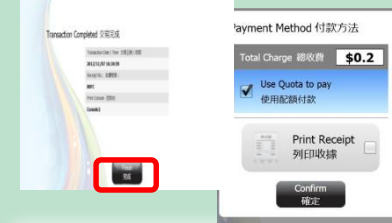
B4. Select **[User ID]** & press **[Job List]**.
B5. Enter **[Password]**
B6. Select the document, press **[Print]** & then **[Print and Delete]**



Enter Password



B7. After the print job, select **[Completed]**. Press **[OK]** or check the box **[Print Receipt]** if required & **[Confirm]**



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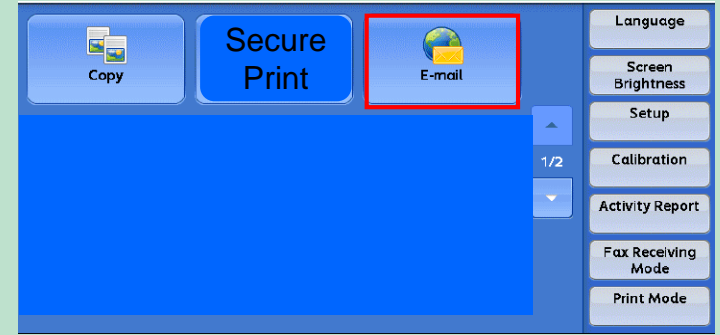


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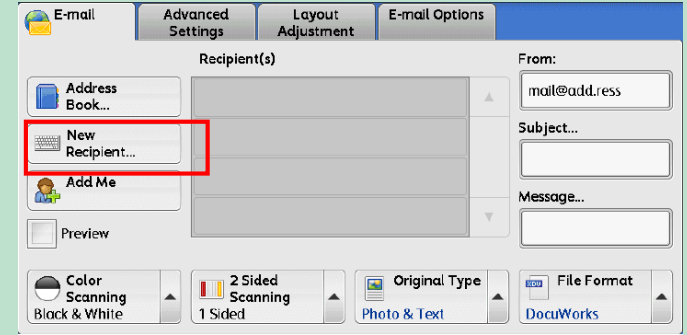
To report problems
encountered :



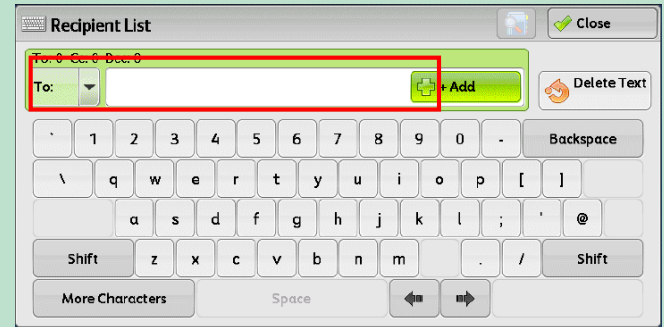
1. Select **[E-mail]** in the control panel of copier



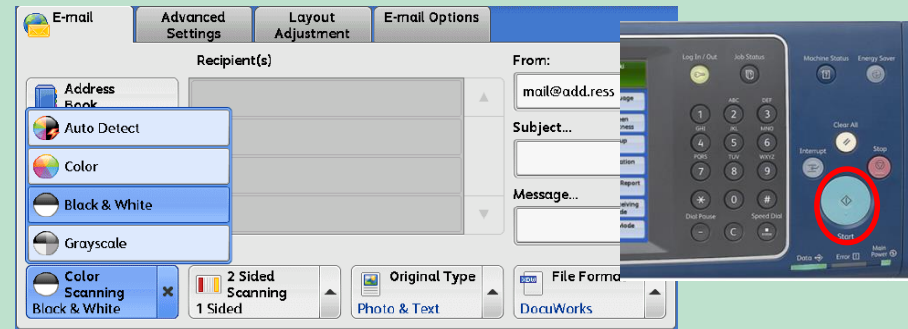
2. Select **[New Recipient]**



3. Enter Email Address
for scan destination &
press **[Close]** to confirm



4. Select scan
preferences;
Load document in
top feeder or on
Document Glass.
Press **[Start]** to
scan



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Service Charges

To report problems
encountered :



Service Charges for Print, Copy & Scan 列印、影印及掃描服務收費一覽

	A4 Simplex 單面	A4 Duplex 雙面	A3 Simplex 單面	A3 Duplex 雙面
Black & White Printing/Copying 黑白列印或影印	\$0.3	\$0.6	\$0.6	\$1.2
Colour Printing/Copying 彩色列印或影印	\$2.5	\$5.0	\$4.5	\$9.0
Scanning 掃描	Free 免費			

Above is the charge per sheet of paper
以上價錢以每張計算

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Driver Installation
for Sending Print
Jobs from Your Own
Windows Computer

To report problems
encountered :



WYS LEARNING COMMONS WINDOWS PRINT DRIVER

INSTALLATION GUIDE



伍宜孫書院
WU YEE SUN COLLEGE

Step-by-Step Driver Installation Guide for sending print jobs from your own Windows computer to Learning Commons printers

<https://www.youtube.com/watch?v=C1hyHWgbzFA&feature=youtu.be>

