Go Green! Be Sunny!

Wu Yee Sun College Learning Commons

****

User Guide on COPY

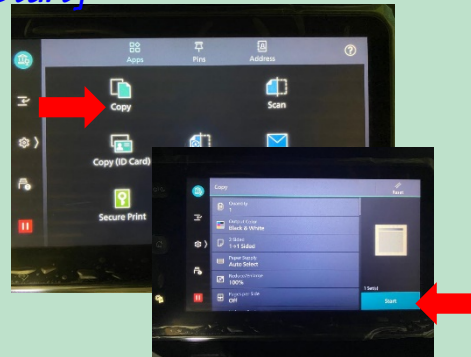**To report problems encountered :**

1. Select *[Use Octopus]*

2. Insert Octopus Card

For Octopus users

3. Select *[Copy]* and make the necessary settings, then press *[Start]*
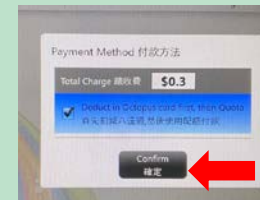
4. Select *[Finish copying]* after the copy job

5. Press *[Complete and logout]* after the transaction

6. Press *[Confirm]* to finish

Go Green! Be Sunny!

Wu Yee Sun College Learning Commons
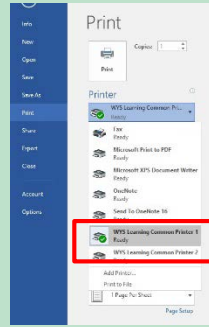***********

User Guide on PRINT

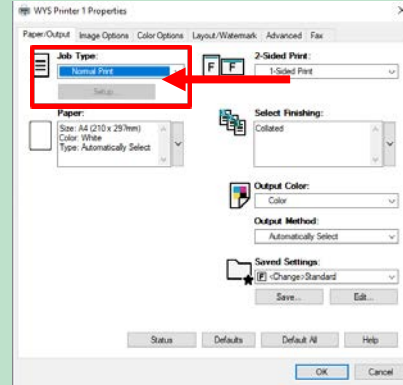**To report problems encountered :**
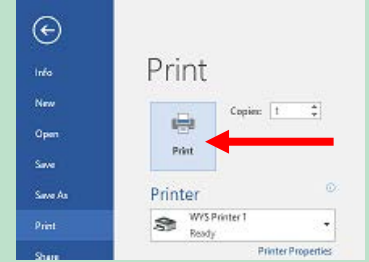

Part A: To Send a Print Job from Computer

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

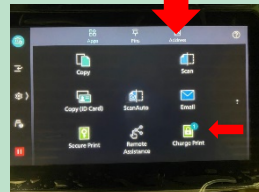**A2.** Set *[Normal Print]* for job Type, then select *[OK]*
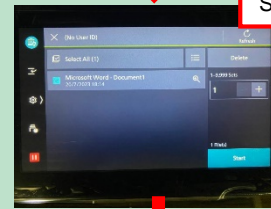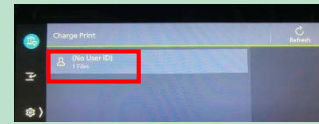
A3. Select *[Print]* to send the Job to the Printer

Part B: To Retrieve a Print Job from Copier

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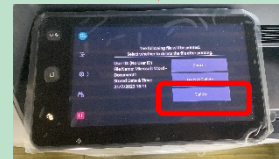**B3.** Press *[Charge Print]* on copier's control panel

Charge Print

B4. Select *[User ID]*
B5. Select the document, press *[Start]*
B6. & then select *[Delete]*

Select Document

Start

Delete

B7. After the print job, select *[Finish Copying]*. Press *[Confirm]* to finish

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

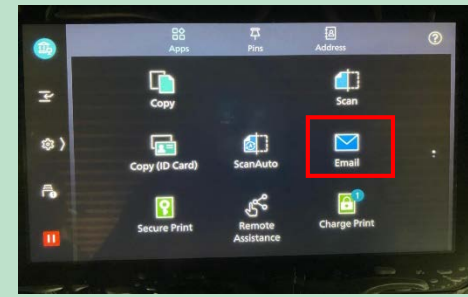**Wu Yee Sun College Learning Commons**

****

User Guide on SCAN

To report problems encountered :

1. Select *[Email]* in the control panel of copier

2. Enter Email Address for scan destination

3. Select ⚙ to change the scan preferences, & press

⚙ again to exit, then press *[OK]* to confirm
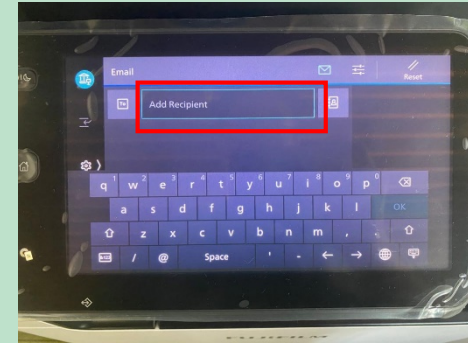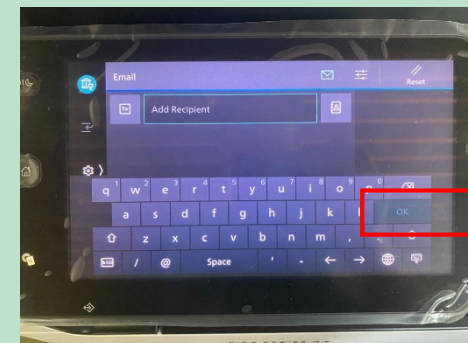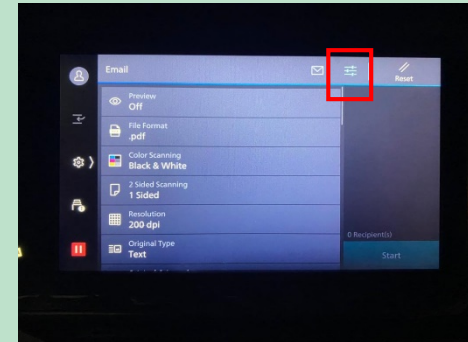
Go Green! Be Sunny!

Wu Yee Sun College Learning Commons
****
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

Go Green!
Be Sunny!

Wu Yee Sun College Learning Commons

****

Print Job From Your Laptop

To report problems encountered :

Step-by-Step Guide to Send Print Jobs from Your Laptop Computer

1) Download printer Driver Here:
https://tinyurl.com/3xabtzrm
OR
https://support-fb.fujifilm.com/setupDriverForm.do?ctry_code=HK&lang_code=en&d_lang=en&pid=AC7070
OR
Scan :

2. Follow the Installation Step Here:
https://youtu.be/VAIgdXDVKP0

OR

Scan :