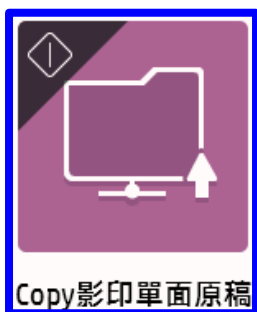


Printer Operation Document

For NO.1 & NO.3 black and white printer



←Print single/double-sided using **single-sided original manuscript**.

*If you wish to print two single-sided pages as double-sided, please select double-sided printing during the multi-payment machine operation.



←Print single/double-sided using **double-sided original manuscript**.

*Use the **automatic scanner** on the **top of the printer** to scan your double-side document.



←You can **copy both sides of your ID** on the **same side**



←You can **scan your document** and **email** it to your personal mailbox.



***The NO.3 printer** additionally offers the function to scan documents and save them to a **USB** drive.

***Some USBs may not be recognized**. Please ensure it is detected before saving.

Instructions

1. NO.1 & NO.3 printers are only **available for black and white printing and copying**, use NO.2 when you need color-printing.
2. If **the size cannot be identified automatically**, please **choose A4/A3** manually.
3. For **printing**, please get your printing code on the computer beforehand and then pick it up through the multi-payment machine.
4. For **copying**, please use the copier, then scan your document to the multi-payment machine, and then print out.
5. Rules for **enlarging or reducing** your document
 - When the size of your document is smaller than A4/A3, it will come out with A4/A3 eventually.
 - When the size of your document is bigger than A4/A3, It will come out with A4/A3 eventually.
 - If you don't want to change the size, please choose A4 or A3 when scanning.



Print single/double-sided using single-sided original manuscript.

1. First put the document you want to copy on the scanner.
(Please place the document in the scanning area and align it with the top left corner.)


文件放置平台對齊左上角

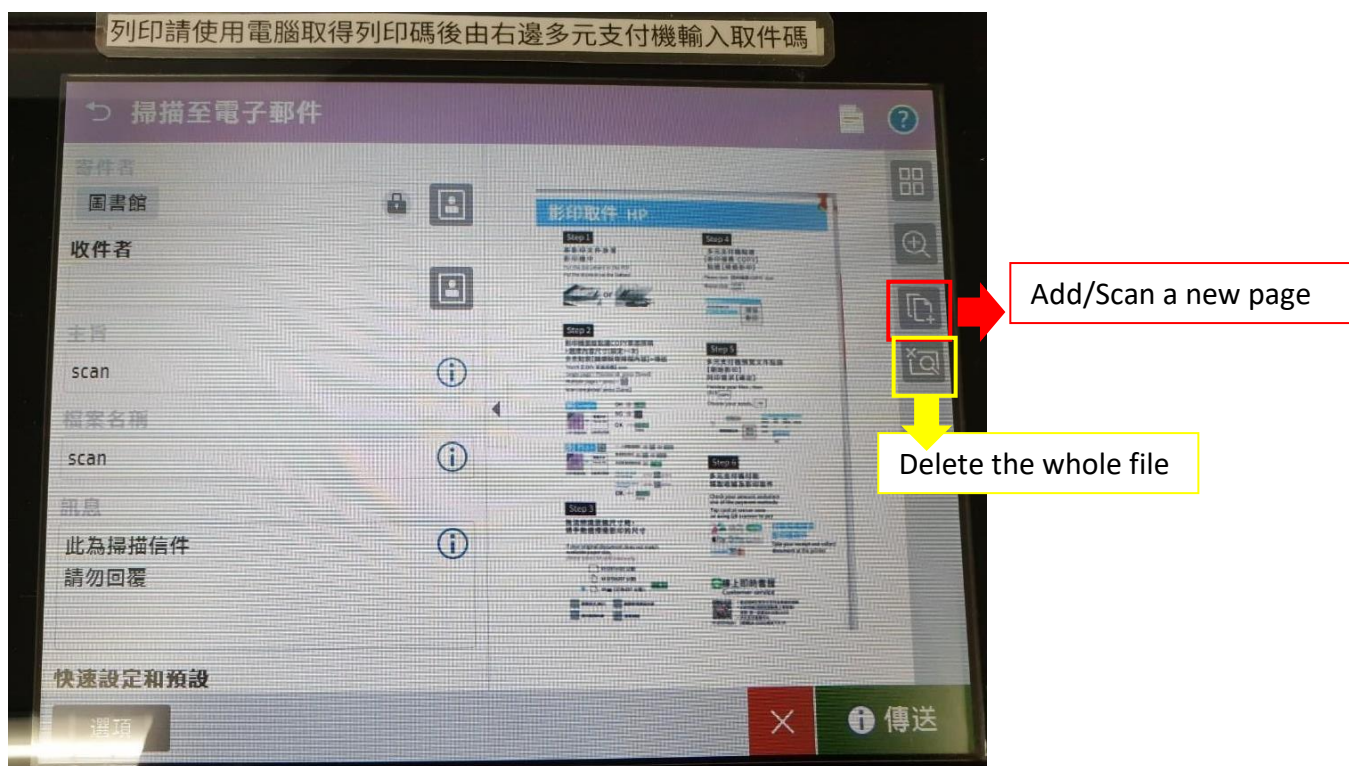


2. Select “**Copy 影印單面原稿(copy single side)**” before scanning your document.




Copy影印單面原稿

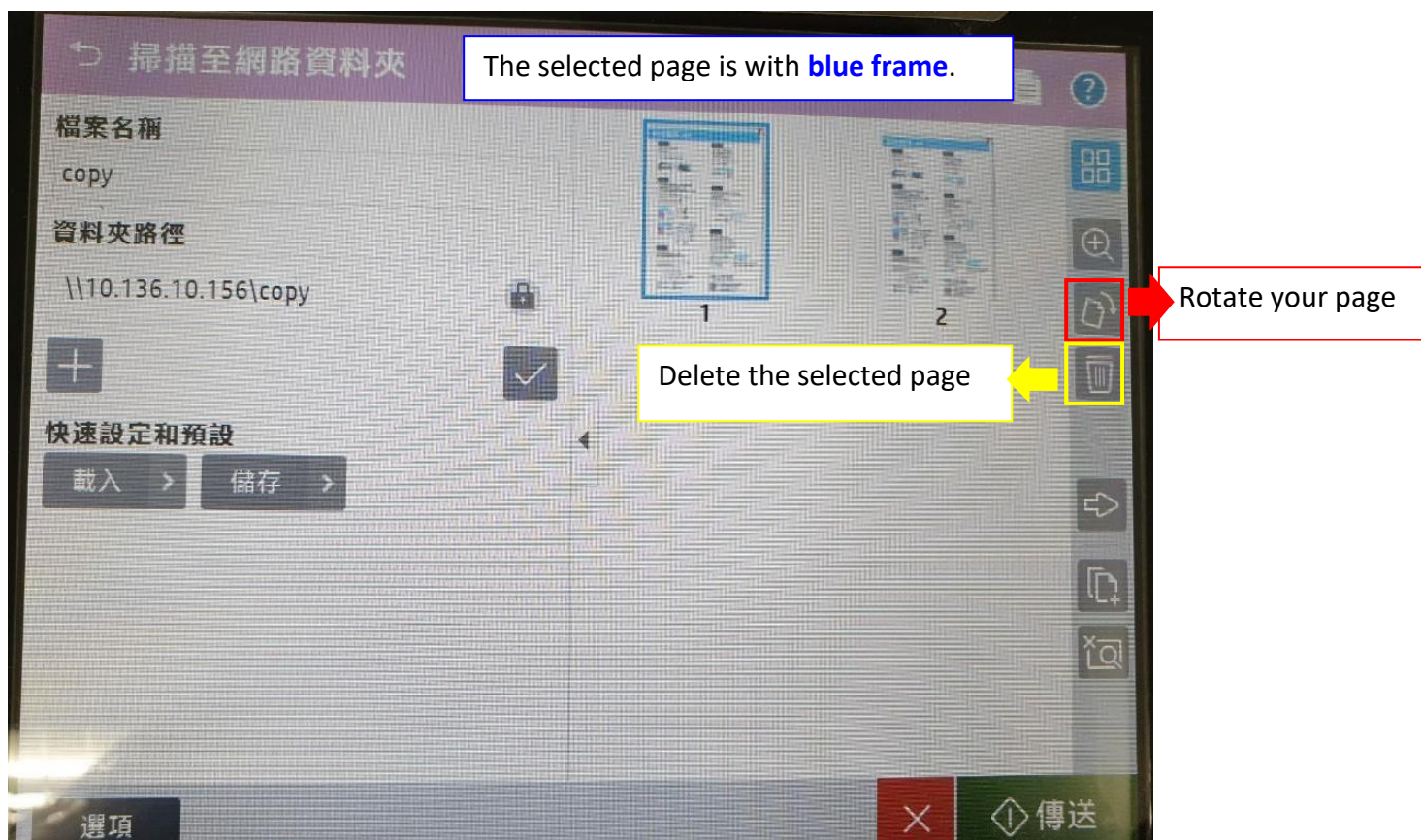
3. You can preview your document, press  to **scan the new page.**



4. To **delete the whole file**, click 

5.To adjust(rotate, delete) a single page, click  to view with multiple pages.

6.Click the page you want to adjust, and then rotate or delete it.



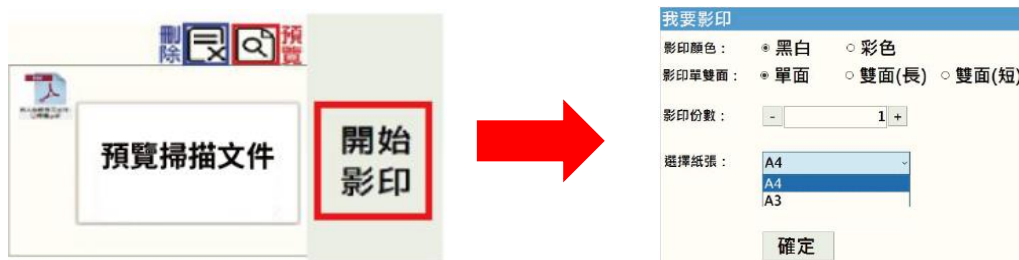
7.Click “**傳送(send)**” after checking the whole document, and the document will be sent to the **multi-payment machine.(As shown in the picture)**.



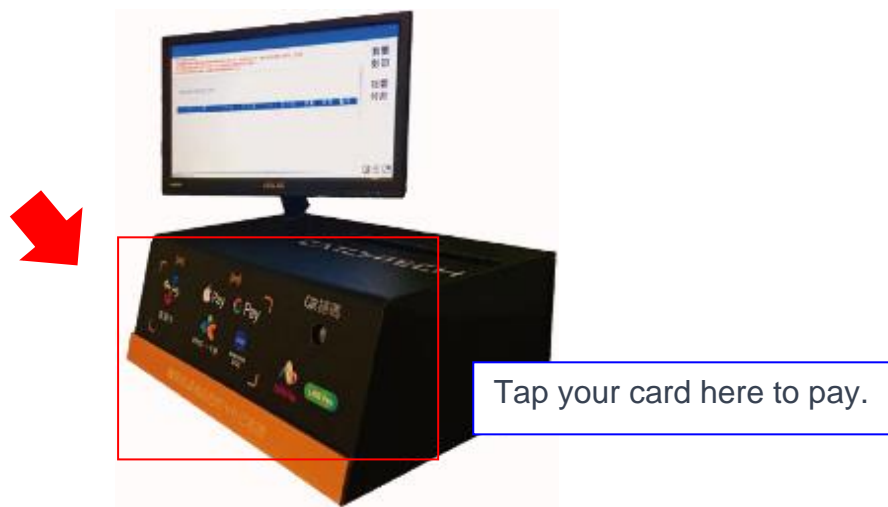
8.Please use the multi-payment machine, choose “**影印服務(copying service)**” →choose“**掃描影印(print)**” →choose“**NO.1_Black**” or “**NO.3_Black**”

On the payment machine, you can preview again, and **all displayed documents will be calculated together**. If you find any unwanted files, please **delete** them before calculating the price.

9.After confirming, please click “**開始影印(Start Copying)**,” choose single/double, quantity, A4/A3. **Machine #1 & #3 is black and white only, do not select color.**

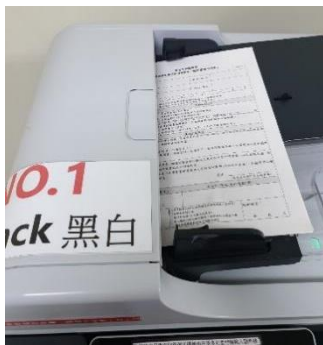


10. Once confirmed, select the payment method and proceed by tapping or sensing the payment.




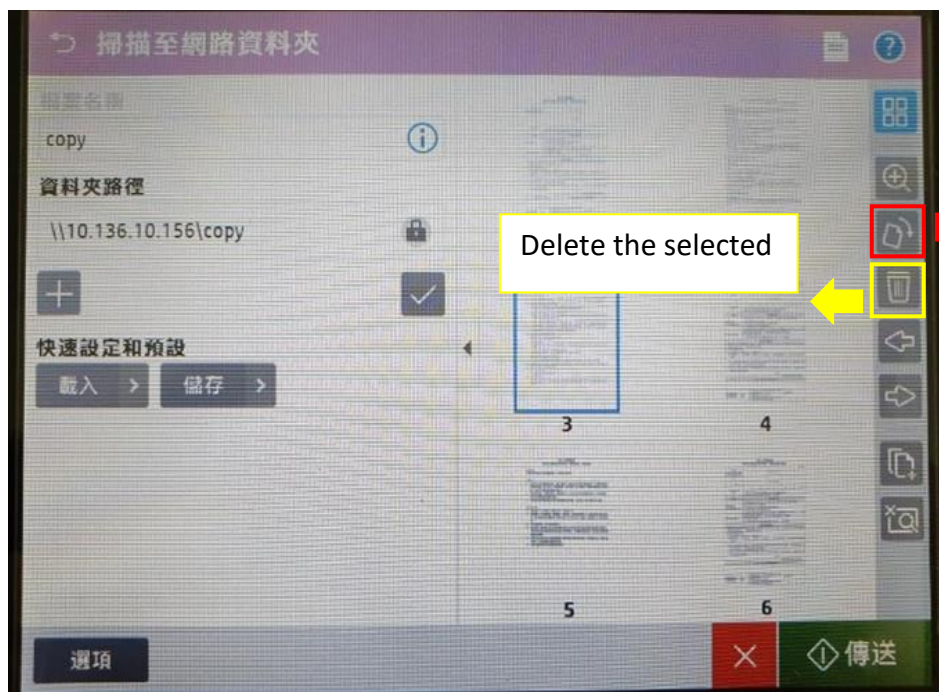
Print single/double-sided using double-sided original manuscript.

1. Put the document on the Automatic Document Feeder (ADF).

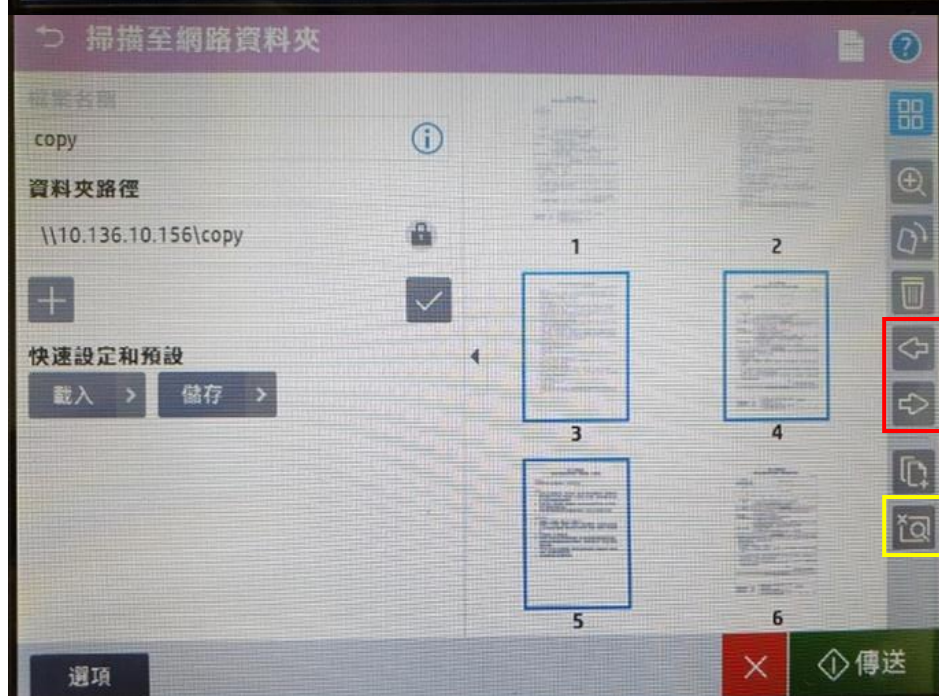


2. Select “**Copy 影印雙面原稿(copy double sided)**” before scanning your document.

3. Click  to view multiple pages after scanning, and select and adjust your pages.



Rotate the selected page

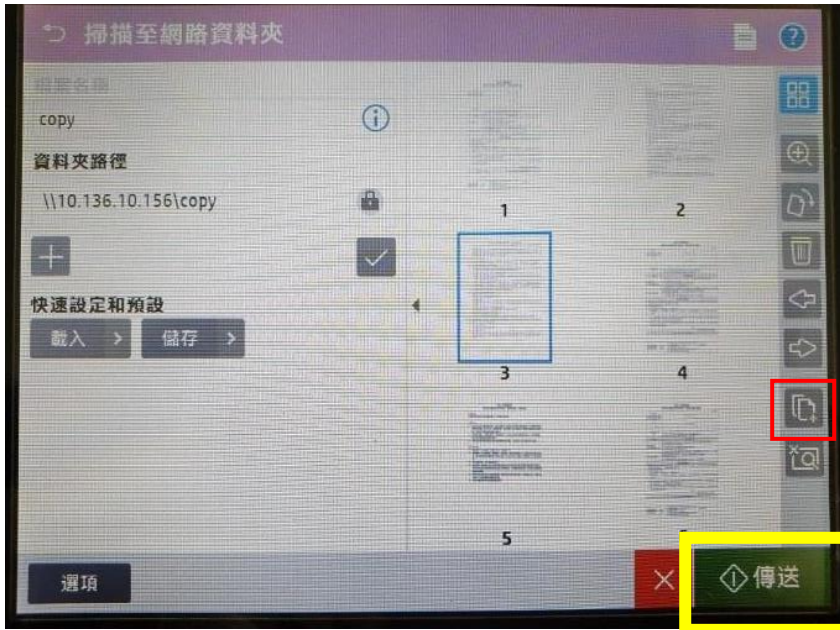


Change the order of the pages

Delete the whole document

4.If you want to add a new page, click  after placing your document correctly.

5.Click “**傳送(send)**” after checking the whole document, and the document will be sent to the **multi-payment machine.(As shown in the picture)**

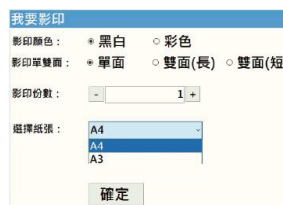


→ Add a new page

6.Please use the multi-payment machine, choose “**影印服務(copying service)**” →choose“**掃描影印(print)**” →choose“**NO.1_Black**” or “**NO.3_Black**”

On the payment machine, you can preview again, and **all displayed documents will be calculated together**. If you find any unwanted files, please **delete** them before calculating the price.

7.After confirming, please click "開始列印(Start Copying)," choose single/double, quantity, A4/A3. **Machine #1 & #3 is black and white only, do not select color.**



8.Once confirmed, select the payment method and proceed by tapping or sensing the payment



Tap your card here to pay.

ID Card Copy

1. Select “ID Copy 證件影印(ID Card Copy)” before scanning.



ID Copy證件影印

2. You can copy both sides of your ID on the same side, and please align your ID with the corner **on the left**. (Keep a slight distance from the frame)



3. Follow the instruction, click “掃描(scan)”, and scan the first side (front).

4. And then turn over your ID, place it in the same spot, click “掃描(scan)” again.

Click “完成(Complete)” after both sides are scanned, and the file will be sent to the **multi-payment machine. (As shown in the picture)**



5. Please use the multi-payment machine, choose “影印服務(copying service)” → choose “掃描影印(print)” → choose “NO.1_Black” or “NO.3_Black”

On the payment machine, you can preview again, and **all displayed documents will be calculated together. If you find any unwanted files, please delete** them before calculating the price.

6. After confirming, please click “開始列印(Start Copying),” choose single/double, quantity, A4/A3.

Machine #1 & #3 is black and white only, do not select color.



7. Once confirmed, select the payment method and proceed by tapping or sensing the payment



Tap your card here to pay.

Scan to your email (Free)

You can scan your document and email it to your personal mailbox

The **NO.3 printer** additionally offers the function to scan documents and save them to a **USB** drive.

1. Please place your single-sided document correctly on the scanner. You can also use the Automatic Document Feeder (ADF) above when you need double-sided scanning.

2. Click “掃描至電子郵件(Scan to your mail)”, and set up your e-mail. **(*Check the image at the bottom for setup details.)**



掃描至電子郵件

3. Click “傳送(send)” after scanning completes, and the file would be sent.



The screenshot shows the 'Scan to your email' interface. The title bar contains '掃描至電子郵件' and 'Scan to your email'. The interface is divided into two main sections: input fields on the left and labels on the right. The input fields are: '寄件者' (Sender) with the email 'scan5f@honlynn.com.tw', '收件者' (Recipients), '副本' (Cc), '密件副本' (Bcc), '主旨' (Subject), and '檔案名稱' (File Name) with '[Untitled]'. The labels on the right are: '←Sender (Auto)', '←Recipients (set up your e-mail)', '←Cc', '←Bcc', '←Subject', and '←title of the document'. At the bottom right, there is a green '傳送' (Send) button with an information icon. Below the screenshot, there is a separate box with '↑ Send'.

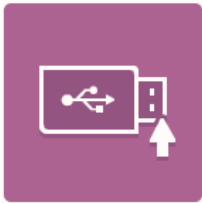
Scan to your USB (Free)

***This function is available only on the NO.3 printer.**

1. Please insert your USB in the jack (Left side of the NO.3 printer screen)



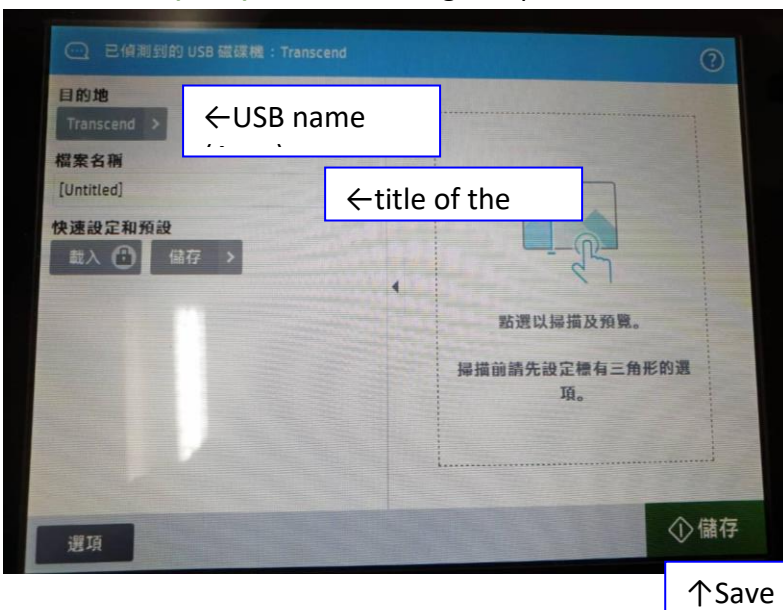
2. Click “掃描至 USB 磁碟機(Scan to USB)”, and **make sure that the USB is readable**.



掃描至 USB 磁碟機

3. Please place your single-sided document correctly on the scanner. You can also use the Automatic Document Feeder (ADF) above when you need double-sided scanning.

4. Click “儲存(save)” after scanning completes, and the file would be sent to your USB.



For NO.2 color-printer



copy 單面

←Print single/double-sided using **single-sided original manuscript**.

*If you wish to print two single-sided pages as double-sided, please select double-sided printing during the multi-payment machine operation.



copy 雙面

←Print single/double-sided using **double-sided original manuscript**.

*Use the **automatic scanner** on the **top of the printer** to scan your double-side document.



電子郵件

←You can **scan your document** and **email** it to your personal mailbox.

Print single/double-sided using single-sided original manuscript.

1.First put the document you want to copy on the scanner.

(Please place the document in the scanning area and align it with the top left corner.)

文件放置平台對齊左上角



2.Select “Copy 單面(copy single side)” before scanning your document.

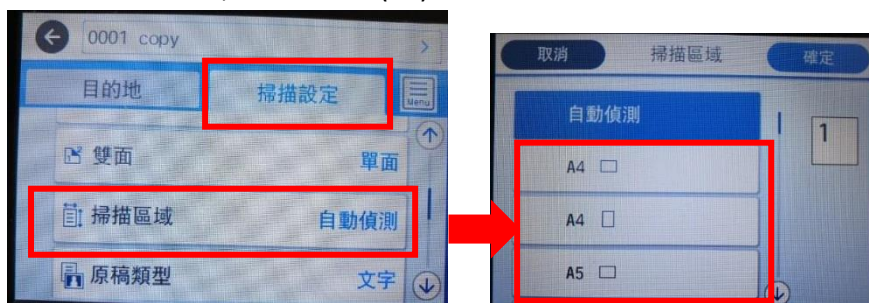


3.If **there is another page, click “是(Yes)”**→“開始掃描(start scanning)” after placing your document correctly.

Once the scanning is done, click“否(No)”→the document will be sent to the **multi-payment machine.**(As shown in the picture)



4.If the size cannot be identified, click “掃描設定(scan settings)” and find the “掃描區域(scanning area)”
Choose A4 or A3, click “確定(ok)”.



5.Please use the multi-payment machine, choose “影印服務(copying service)”→choose“掃描影印(print)”→choose“NO.2_Color”

On the payment machine, you can preview again, and **all displayed documents will be calculated together.** If you find any unwanted files, please **delete** them before calculating the price.

6. After confirming, please click "開始列印(Start Copying)," choose single/double, quantity, A4/A3.



7. Once confirmed, select the payment method and proceed by tapping or sensing the payment.



Print single/double-sided using double-sided original manuscript.

1.Put the document on the Automatic Document Feeder (ADF).

文件放入自動進紙器



2.Click “Copy 雙面(Copy both sides)”, and the scanning will start automatically.

The document will be sent to the **multi-payment machine** after you complete.**(As shown in the picture)**



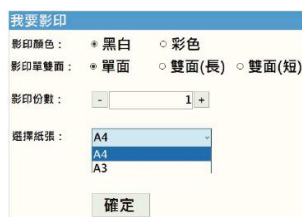
copy 雙面



3.Please use the multi-payment machine, choose “影印服務(copying service)” →choose“掃描影印 (print)” →choose“**NO.2_Color**”

On the payment machine, you can preview again, and **all displayed documents will be calculated together**. **If you find any unwanted files**, please **delete** them before calculating the price.

4.After confirming, please click "開始列印(Start Copying)," choose single/double, quantity, A4/A3.



5.Once confirmed, select the payment method and proceed by tapping or sensing the payment.

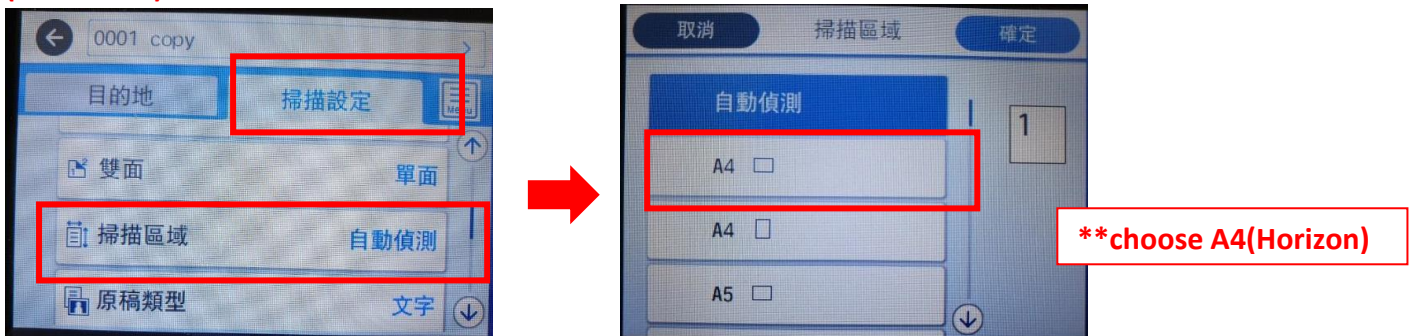


Tap your card here to pay.

Color copying for ID Card

1. You can copy both sides of your ID on the same side with colors, and please **align your ID with the corner on the left. (Keep a slight distance from the frame)**

Use "Copy 單面(copy single side)" → "掃描設定(scan settings)" → "掃描區域(scanning area)" → A4 (Horizontal)

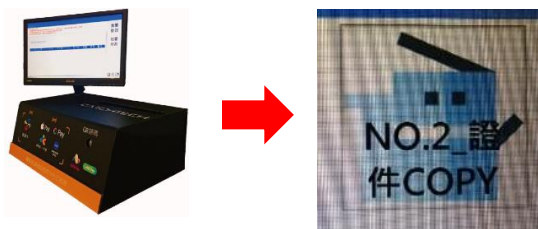


2. And then turn over your ID, place it in the same spot, click "掃描(scan)" again.

The document will be sent to the **multi-payment machine** after you complete. (As shown in the picture)

3. Please use the multi-payment machine, choose "影印服務(copying service)" → choose "掃描影印(print)" → choose "NO.2_證件 Copy"

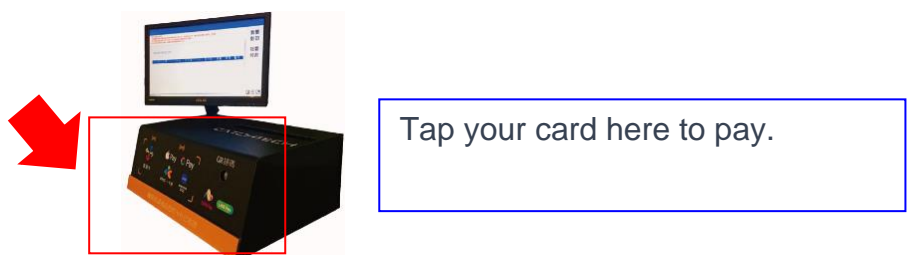
On the payment machine, you can preview again, and **all displayed documents will be calculated together. If you find any unwanted files, please delete** them before calculating the price.



4. After confirming, please click "開始列印(Start Copying)," choose single/double, quantity, A4/A3.



5. Once confirmed, select the payment method and proceed by tapping or sensing the payment.



Scan to your email(Free)

1. Please place your single-sided document correctly on the scanner. You can also use the Automatic Document Feeder (ADF) above when you need double-sided scanning.

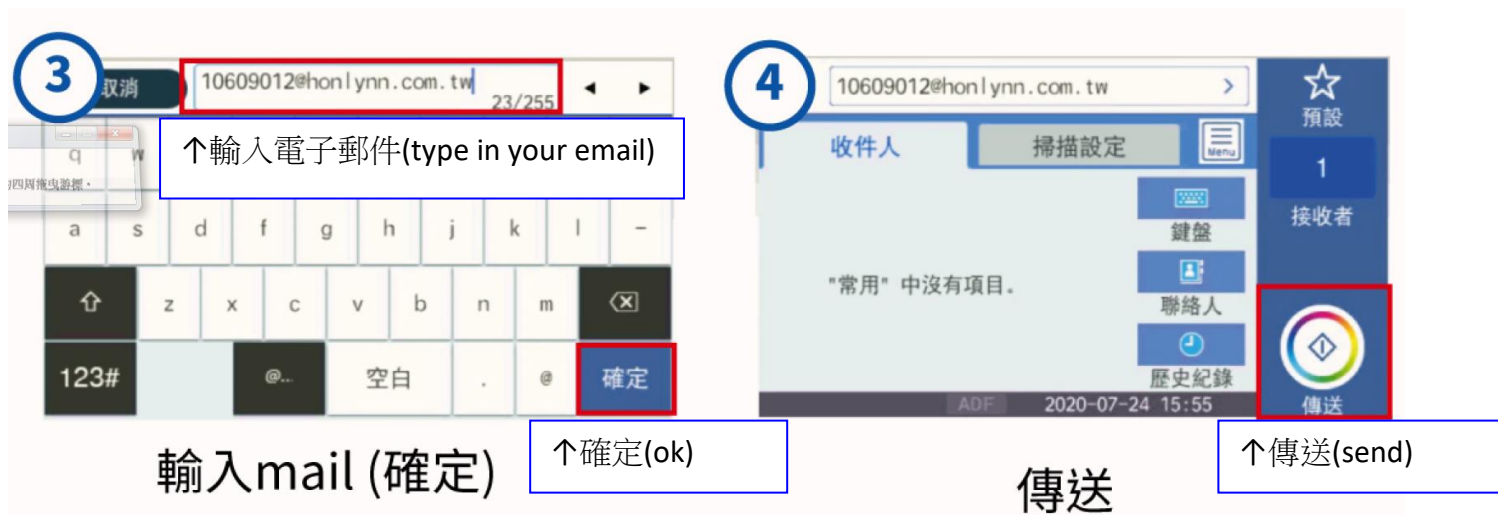
Choose “**電子郵件(email)**”, click the **鍵盤(keyboard)** and type in your email.

2. Click “**確定(ok)**” after typing in your email.

3. The machine will start working after clicking “**傳送(send)**”. And then you can keep scanning.

4. The scanning will be sent once the scanning is completed.

The attached file is limited with this machine, so **DO NOT** scan too many documents at once or set higher resolution.



Cloud Printing

***DO NOT USE** when the document is huge or with lots of pictures.

1.You can upload them on to the cloud first by **line** or **email** (PDF, JPG, JPEG, PNG, GIF, BMP are all supported)



✧ **Line ID @977mthus** to your line friends. (Or scan the QRcode below)
Send the document to the chat, the print code reply will be valid for three days.

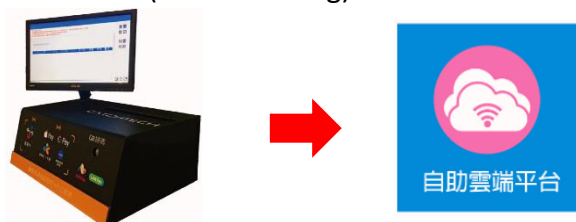


✧ **e-mail : 123cloudprint@gmail.com** , Send an attached mail then you can get a print code reply.

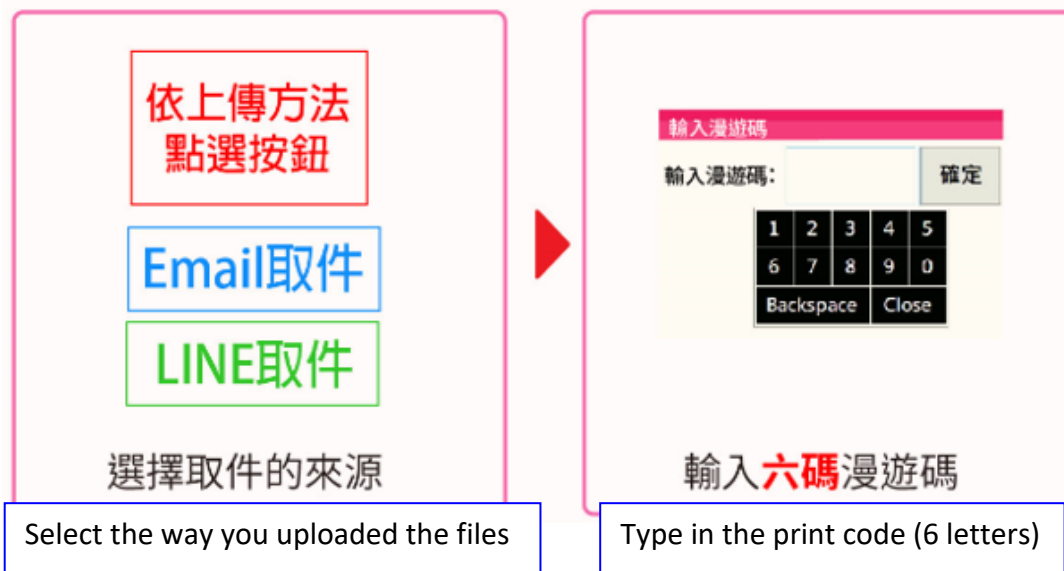


2.Go to the **multi-payment machine(1F copy room)** (As shown in the picture)

3.Click “自助雲端平台(Cloud Printing)”



4. Select the way you uploaded your files (**by email** or **by line**), and then type in the **print code**.



依上傳方法
點選按鈕

Email取件

LINE取件

選擇取件的來源

Select the way you uploaded the files

輸入漫遊碼

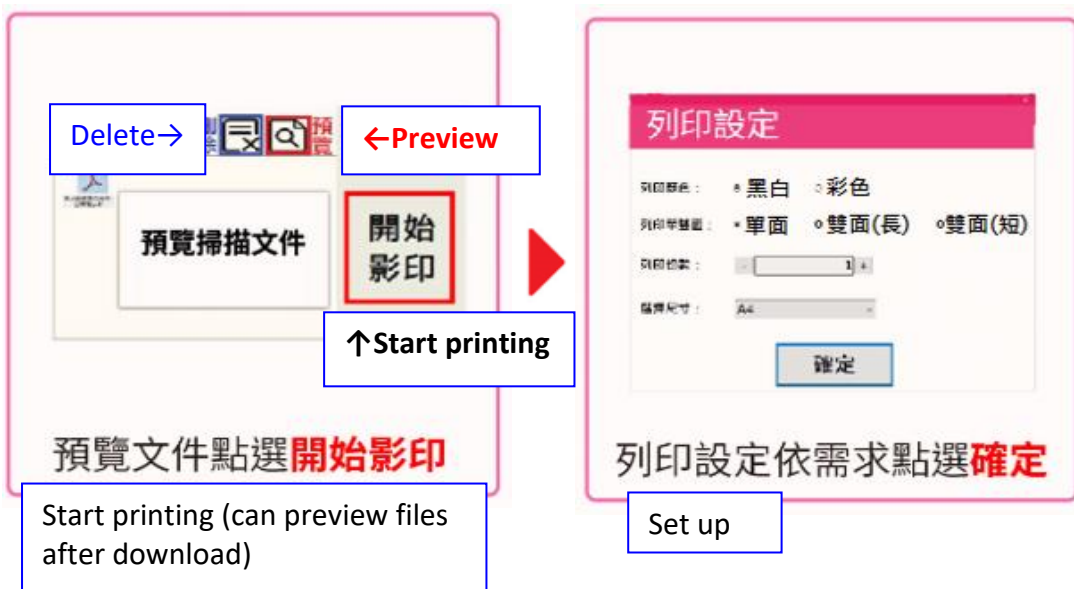
輸入漫遊碼: 確定

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

輸入**六碼**漫遊碼

Type in the print code (6 letters)

5. Wait for the document download, and preview it after downloading, or delete the unnecessary ones. Click "開始影印(start printing)" to set up for color/sides/amount.



Delete →

← Preview

預覽掃描文件

開始影印

↑ Start printing

預覽文件點選**開始影印**

Start printing (can preview files after download)

列印設定

列印顏色: 黑白 彩色

列印單雙面: 單面 雙面(長) 雙面(短)

列印份數:

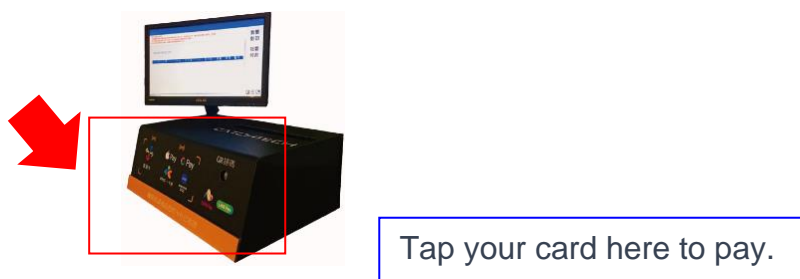
紙張尺寸: A4

確定

列印設定依需求點選**確定**

Set up

6. Once confirmed, select the payment method and proceed by tapping or sensing the payment.



Print by Computer(1F copy room)

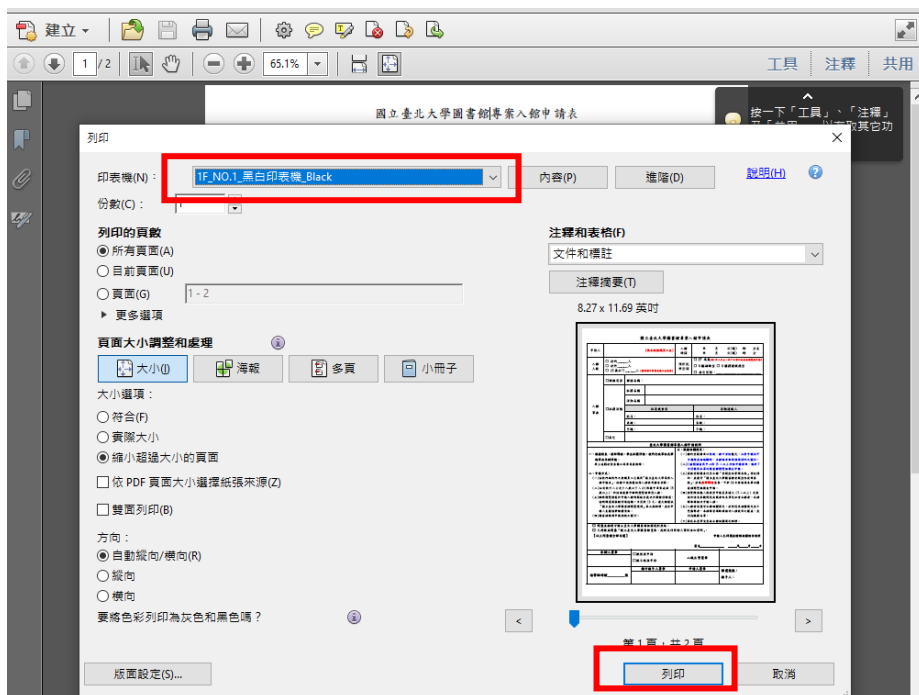
*** Please connect to the Internet first to assure the successful document delivery.**

1.Click on the "登入網路(Connect to Network)" hyperlink on the **computer desktop**, and connect to the network using your **school Wi-Fi/email account** credentials. (The computer is **in the 1F copy room**.)



2.**NO.1 & NO.3** is for black and white print, and **NO.2** can be both color-print and white-print.

Set the single/double side, the amount, and click “列印(Print)”.



3.Open the **自助列印平台(self-service printing platform)**(the **green printer icon** on the computer desktop), and wait for the document.

You can print multiple documents at once. Check the document status and click “**我要取件(Get Printing Code)**”. The **printing code** will appear automatically.

Clearing the documents(清除文件) will delete all pending documents.

自助列印平台

繁體中文 English

※列印前請先注意※
 1. 視窗開啟後請先確認清單中是否皆為自己的文件，如有其他文件，請先按[清除文件]鍵後，重新再操作一次。
 2. 列印前請先確認列印文件內容，如付款完成後將無法進行退款。
 3. 取件碼有效時間為10分鐘，超過時間時會清除列印工作。

Delete all the

清除文件

Get printing

我要取件

↓Verify the selected documents and the price.

3 個待決釋放的工作，費用：NT\$10.00

提交時間	印表機	文件	客戶端	頁數	費用	動作
2021/10/23 上午 08:55:42	win-37luirffv0\1F_869R_Black	20190904130022.pdf	192.168.151.141	2	NT\$2.00	
2021/10/23 上午 08:55:03	win-37luirffv0\1F_869R_Black	20190904130022.pdf	192.168.151.141	2	NT\$2.00	
2021/10/23 上午 08:54:36	win-37luirffv0\1F_869R	20190904130022.pdf	192.168.151.141	2	NT\$6.00	

離開

Close the platform

4. Please go and use the **multi-payment machine(as shown in the picture)** after getting the code.



列印費用： 10 元 ←Total printing cost amount.

請至多元支付機，輸入取件碼並付款取件

取件碼： 有效時間：

1325 606s

←Printing Code(please remember it)

取件碼只顯示30秒

取消列印

5. Choose "列印服務(Print)", insert the "取件碼(printing code)" and press "確定(ok)". And choose the payment method to pay.



6. Once confirmed, select the payment method and proceed by tapping or sensing the payment.



Tap your card here to pay.

Online Customer Service

If you **need a refund**, please **keep the receipt** and **contact online customer service**.

If you have any questions about the machines, please contact online customer service.



線上即時客服 Customer service

ID:@323tdgdv

- 歡迎隨時反應多元支付系統操作問題
- 扣款問題(請將收據拍照上傳客服)
 客服:週一至週五上午8:30至18:00
 客服電話 :02-2299-9889#8577
- 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
 Contact number :02-2299-9889#8577

多元支付機 & 影印機 步驟

MULTI PAYMENT PLATFORM & COPIER OPERATION STEPS



列印取件

Print steps



雲端列印

Print roaming



影印取件 

Copy steps