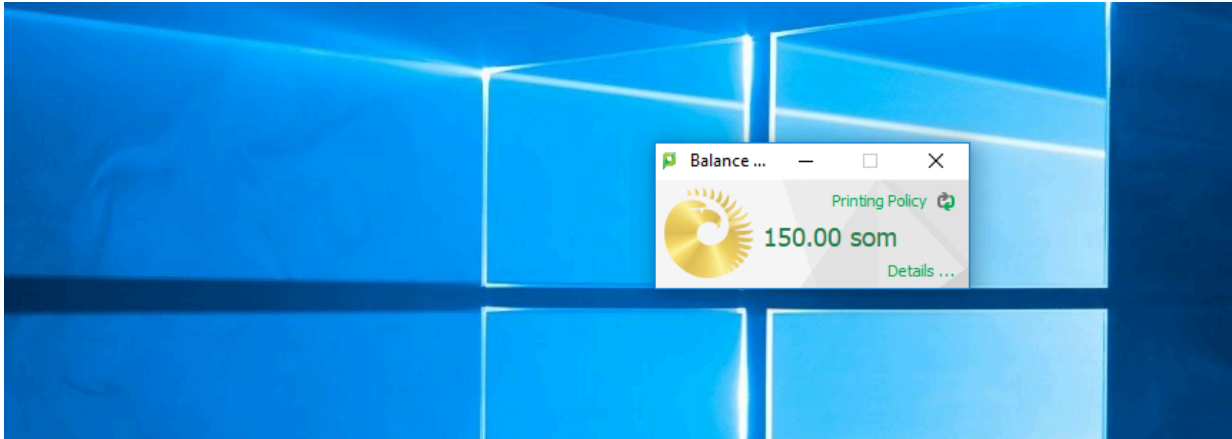## How to Use Printing System in AUCA

AUCA is now using New Printing System, a fee-based print management system, which students can access through their AUCA KICB Card. New printing system will be used for all AUCA student printing and copying services at all printers and copiers on campus.

New print client software will launch once you log in to a campus computer using your own AUCA account.

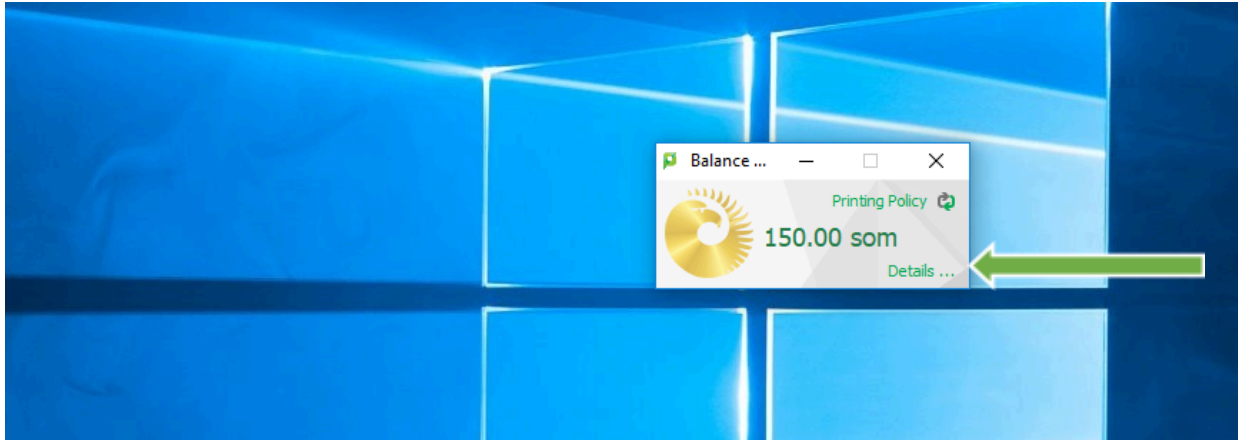Once you log in a window will appear indicating your balance.

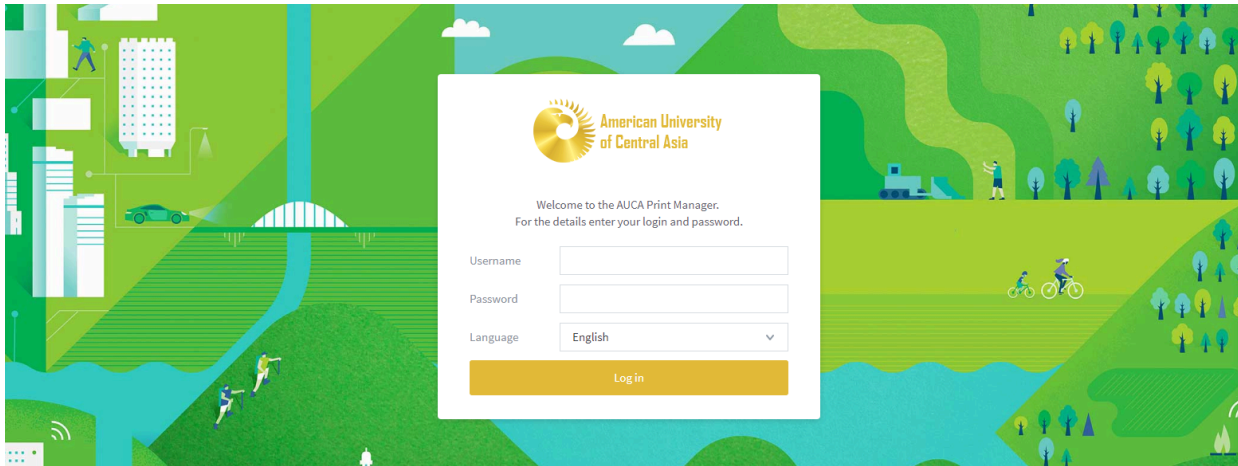If you don't see this window, click on the Print icon on the taskbar.

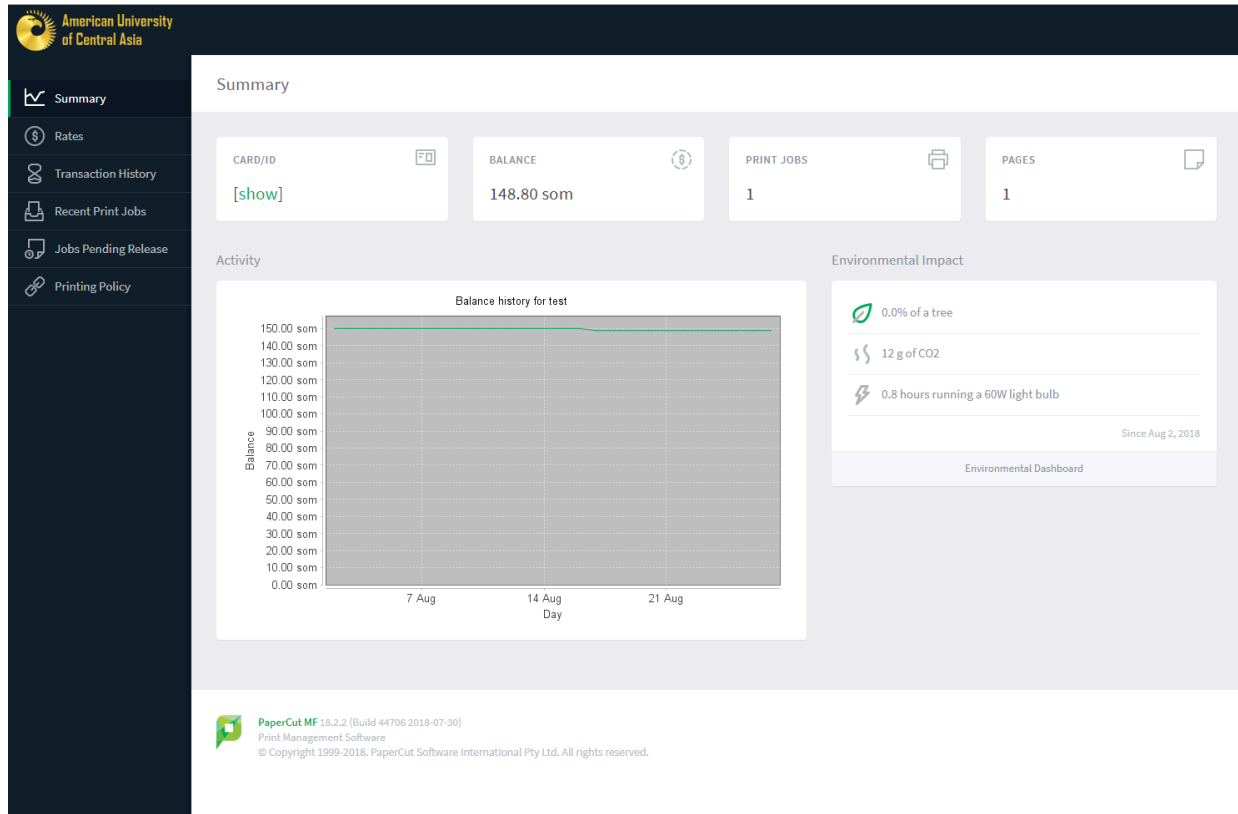Click "Details" on the balance window to see additional account information.

Log in to your account by using the same ID and password you use to log in to campus computers.

Here you can see your history and other account details. You can also add money to your balance via Shared Service Center.

How to print

When you print a document, choose printer, which you want to print (Grayscale or Color). A pop-up window will display the following message "Your document has been held in a queue". Then you can pick up your print job at one of the selected copiers by swiping your ID card at the printer. The print job is held in the printer's queue for 2 hours.
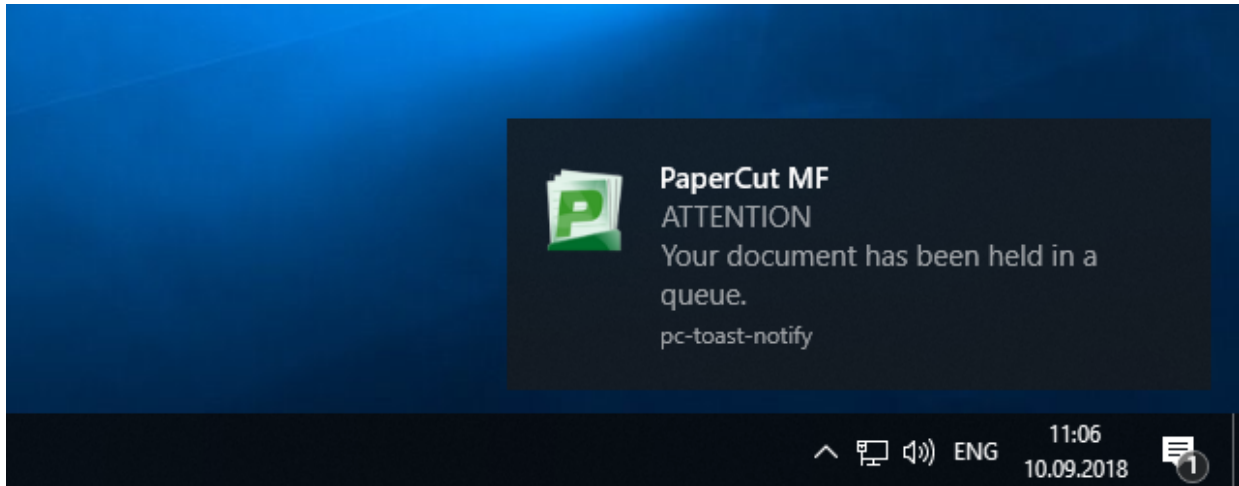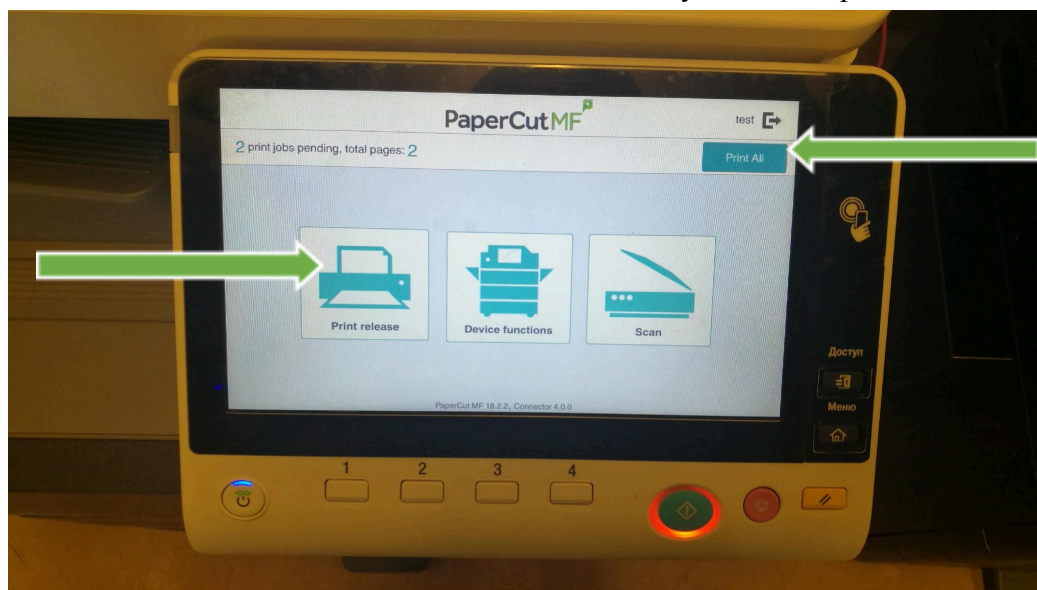
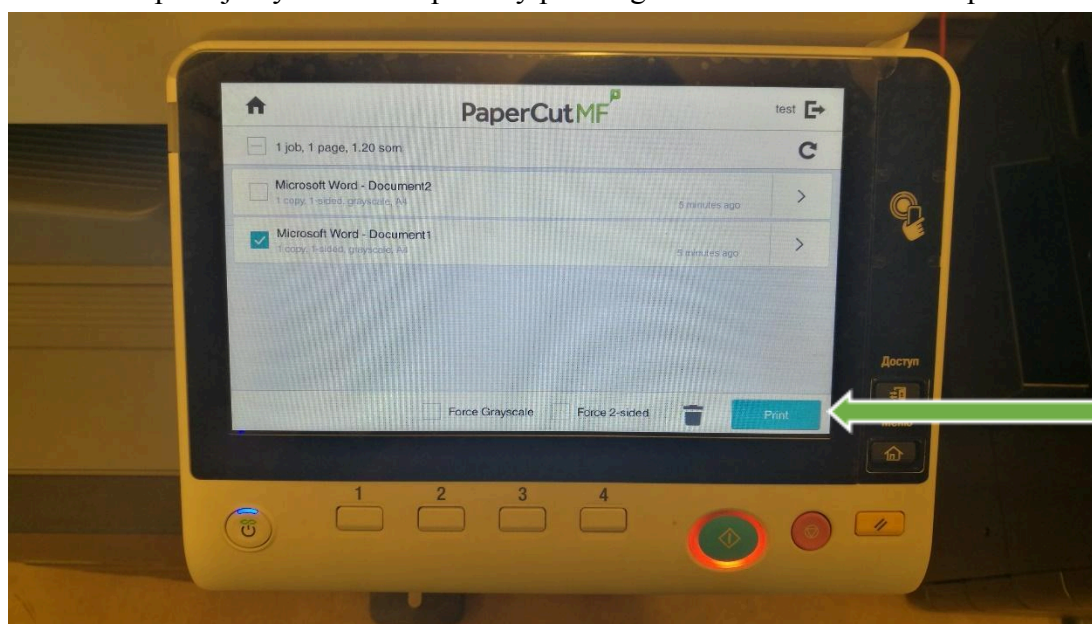Swipe your ID card at the "WAVE ID" card reader to login to the printer.
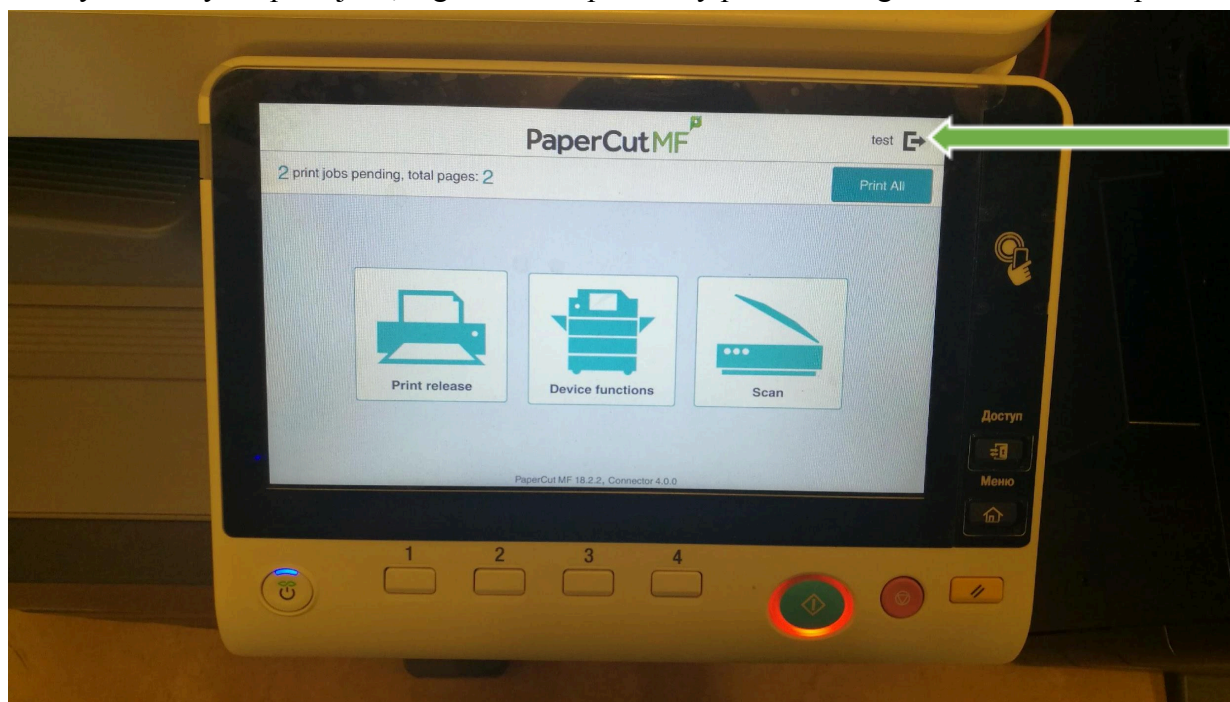
Press the "Print Release" button. Press "Print All" if you want to print all documents.

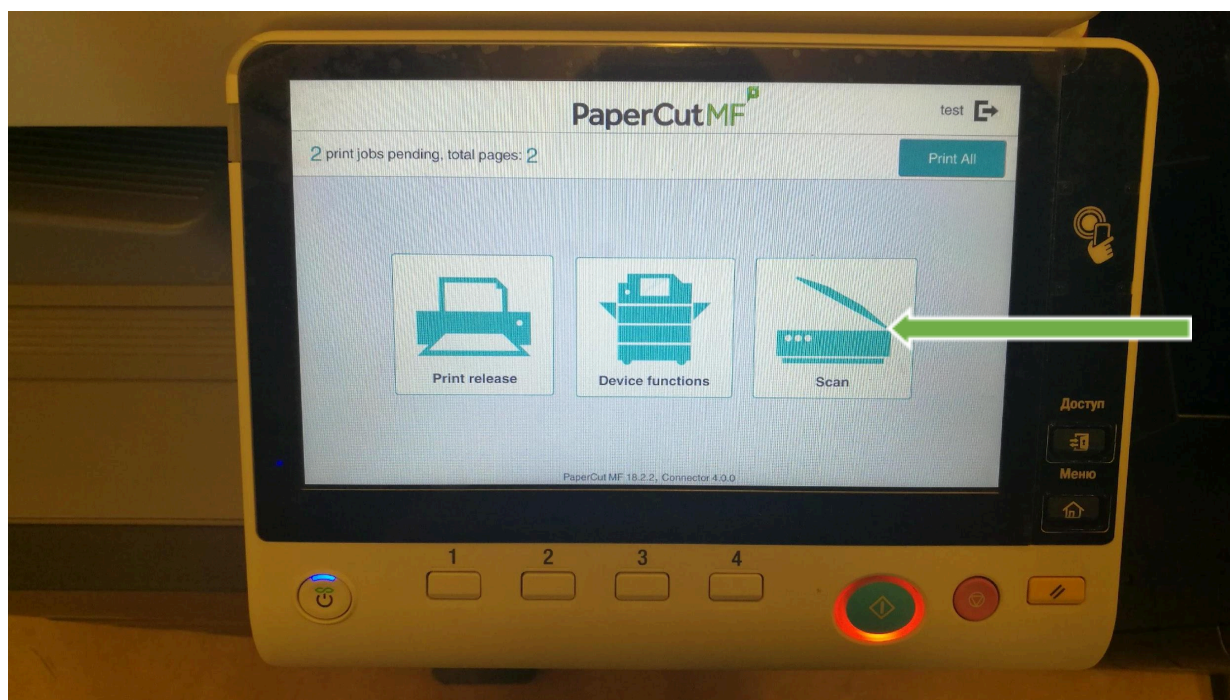Choose the print job you want to print by pressing the document name and print button.

Once you have your print jobs, log out of the printer by press the Log Out button on the printer.
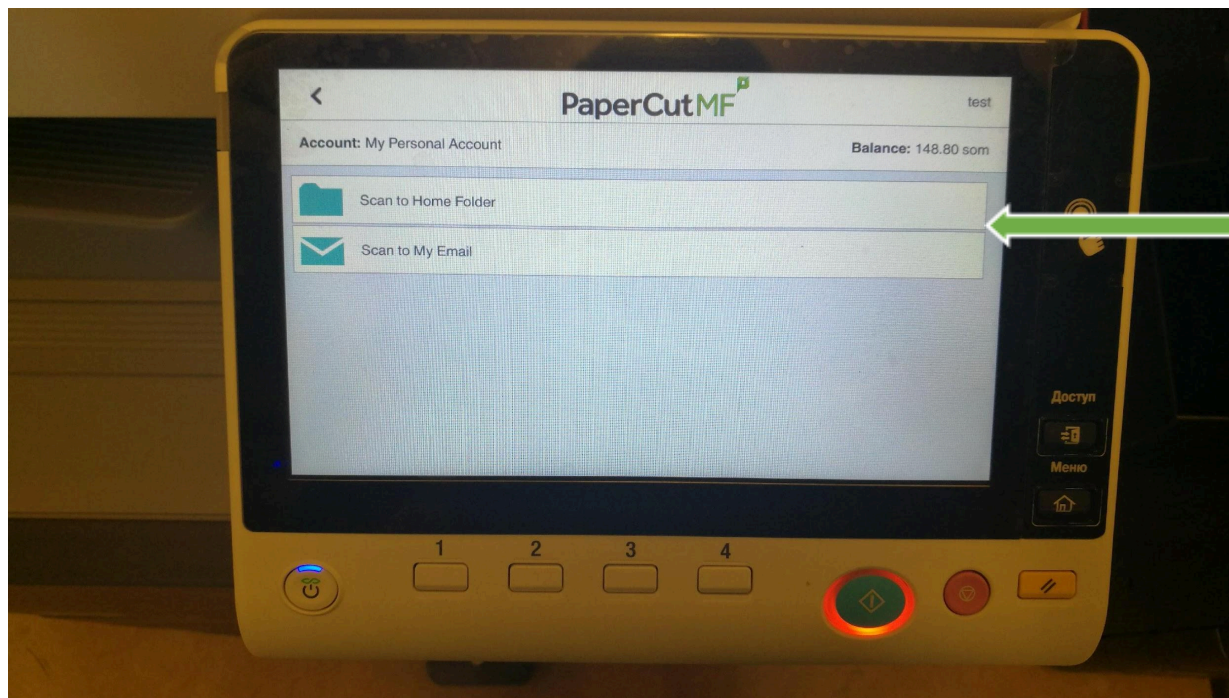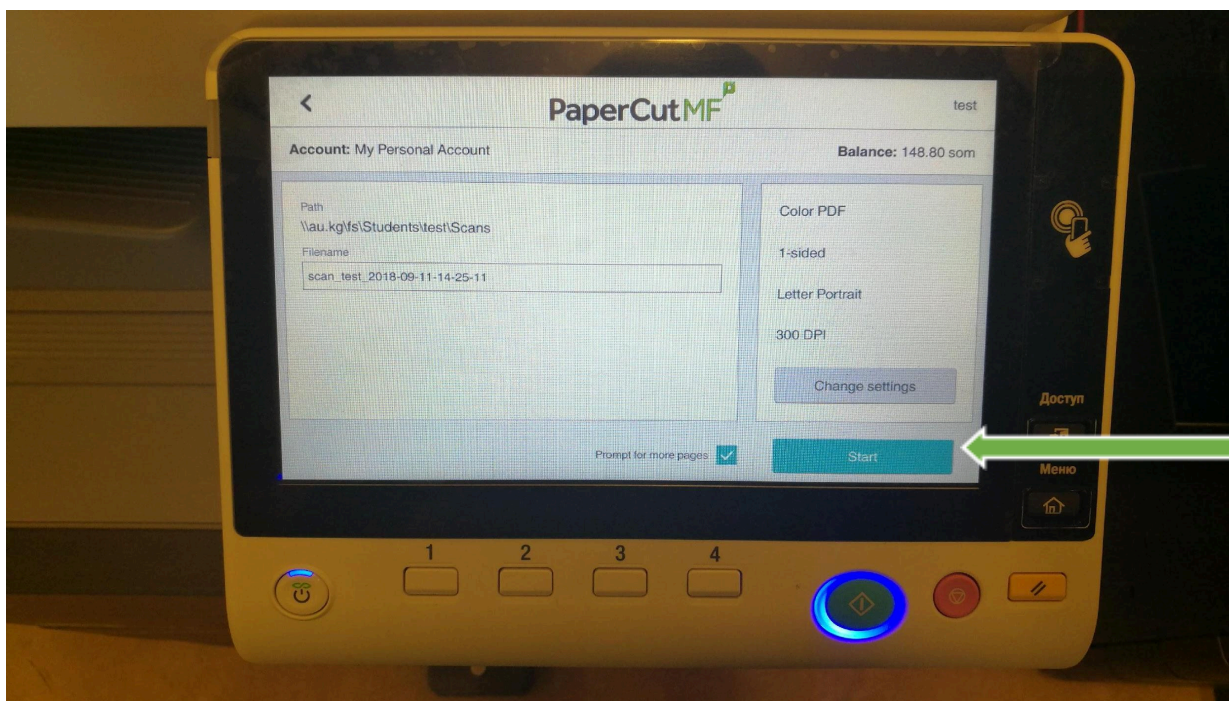

How to scan

Press the "Scan" button.
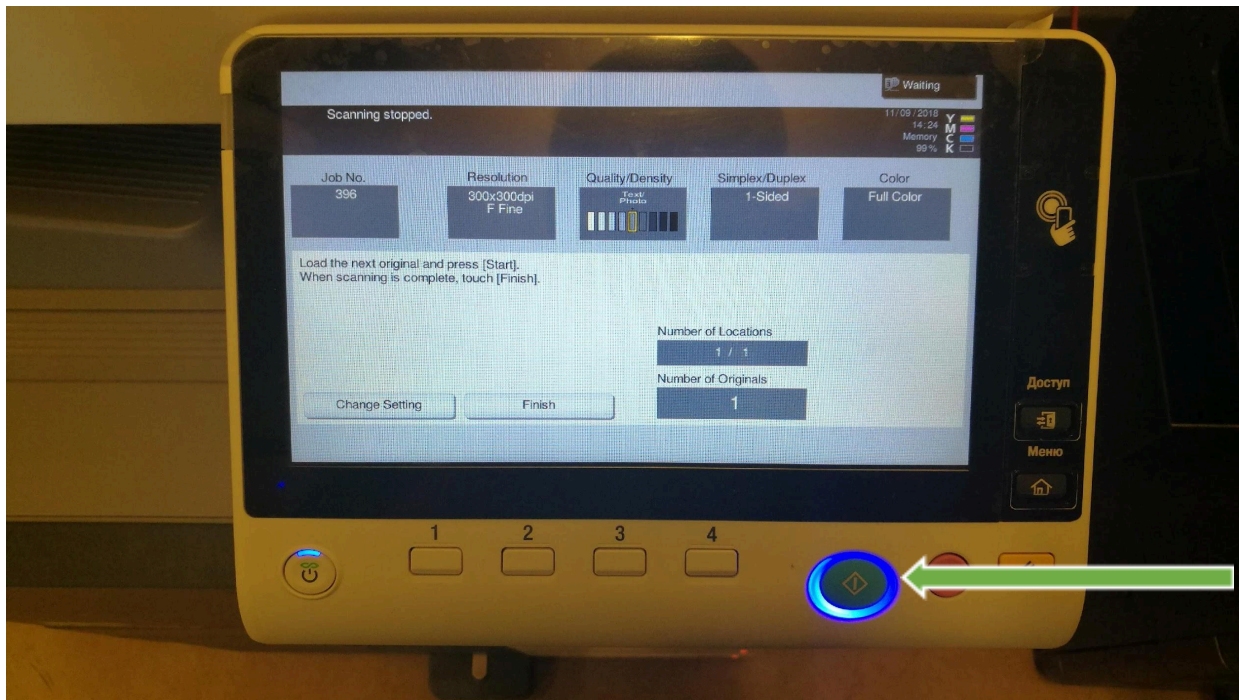
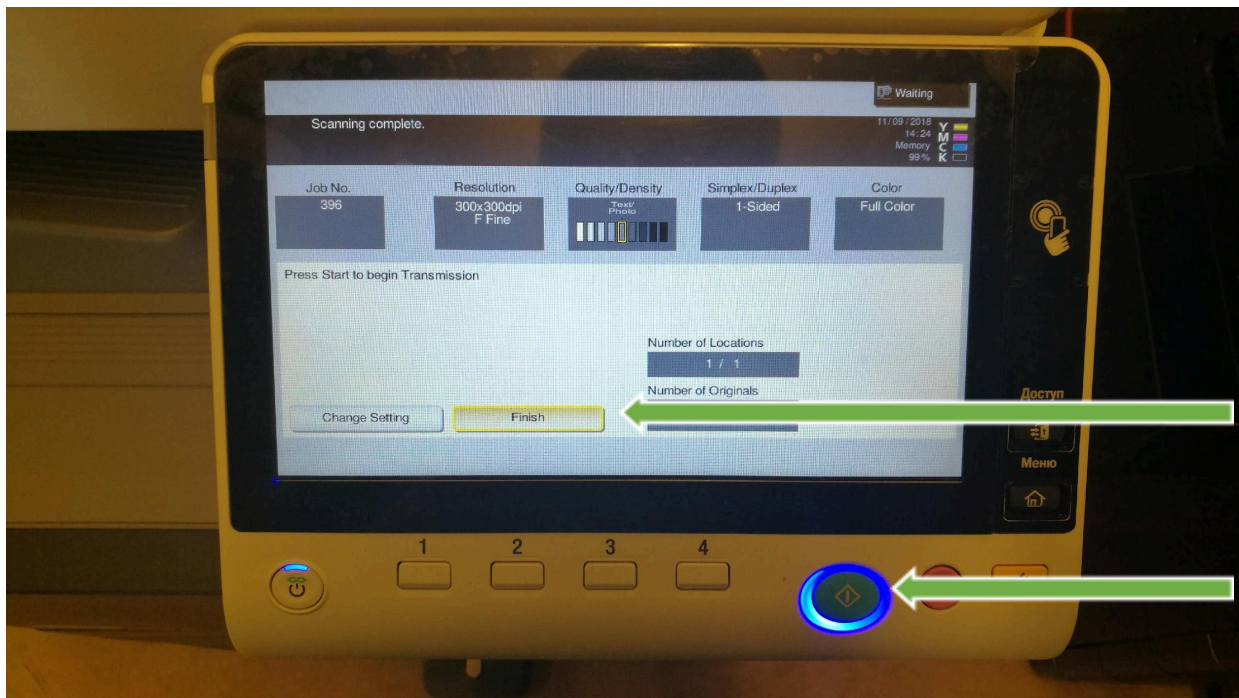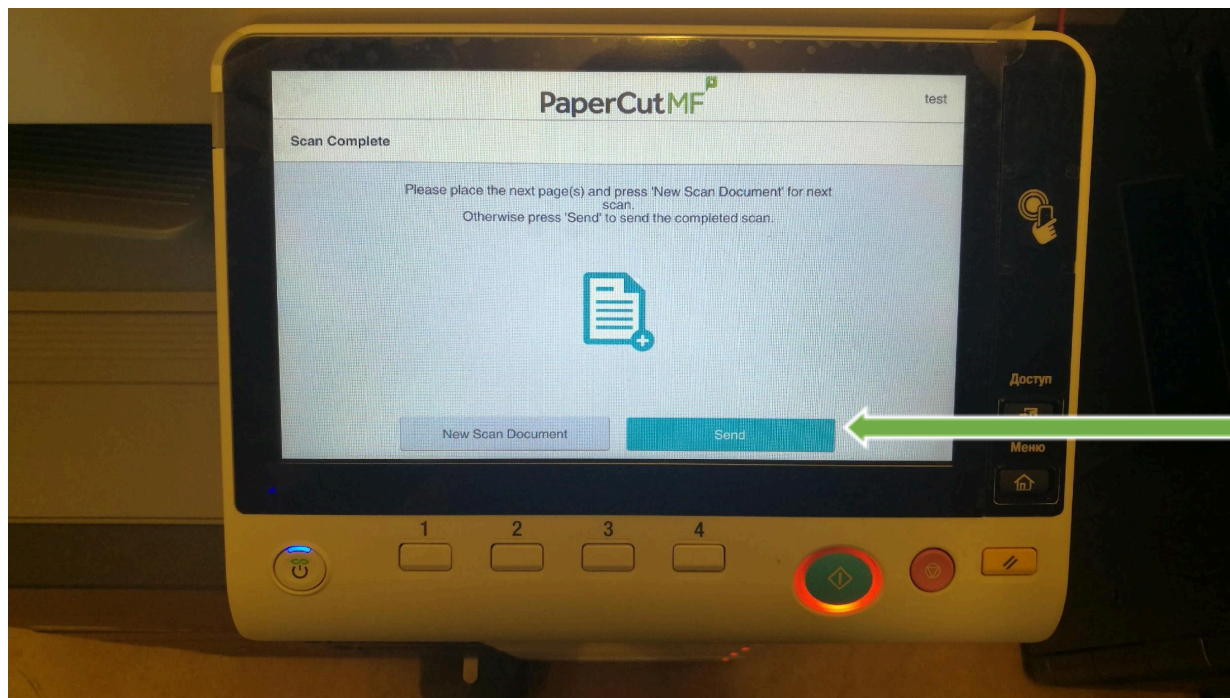Choose the destination of output document.

Press the "Start" button

Place your document and press "Start" button. If you need scan another page, change page of the document and press "Start" button again.

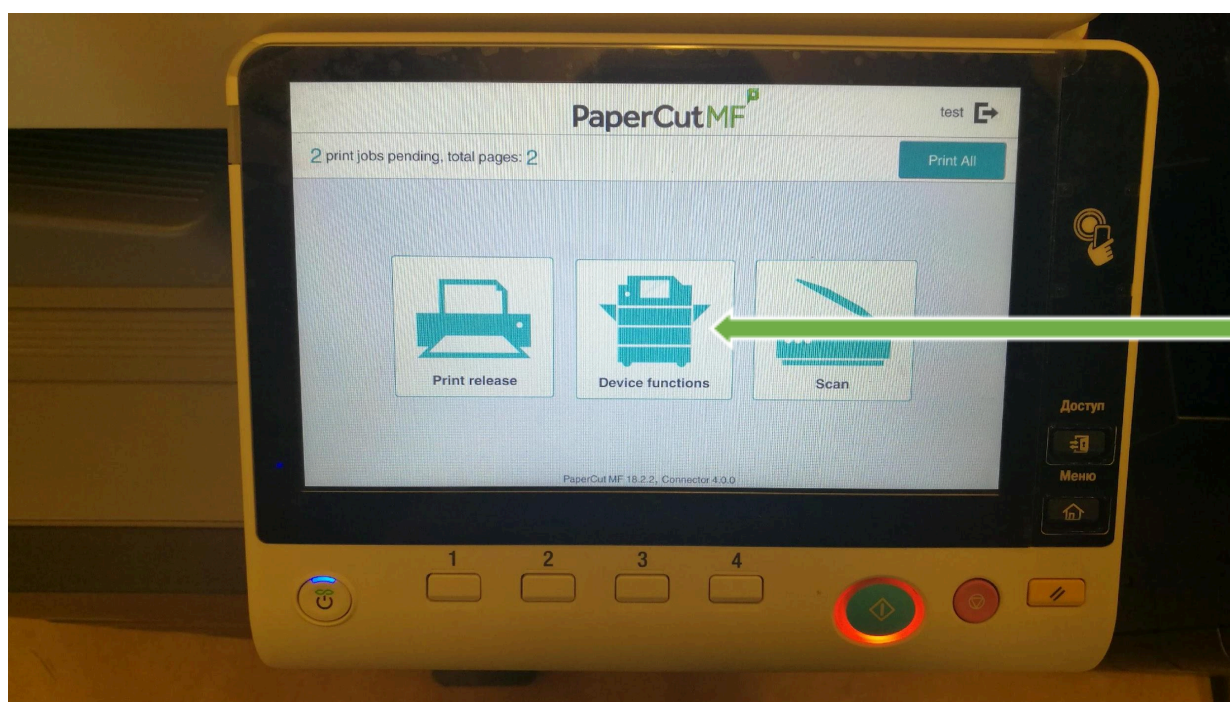At the end press "Finish" button, then "Start" button.

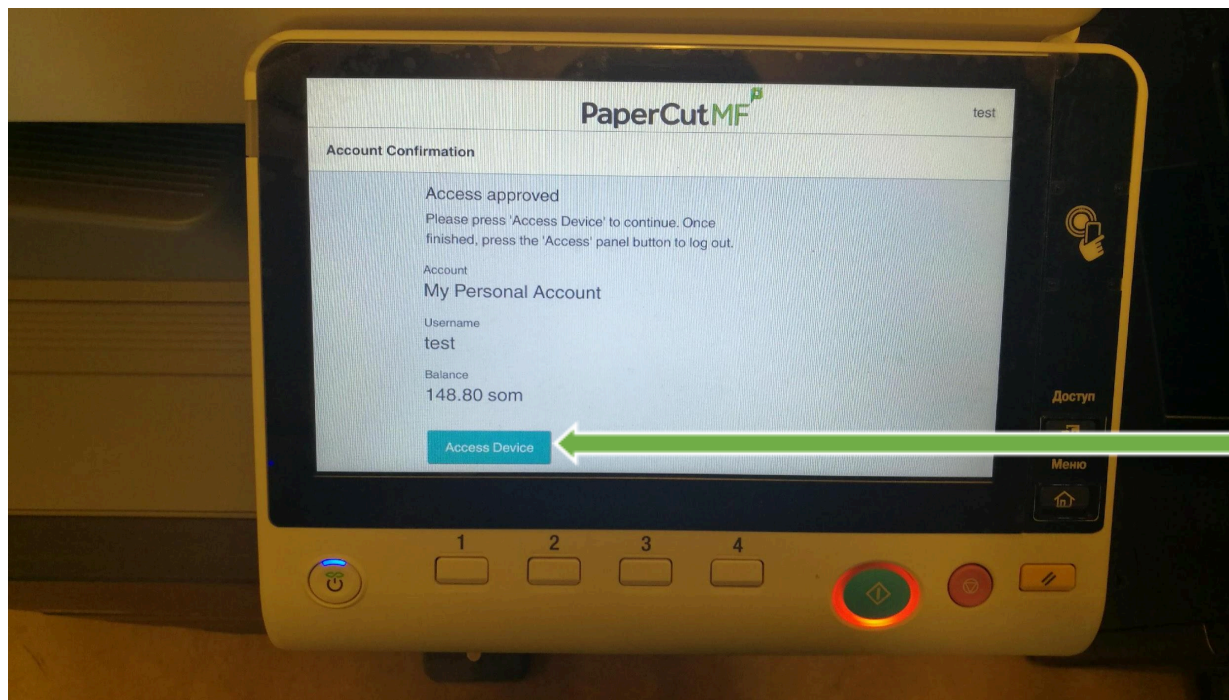Press "Send" button and check the output document of the selected destination.
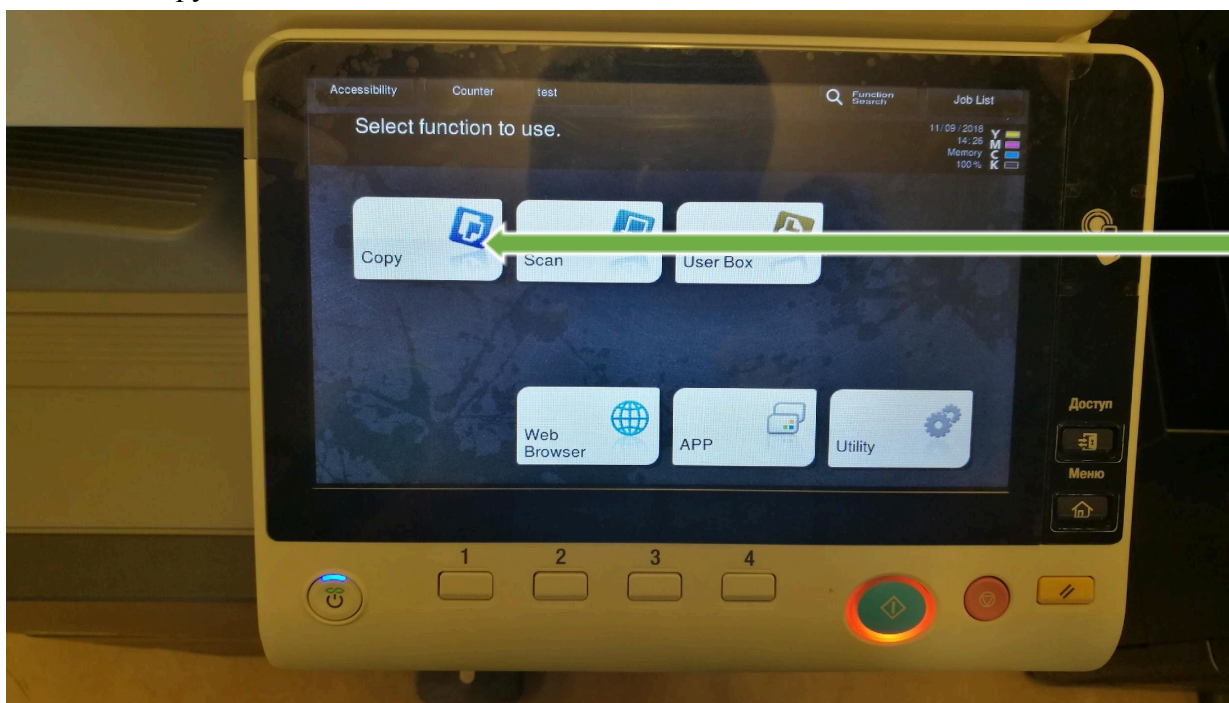

How to copy

Press the "Device functions" button.
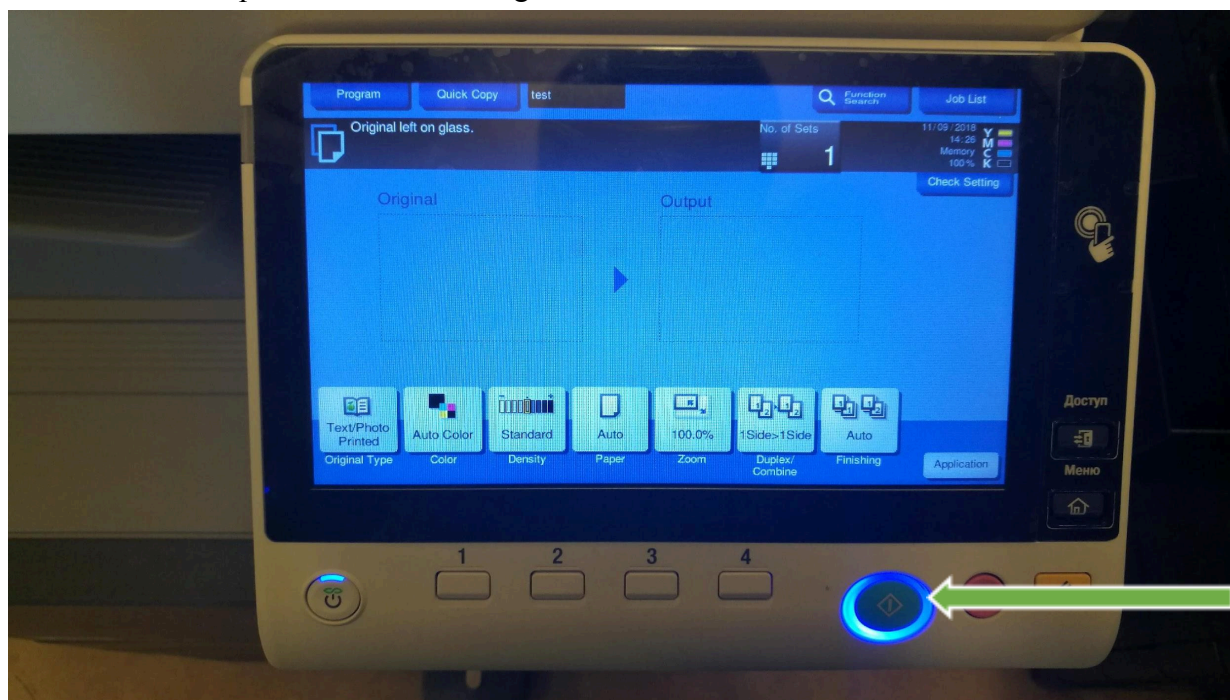
Press "Access Device" button.

Press the "Copy" button.

Place your document and press "Start" button. If you need copy another page, change page of the document and press "Start" button again.

At the end press "Доступ" button, then "Start" button. A pop-up window will display. Press "Yes" button.