

公共智能打印机使用说明

安装驱动下载地址（含Windows和Mac版本）：

- 地址一：钉钉 - 云盘 - 团队文件 - 全员文件夹 - ITC - IT SERVICES（IT服务） - 新校园打印驱动
- 地址二：请点击[Drive.rar](#)进行下载并安装

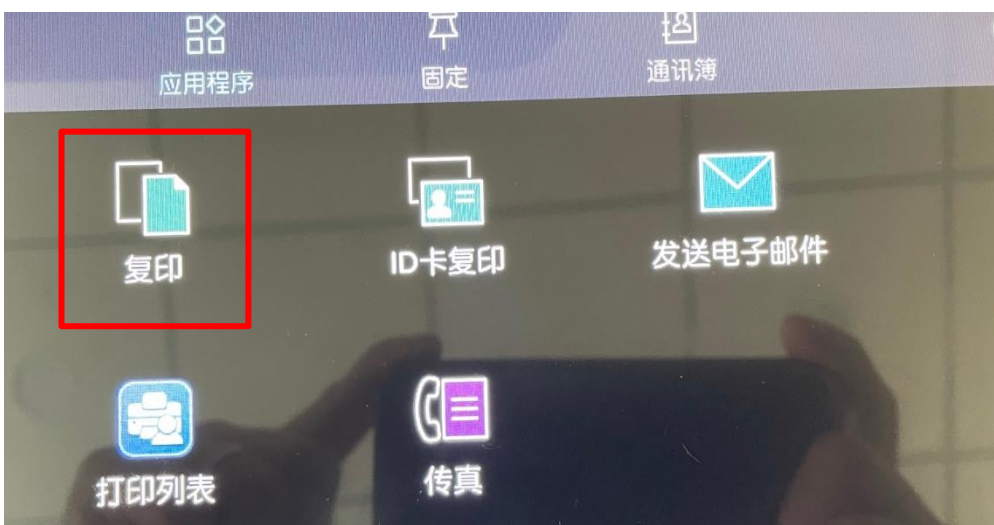
如有困难或建议，请联系IT获取技术支持
13372117521、020-88330101

1. 复印

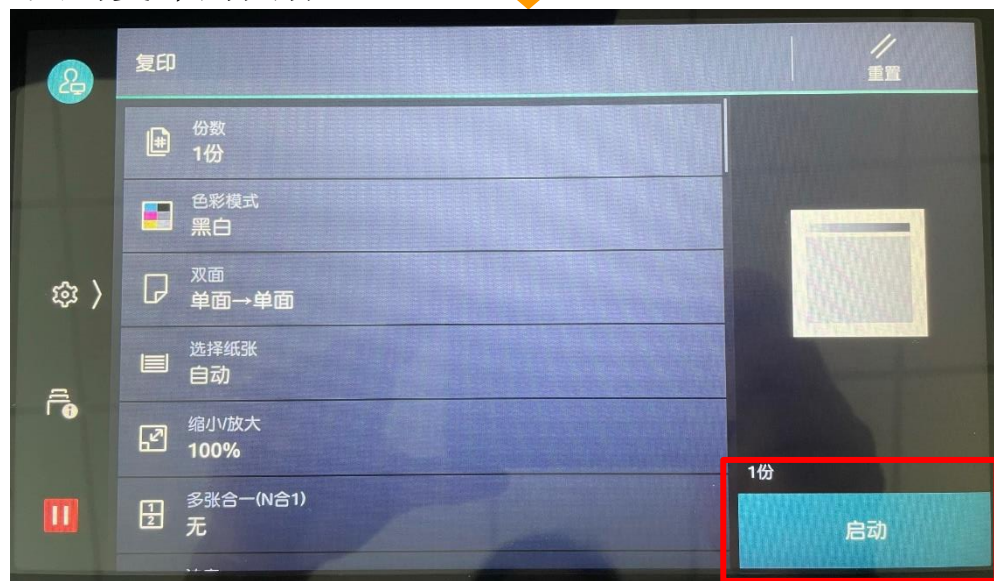
复印

1 登录

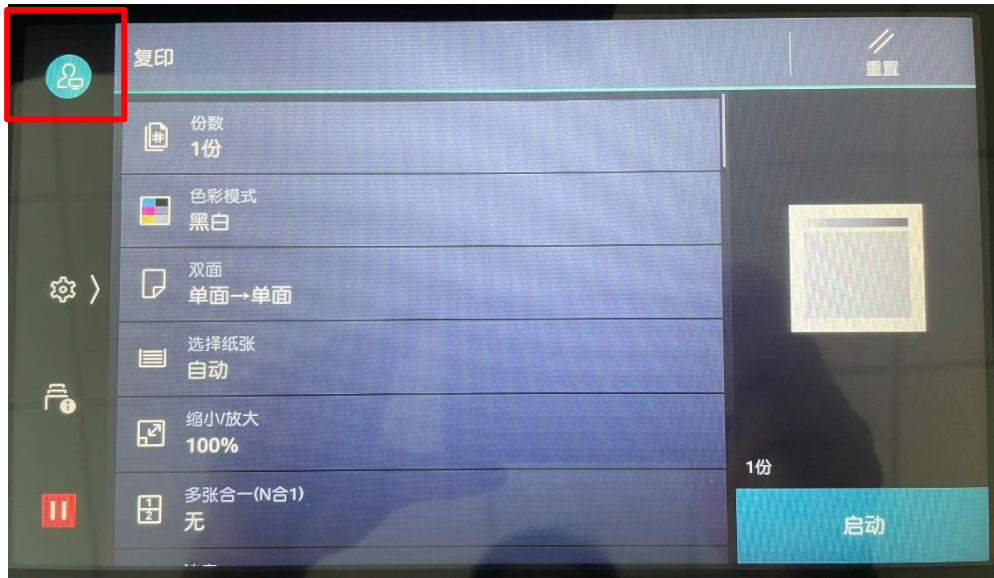
1. 可通过读卡器上刷卡校园卡
2. 可通过手动输入“hkust-gz.edu.cn”邮箱的前缀和“邮箱密码”



点击复印的图标



根据需求调整复印参数点启动，复印完成后点注销登录



2. 打印

打印

1 选择打印驱动

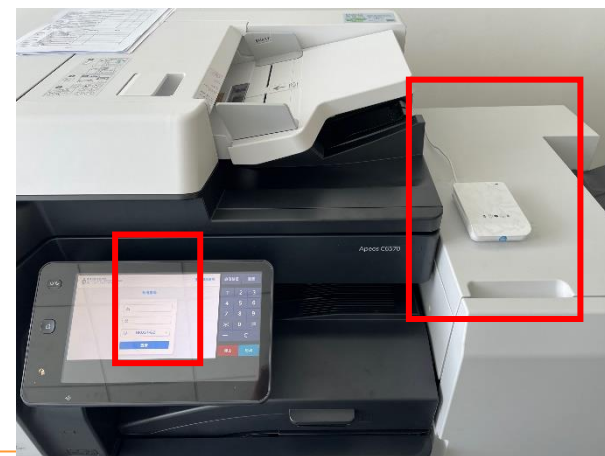
选择打印机“HKUSTGZ_Printer”

默认为“黑白双面”打印，如下调整为“彩色”等其他模式，请在“打印机属性”中进行调整



该打印驱动支持校内任意1台公共智能打印机

2 登录



3 打印并注销登录

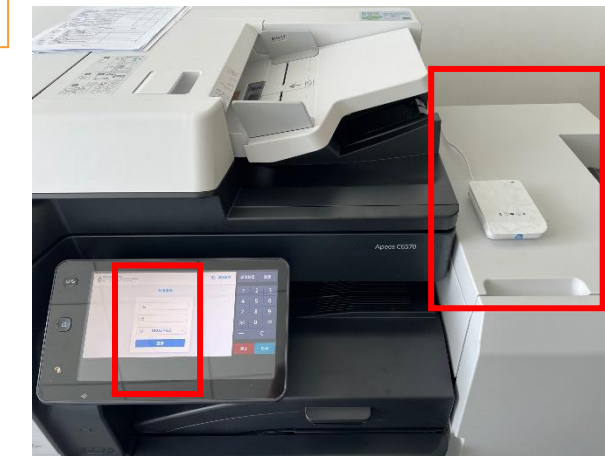
登录机器将自动显示当前用户作业列表。选择需要打印的作业，打印完成后注销登录。



3. 扫描（邮箱发送）

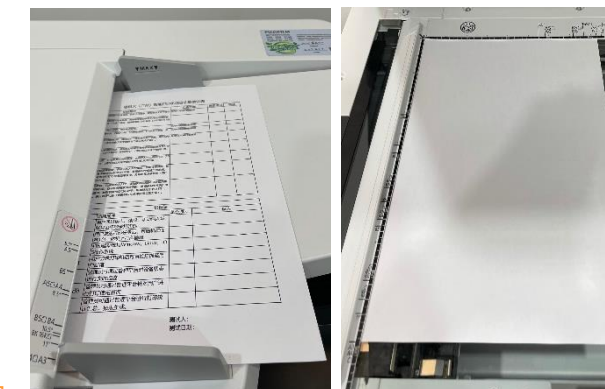
扫描至邮件

1 登录



2 放置原稿

将文件面朝上放置于输稿器中间位置。或将文件面朝下放置于稿台玻璃左上角。



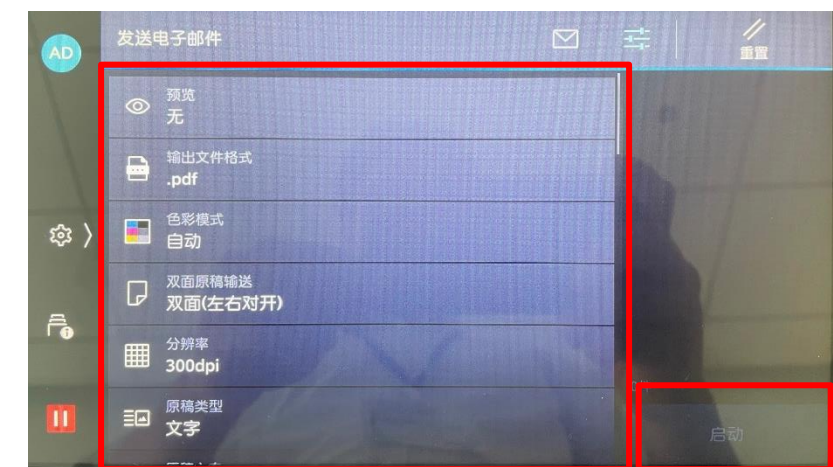
3 菜单

在登录后选择[发送电子邮件]。



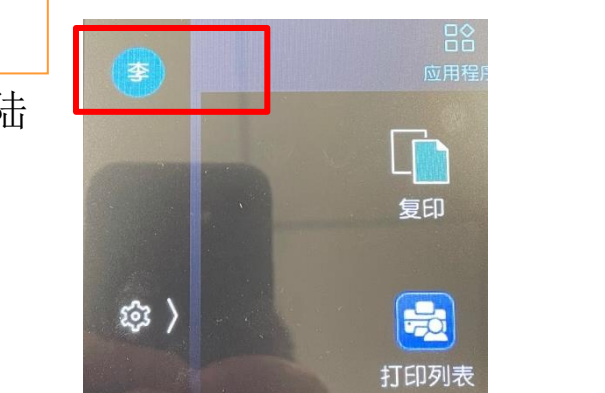
4 选择功能

在屏幕上选择需要的功能。最后点击“启动”



5 注销登录

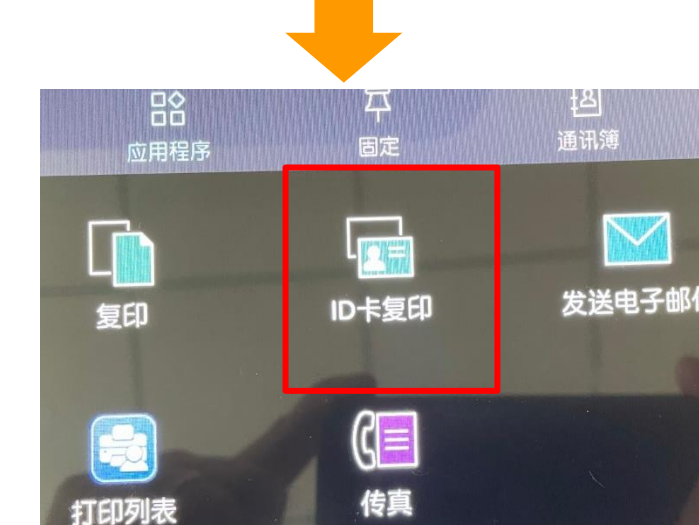
操作结束后，请注销登陆



4. ID卡复印

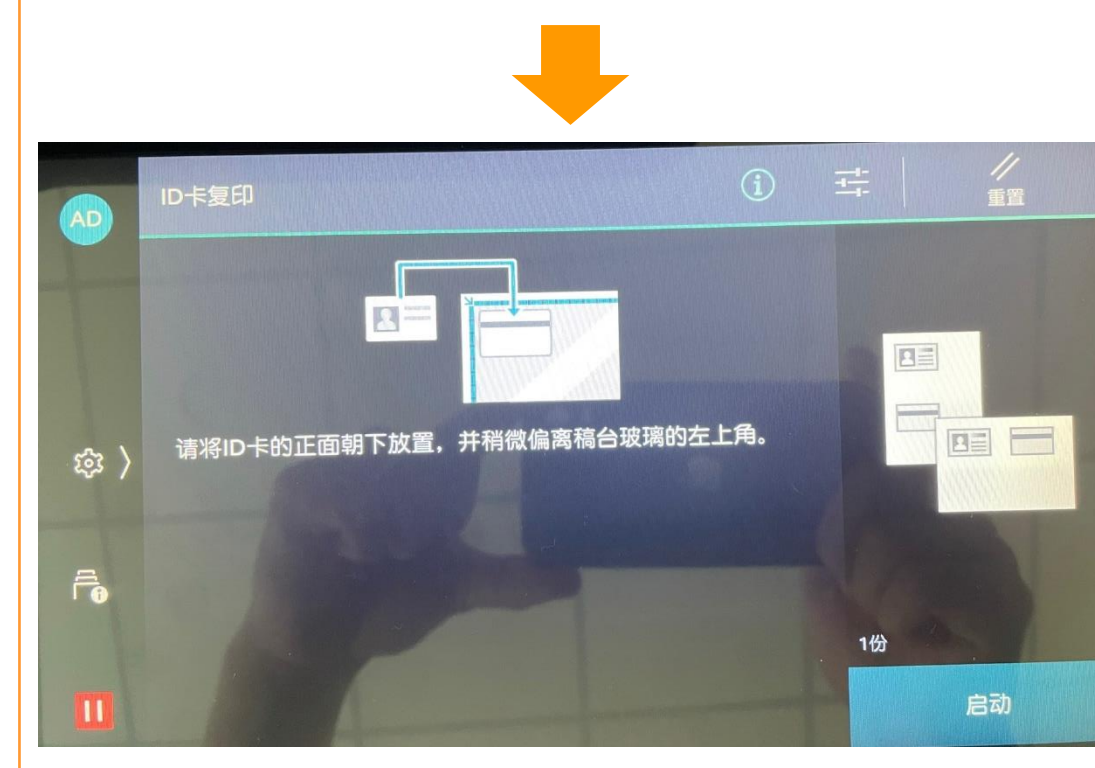
ID卡复印

1 登录



2 放置原稿

身份证正反面放置同一位置，分别点击“扫描”按钮



Drive Download Path (Windows and Mac):

- Method 1: DingTalk - Drive – Team files - All staff folder – ITC – IT SERVICE – HKUST(GZ) Printer Drive
- Method 2: Click [Drive.rar](#) to download and install the drive

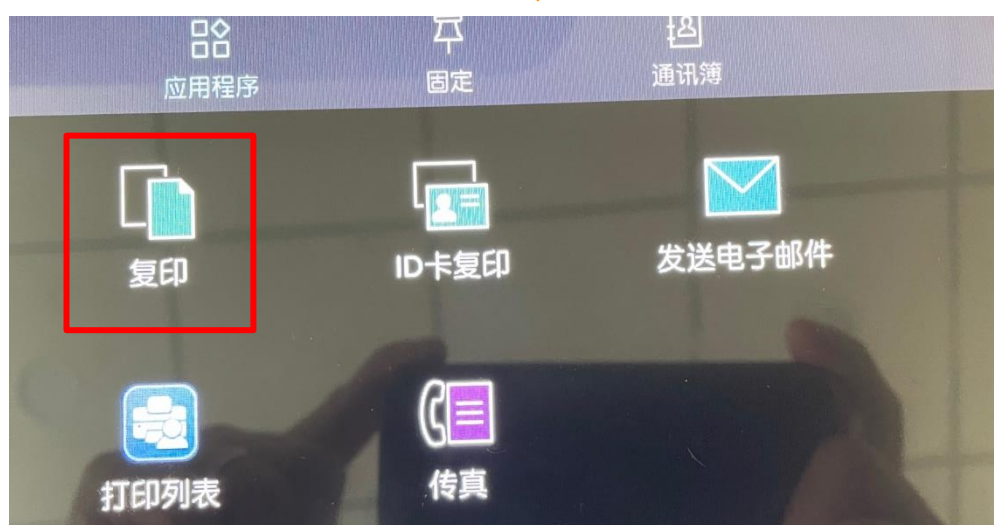
Please contact the IT supporter for assistance at
13372117521/ 020-88330101

1. Copying

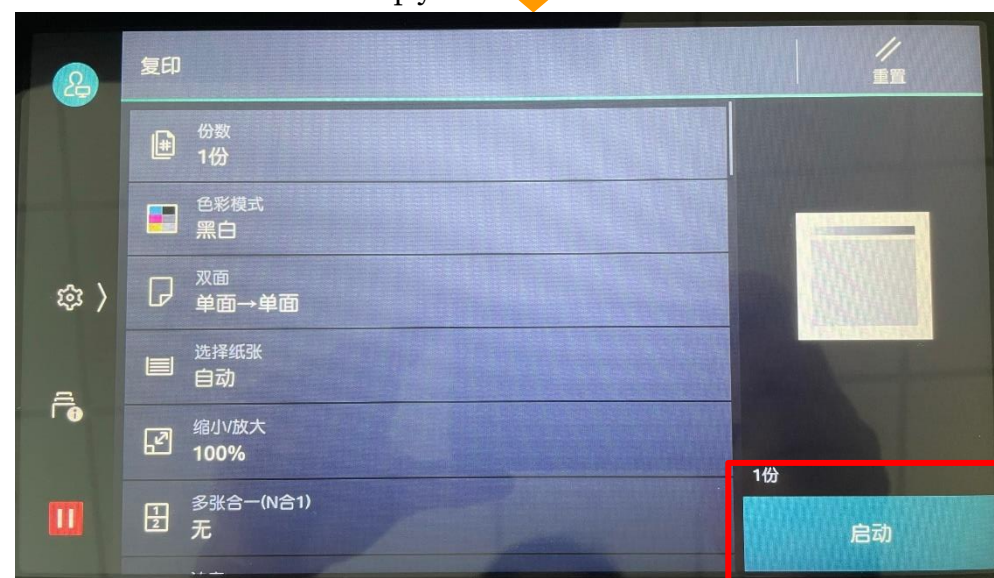
Copying

1 Login

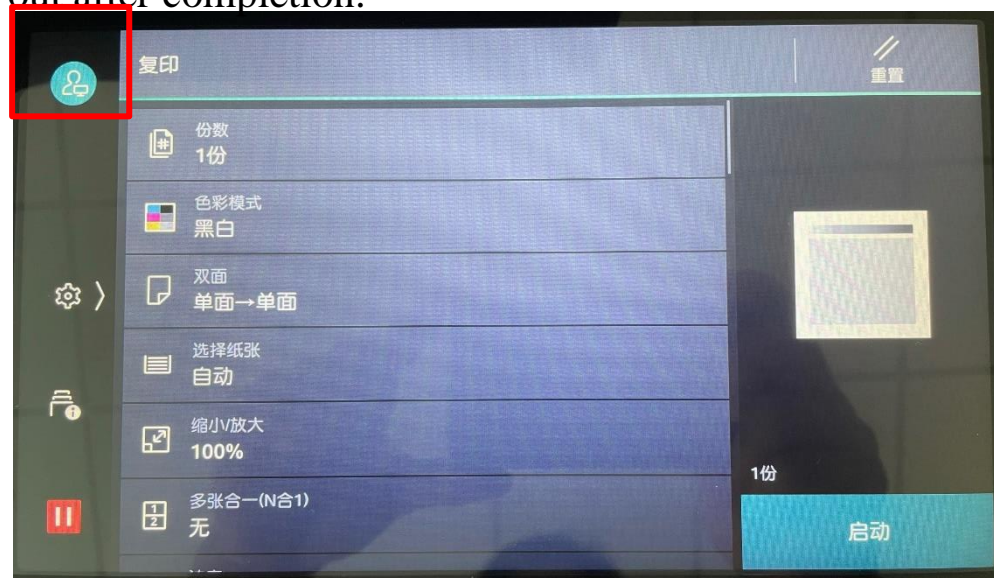
1. Please scan your campus card.
2. Or please input the username (without @hkust-gz.edu.cn) and the password of your GZ account.



Please click "Copy".



Please check the settings and click "Start". Then please log out after completion.



2. Printing

Printing

1 Select the drive

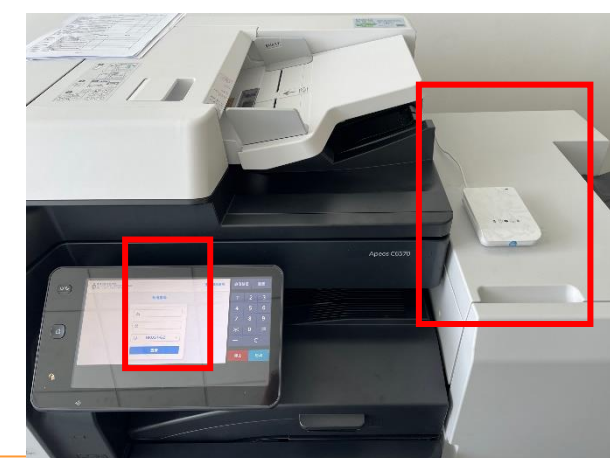
Please select the drive "HKUSTGZ_Printer"

"2-sided print in black and white" will be chosen by default. Please click "Printer Properties" for setting adjustments if needed.



The drive is applicable to every campus public printer.

2 Login



3 Printing and Logout

The printing list will be displayed. Please select the items you need and start printing, and remember to log out after completion



3. Scanning (Send by e-mail)

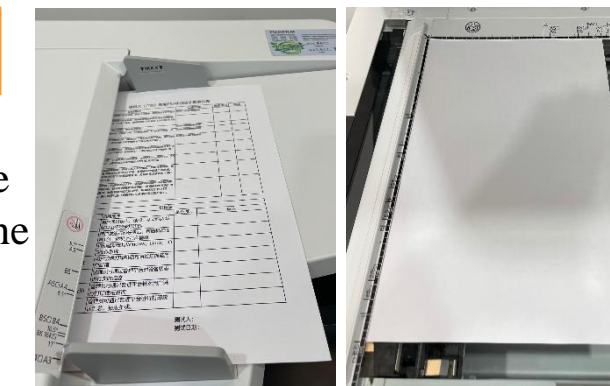
Scanning

1 Login



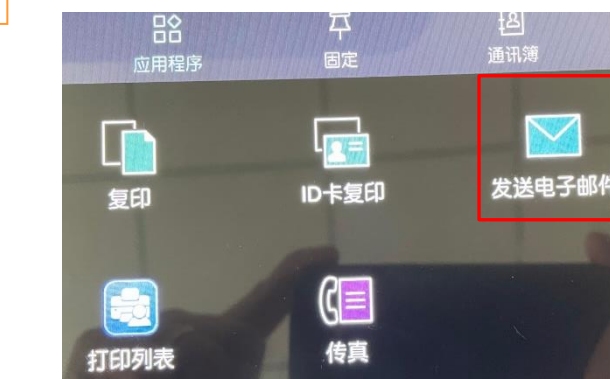
2 Place documents

Please place your documents face up on the feeder or face down on the copy table.



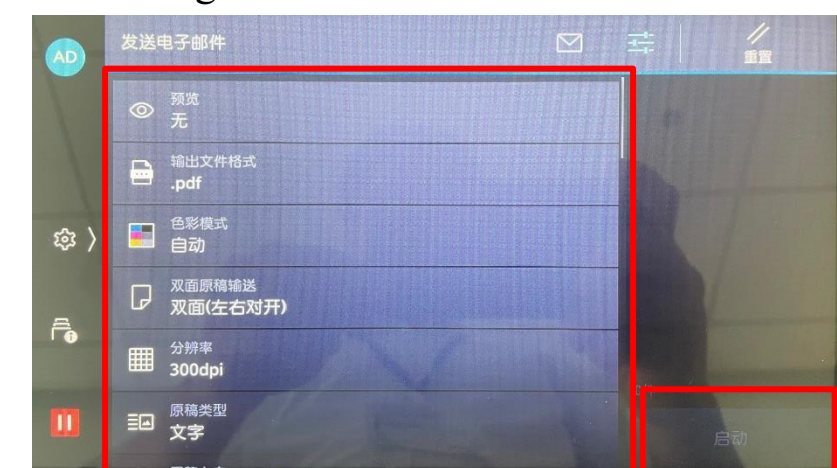
3 Menu

Please choose "Send by E-mail".



4 Select the Function

Please check the settings and click "Start".



5 Logout

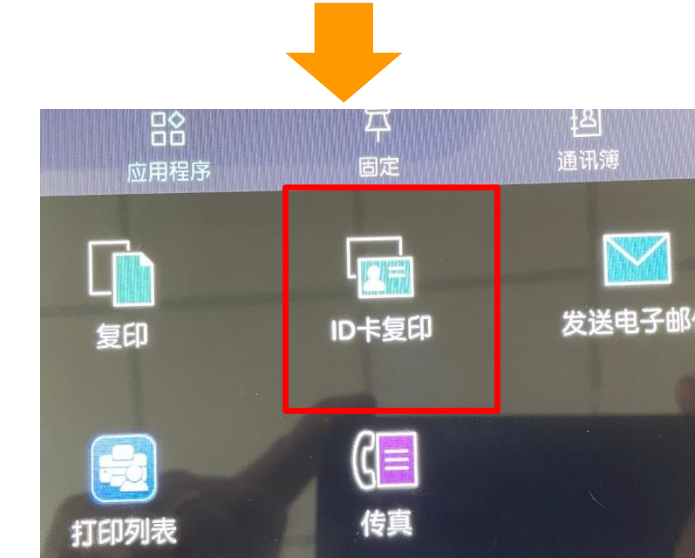
Please remember to log out after completion.



4. ID Card Copying

ID Card Copying

1 Login



2 Place Documents

Please place both sides of your ID card on the same place and click "Start" separately.

