Student Self-service Printing System

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The student printing system is an ID-based self-service system and is very flexible. Users can submit a print job from any of the PCs in the University's computer labs, via web print page in XJTLU campus intranet, or via email. And, get the print jobs by ID card on any printer under the printing system.

1. How to submit a print job

Approach 1 - Print via campus PC:

First, make sure that your computer is currently running within the domain XJTLU before opening the document you will print, then click the menu "File" then select "Print…". The print jobs you've submitted will be kept for two weeks in the system, after which, if it remains unprinted, the system will automatically delete the jobs. After a print job is finished, the documents will not be saved in the system, which will instead only keep your print history in the server.
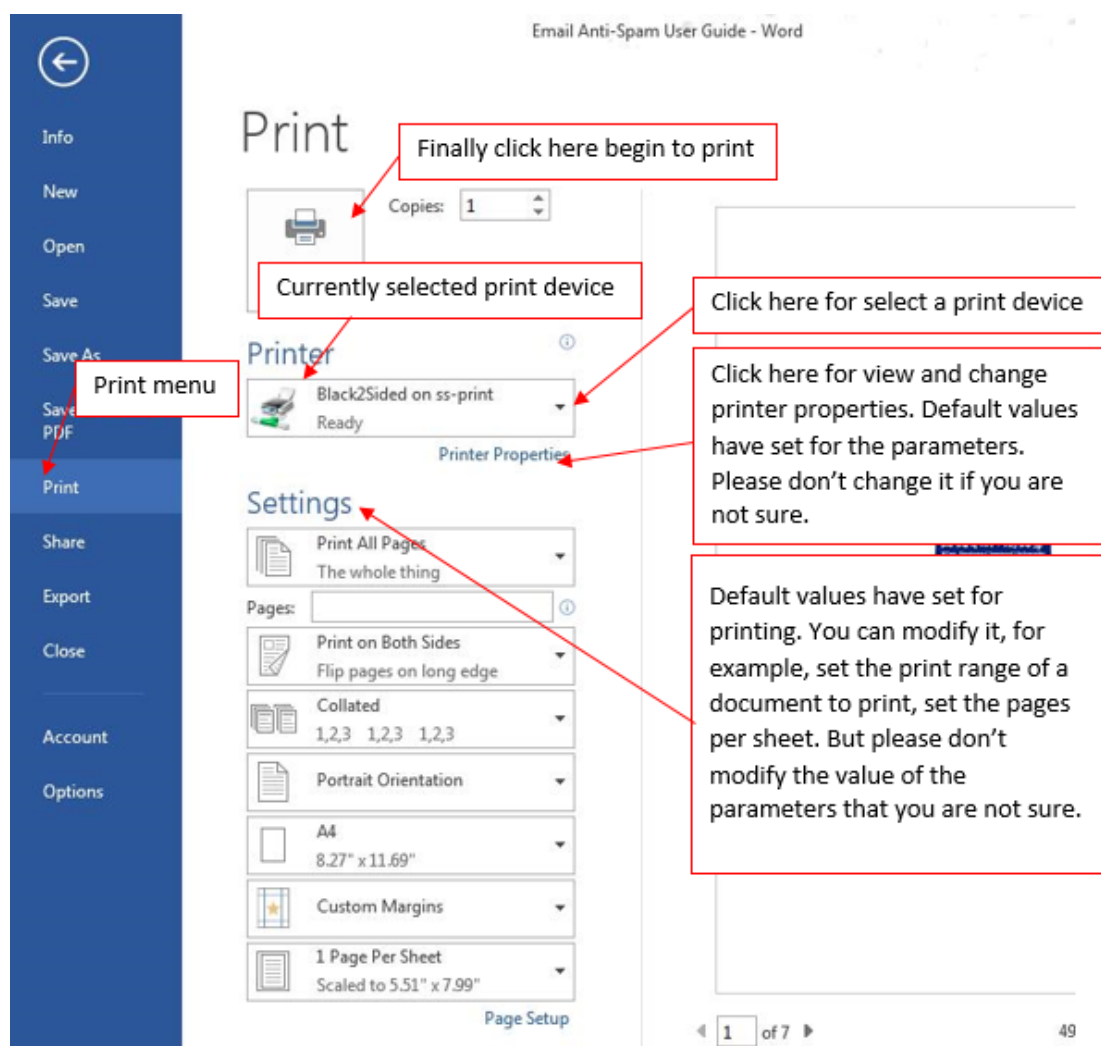
There are 6 printing options as listed below:

Black1Sided, one sided printing;
Black2Sided, 2-sided printing (long edge bind);
Black2SidedShortEdge, 2-sided printing (short edge bind);
Colour1Sided, one sided printing;
Colour2Sided, 2-sided printing (long edge bind);
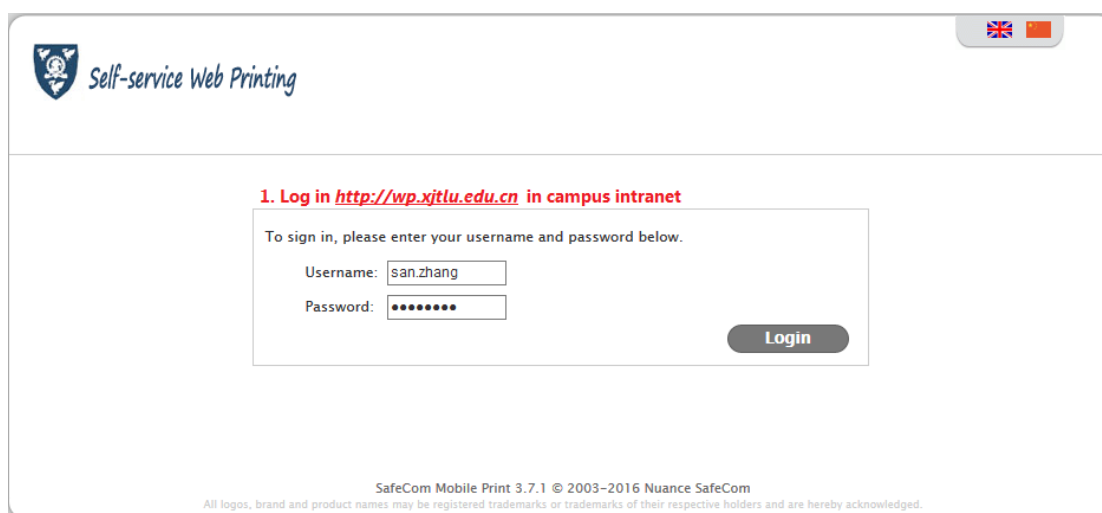Colour2SidedShortEdge, 2-sided printing (short edge bind);

Approach 2 - Print via web:

Users can submit a print job from any computer or device at hand, such as workstation PCs, laptops and notebooks, mobile devices and tablets via web in XJTLU campus intranet. Users upload the print job to the website "wp.xjtlu.edu.cn" ("wp" is the abbreviation of "web print"). The print job is then made available for the user to collect at any printer under the printing system. Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT, and it is only possible to print A4 and A3.

Please note, a more complex or long document is unfit for this service. Such as you want to print one sheet of Excel document, several PPT slides into one page, and the file with size greater than 20MB. In which case you will need to print in the standard way by logging on to a campus lab computer.

Submit a print job
Users log on to the Self-service Web Print System *http://wp.xjtlu.edu.cn* in XJTLU campus intranet with their XJTLU account.

Click "Web Print" tab in the top menu, and then click the "Choose File" button to select a document to print.

Click "Next" button to upload the document. In the display screen, select one of the four print type based on how you'd like your document to be printed out. If necessary, check the "Advanced" options box to change the default configuration. Anyway, you need to click the button "Print" to print your document, or the system will delete you uploaded file after 24 hours.

Approach 3 - Print via email:

Users can submit a print job from any computer or device at hand, such as workstation PCs, laptops and notebooks, mobile devices and tablets via email. Users send a print job as an email attachment to a specified email address. The print job is then made available for the user to collect at any printer under the printing system. Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP, TXT, and it is only possible to print A4 and A3.

Please note, a more complex or long document is unfit for this service. Such as you want to print one sheet of Excel document, several PPT slides into one page, a part of a document, and the file with size greater than 20MB. In which case you will need to print in the standard way by logging on to a campus lab computer.

Submit a print job

- Open the email program and create a new email.

- In the To: field, enter one of the six addresses based on how you'd like your document to print out:

  Black1Sided@xjtlu.edu.cn, one sided printing;
  Black2Sided@xjtlu.edu.cn, 2-sided printing;
  Black2SidedShortEdge@xjtlu.edu.cn, 2-sided printing (short edge bind);
  Colour1Sided@xjtlu.edu.cn, one sided printing;
  Colour2Sided@xjtlu.edu.cn, 2-sided printing;
  Colour2SidedShortEdge@xjtlu.edu.cn, 2-sided printing (short edge bind);

- Attach the documents to print. The maximum size limit of attached file is 20MB. Only the attachment (not the email body) will be printed.

- Click Send.

- Users go to any printer under the printing system to print and collect the print job.
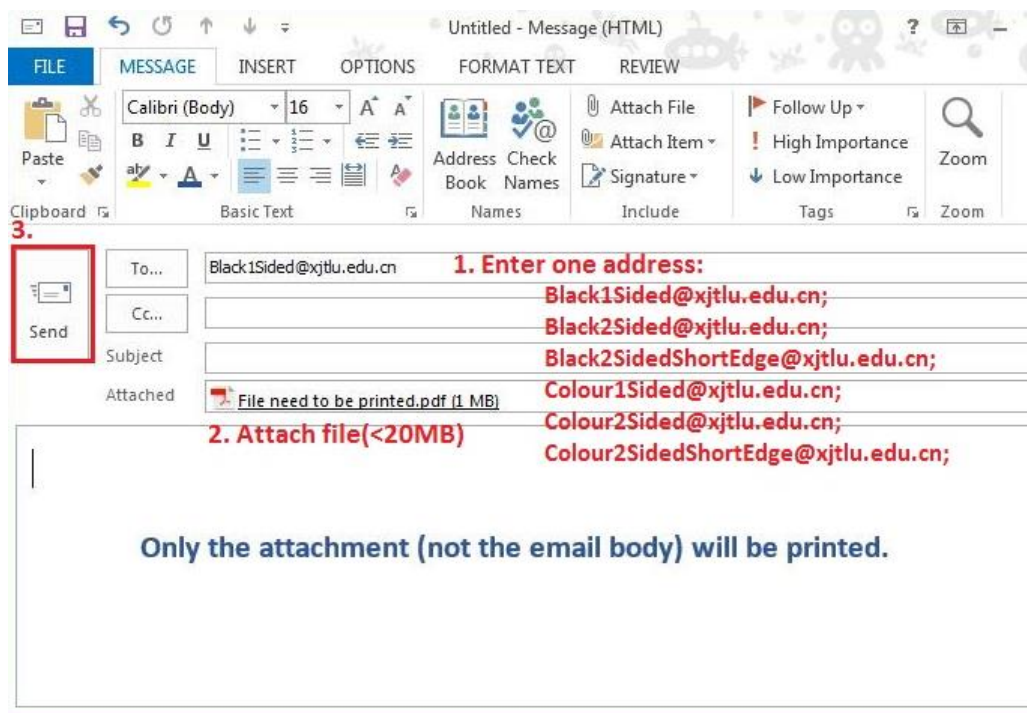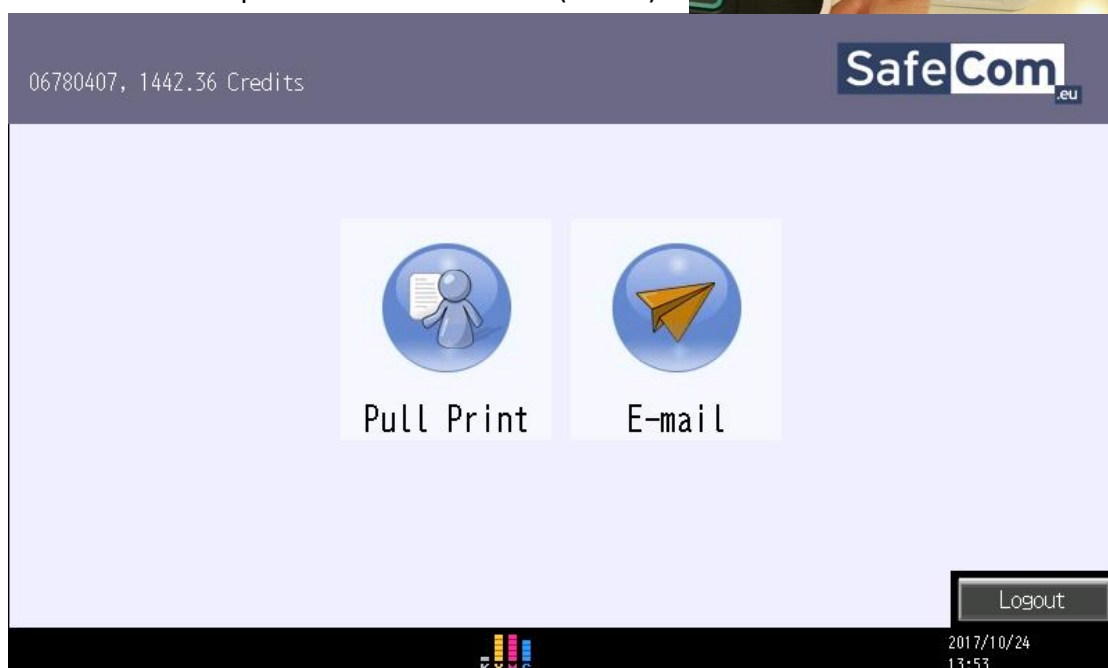
2. How to use ID card for printing

When the screen of All-in-one printer displays as below, it is available for printing.
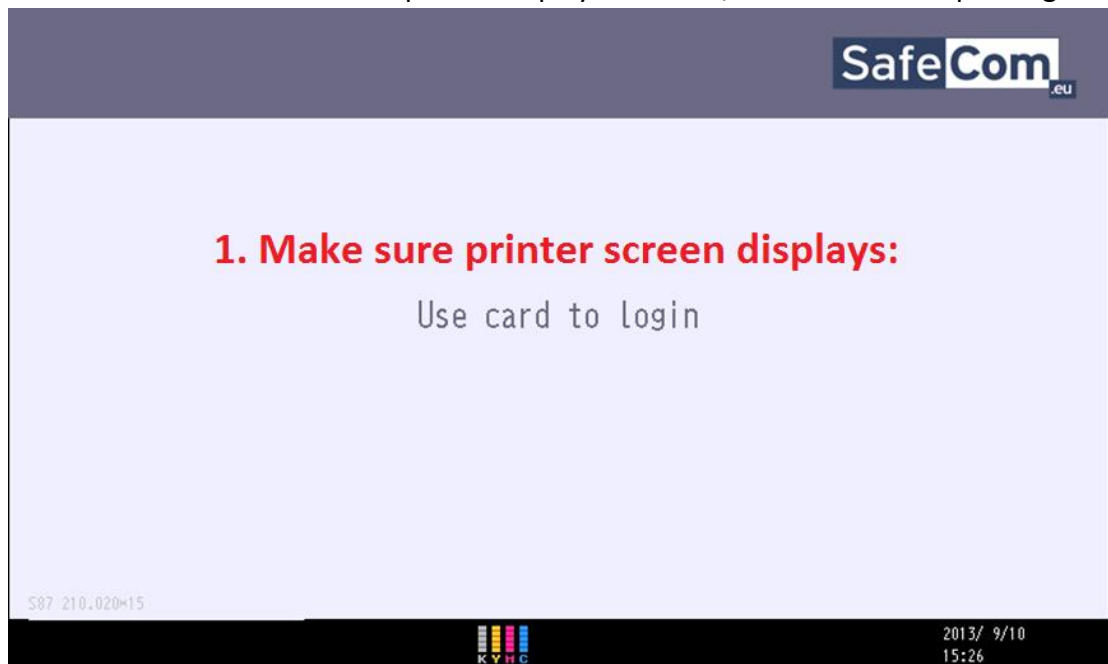
There is a card reader on every printer under the self-service printing system. Once you swipe your card onto it, the main menu will show up. You can choose to print or scan (E-mail).

Click [**Pull Print**] button, all the documents you have submitted for printing will be displayed.

At this screen, you can click [**Print all**] button to print all the submitted jobs. Or, you can choose one or more jobs, and then click [Print] or [Delete] to print or delete your print jobs.

PLEASE NOTE:
● Please make sure the screen displays "Use your card to login" before you swipe your ID card.
●Swipe the card somewhere above the swipe reader and remove the card upon a sound of "Di".
● If you see "credit too low" when printing, please login http://ss-print.xjtlu.edu.cn to check your printing account status.
- If your disposable value is lower than 0 (Disposable= Acc.1+ Acc.2- Low limit), please use your university email account to send below information to IT@xjtlu.edu.cn
  Name :
  Chinese name：
  Stu ID :
  Apply for deduct printing overdraft from Non-tuition fees account (申请从代收费帐户中扣除打印帐户的欠费**).**
- If you have credit being reserved as the image below, please try one hour later, you can report the problem to IT@xjtlu.edu.cn with your ID number and account name if it still can't work.
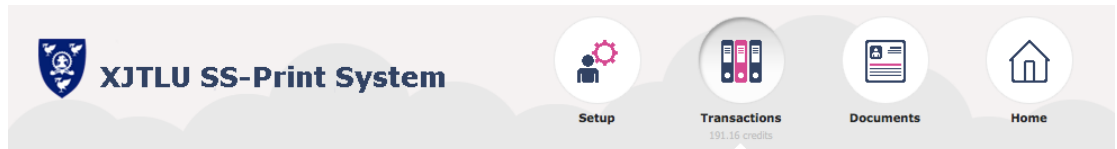
3. How to cancel a print job

Approach 1 (Recommended)

Log onto the print system at http://ss-print or http://ss-print.xjtlu.edu.cn with any computer in the University's computer labs, where you can choose to delete the documents you've submitted for printing.

Approach 2

Use the [**Delete**] button to delete jobs at the printing screen after swipe card.

```
06780407: 3 Doc, 1442.36 Credits                          SafeCom.eu

   0.40 NetBackup80_AdminGuide_MSExchg_Win.pdf
                                                          Print all
   0.40 Notice of VAT invoice.pdf                            (3)

   0.20 XJTLU Academic Calendar 2017-18 (STAFF).pdf


                                                            Back


                                                           Refresh


                                                            Copies
   Print        Retain        Delete        Info      ▼     1    ▲

                              KYHC                        2017/10/24
                                                          13:53
```
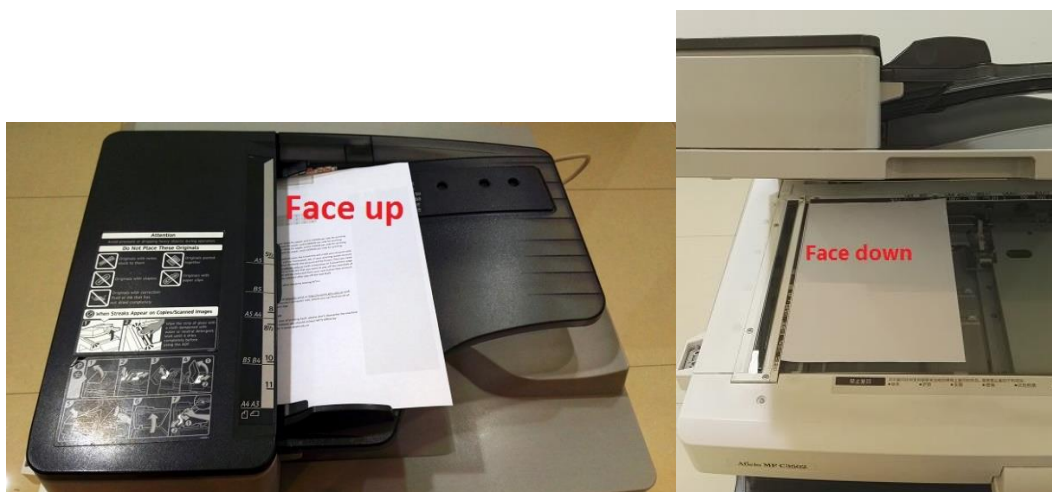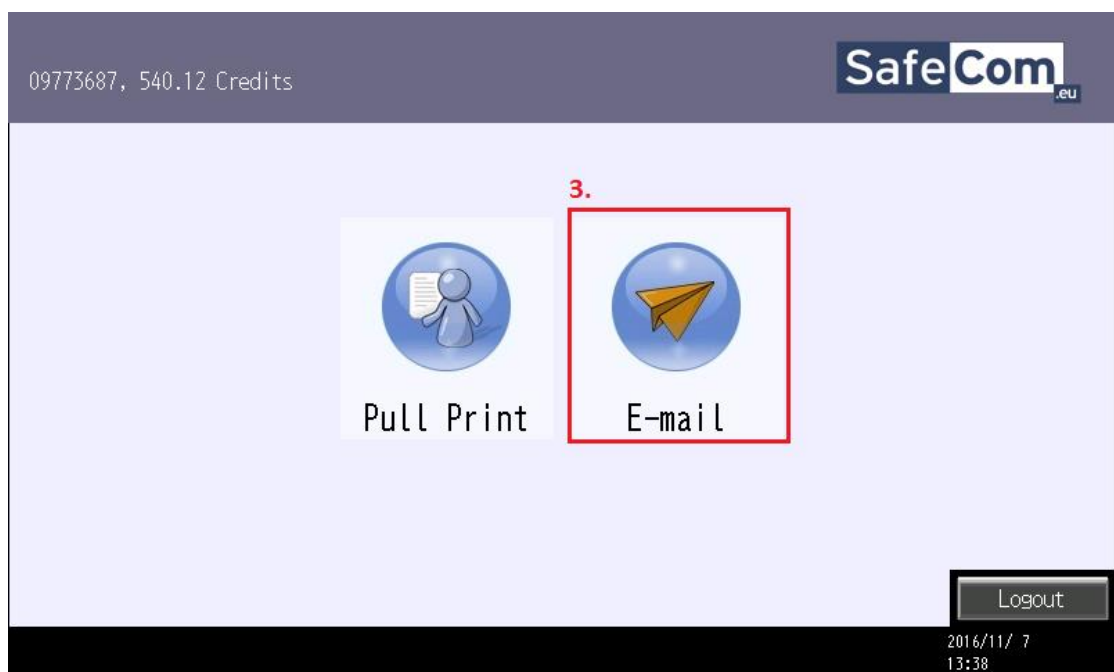
4. How to scan

There are two approaches to scan documents.

Approach 1 (Recommended)

Place your document to be scanned face up in the feeder on top of the machine, or face down if using the glass. For the duplex scan, recommend place the document in the feeder.

Login with card. And then tap the **E-mail** icon.

The value of the **To:** fields can by default be the **User e-mail.** Please note, only the XJTLU email address is valid.

The value of the **From:** fields can by default be the system configuration, a specified **From: virtual address**, or left blank.

The value of the **Subject:** fields can by default be the system configuration.

Tap **Configure** to choose properties for the scan. Tap **OK** to return to previous page.
Tap **Send** to scan and e-mail the document.

Job build

If you want to scan several documents into a single file, tap **Yes** to **Job build**. Tap
OK to return to previous page.

Sides	1-sided	2-sided	
Original	Mixed	Photo	Text
Attachment type	PDF	TIFF	JPEG
Color mode	Color	Grayscale	B/W
Resolution(dpi)	200	300	600
Single file attachment	Yes	No	
Job build	Yes	No	
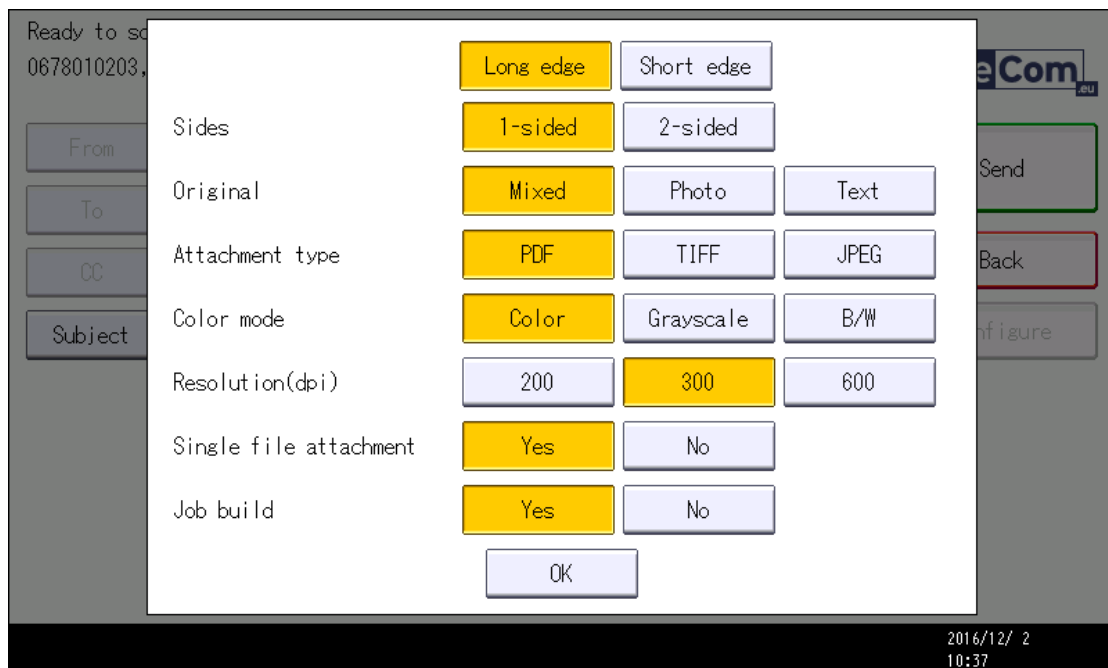
Please don't tap **Send** button until you have completed scanning all of your documents. Finally, Tap **Send** button to e-mail the documents.
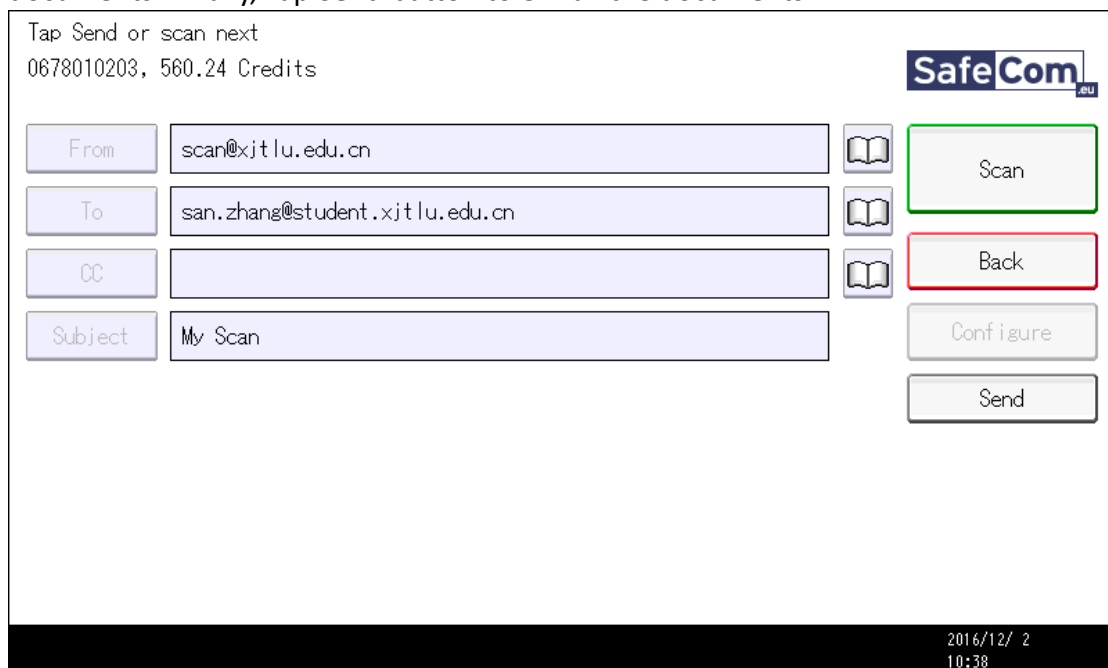
Approach 2

Place your document to be scanned face up in the feeder on top of the machine, or face down if using the glass. For the duplex scan, recommend place the document in the feeder.

After swipe your card via the card area of the printer, and press the SCAN button on the left panel, the screen will display as below 4-1, select "Email" tab.
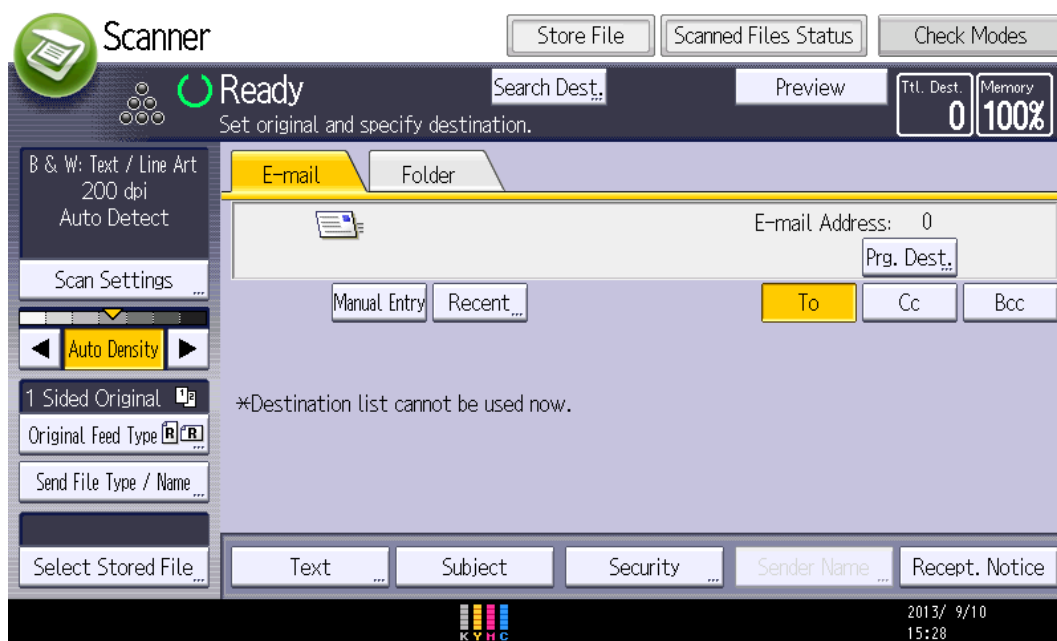
4-1

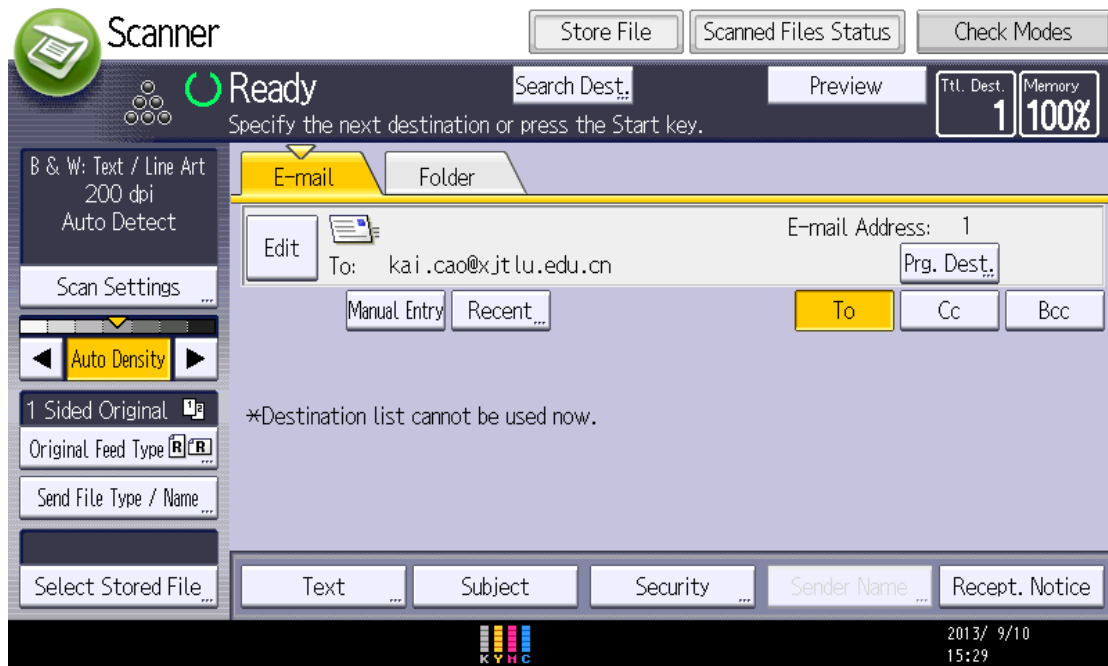When select "Manual Entry" on the screen, it will display as below 4-2. Please input your email address into the text box, and press "OK" as 4-3 shown below.
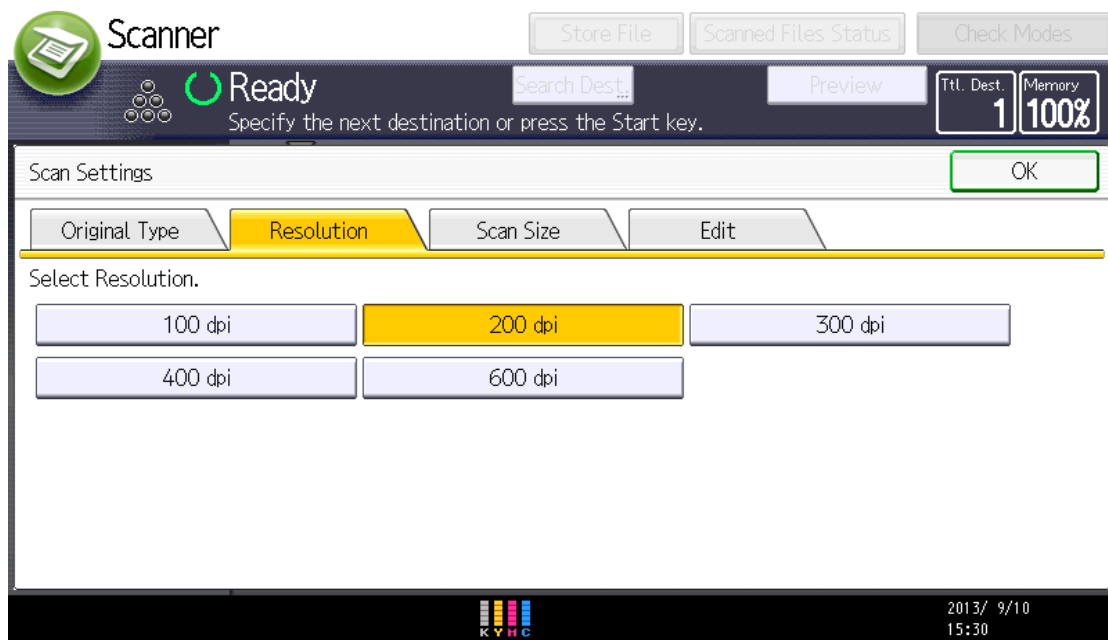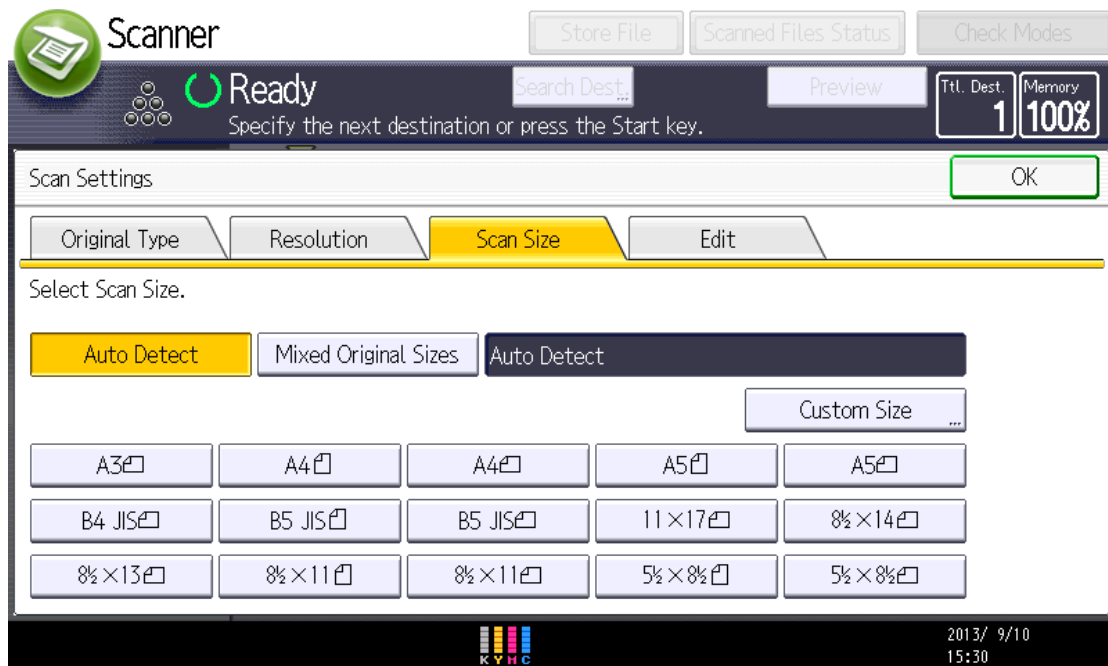

4-2

4-3

When select "Scan Settings" on the screen, it will display as below, to select the original Type (4-4), Resolution (4-5), and Scan Size (4-6). Press "OK" after finish setting.

4-4

4-5

4-6

When select "Send File Type/Name" on the screen, it will display as 4-7, to select the document type. Press "OK" after finish setting.
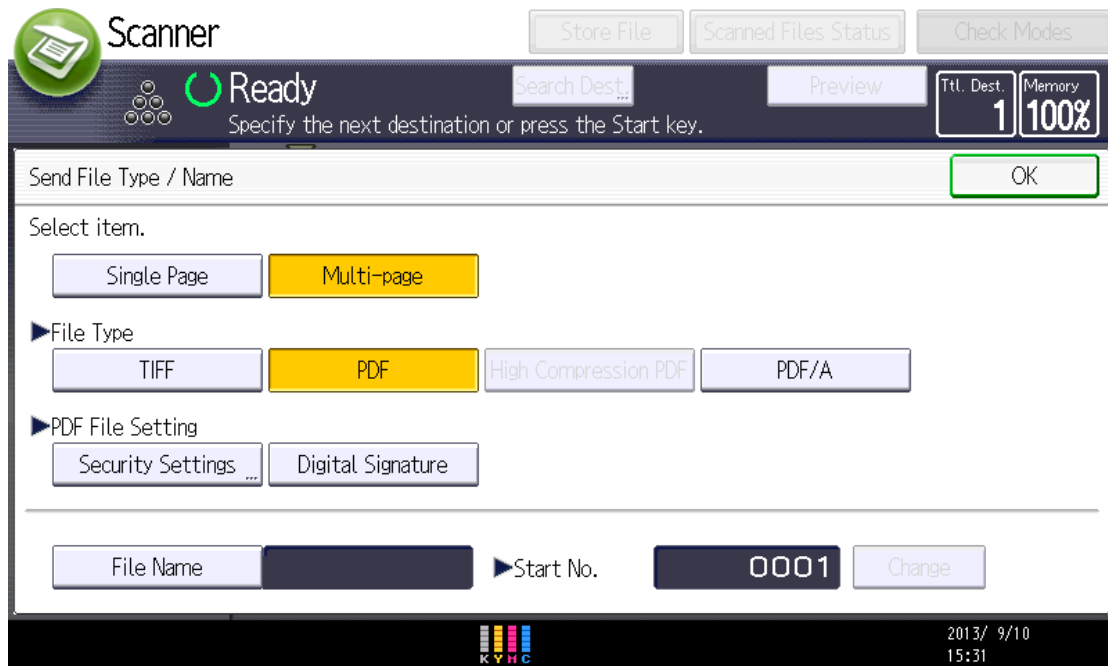
4-7

After completed all setting, press "Start" button to initiate scanning.

After completed all tasks, it is available to press "Scanned Files Status" to check status of each task.
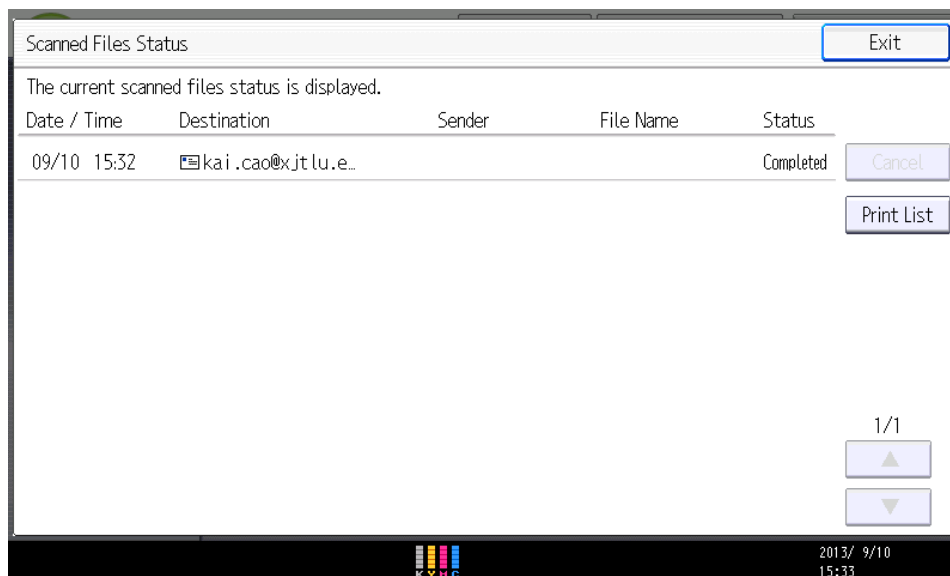
4-8

Please swipe your card again to exit your account.

5. How to copy

Place your document to be printed face up in the feeder on top of the machine, or face down if using the glass. For the duplex printing, recommend place the document in the feeder.

Face up

Face down
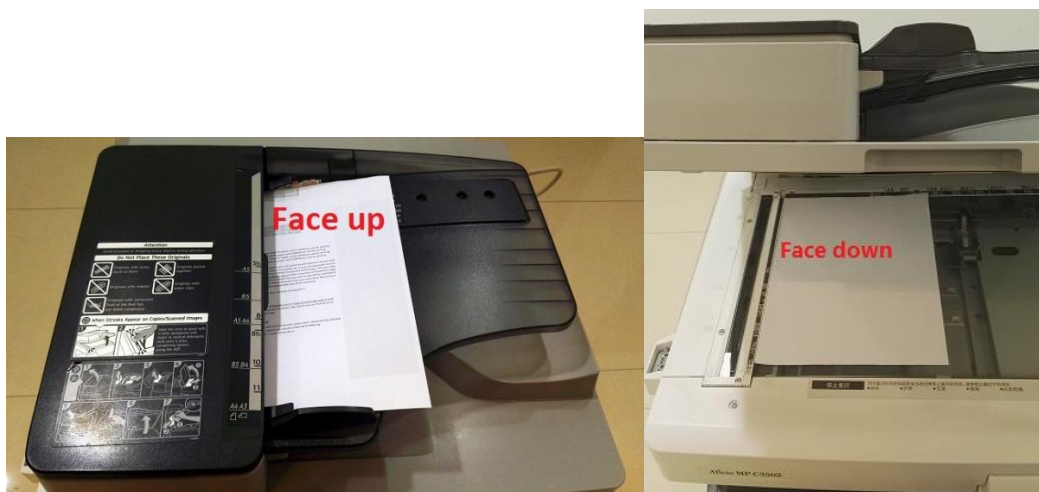
After swipe your card via the card area of the printer, and Press the COPY button on the left panel, the screen will display as below

2. Swipe Card

Select your copy required function options, including: paper size options, color options, format options, and page range etc.

After finish selecting options, press "Start" button.

6. Logout

Please remember to logout your account when you have finished your jobs:

Use the card at the printer's card reader again, or press **Logout** button on the operation panel of the machine, or tap **Logout** button on the main-screen, or automatically logout of the machine after 20 seconds if no any operation.
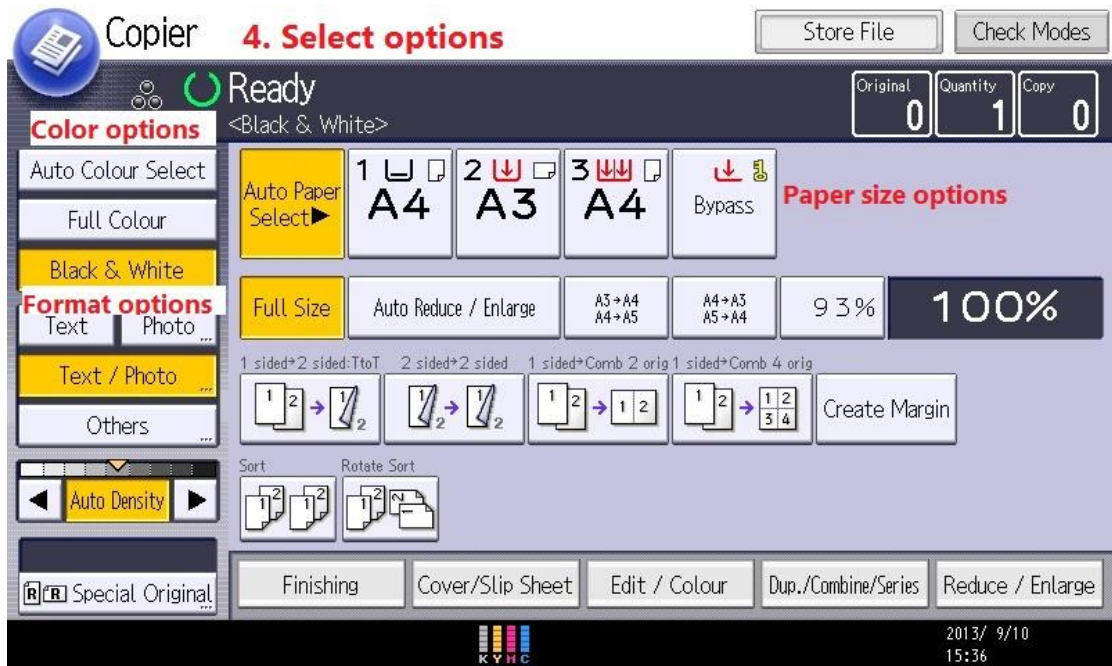
7. Printer location

There are 18 printing devices are available, and you can get your print jobs by your ID card on any one of them:

Location		Num	Color	Print	Scan	Copy
FB323		2	×	√	√	√
SC321		2	×	√	√	√
BA501		2	×	√	√	√
EB367		2	×	√	√	√
Central Building (Library)	1F	7	×	√	√	√
	3F		√	√	√	√
	4F		√	√	√	√
	5F		√	√	√	√
HS127		1	×	√	√	√
DB106A		1	×	√	√	√
ES103		1	×	√	√	√

8. Expenses

The price of printing,
A4 no-colour: 0.04RMB per sheet for paper, and 0.16RMB per side for printing
A4 colour: 0.04RMB per sheet for paper, and 0.96RMB per side for printing
A3 no-colour: 0.08RMB per sheet for paper, and 0.32RMB per side for printing
A3 colour: 0.08RMB per sheet for paper, and 1.92RMB per side for printing

At the beginning of each academic year, the University will credit your account with 90RMB for printing needs such as homework, etc. If your printing quota account balance is overdraft more than 500RMB, the account will be frozen. (Visit http://ss-print.xjtlu.edu.cn to check account balance) Then you need to send an email to IT@xjtlu.edu.cn to indicate that you want to pay off the overdraft of your account. The overdraft will be deducted from your non-tuition fees account. Your printing account will be released after pay off the overdraft.

We will settle the account when students leaving XJTLU.

9. Check my print jobs

You can view your printing jobs, printing balance and recharging history at http://ss-print or http://ss-print.xjtlu.edu.cn

10. Please contact us

If you need help, or in case of printing fault, please don't dismantle the machine without authorization. Instead, you should contact MITS Office by:
TEL:0512-88161250, Email: IT@xjtlu.edu.cn