Printer Use Guide

SUNY Korea Bill Hwang Library

How to use the printer

1. **Select the CORRECT printer**

   - Printer: Kyocera TASKalfa 3031i KX

2. **Type in your Account ID / Print Code.**

   - Print code: 8-digit-number from your student ID number <u>except for the first number or @</u>.

   ex) My SBU ID: 012345678 → My Print Code: 12345678

   ex) My FIT @ number: @12345678 → My Print Code: 12345678

* Print Quota per semester: 500 pages for printing and copying / Unlimited scanning.

Printer Issue 101

1. **If the printer is offline, or if you cannot type in your student ID,**

    It's the default printer setting error; choose the right printer that ends with KX in its name.

2. **If the printer is out of paper,**

    Choose paper cassette 1 or 2 from the printer screen and press <Continue>

How to check your remaining print quota

1.   **Go to the printer**
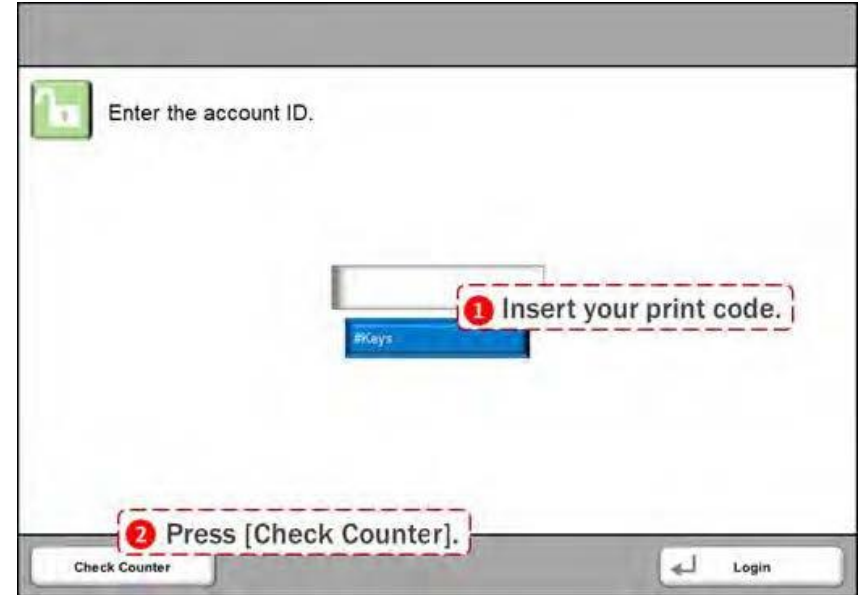
How to check your remaining print quota

1. **Go to the printer**

2. **Insert your 'Print Code'**

   Make sure you don't insert your student ID. Your print code is the 8-digit-number from your student ID except for the first number (SBU students) or @ (FIT students).

3. **Press [Check Counter]**

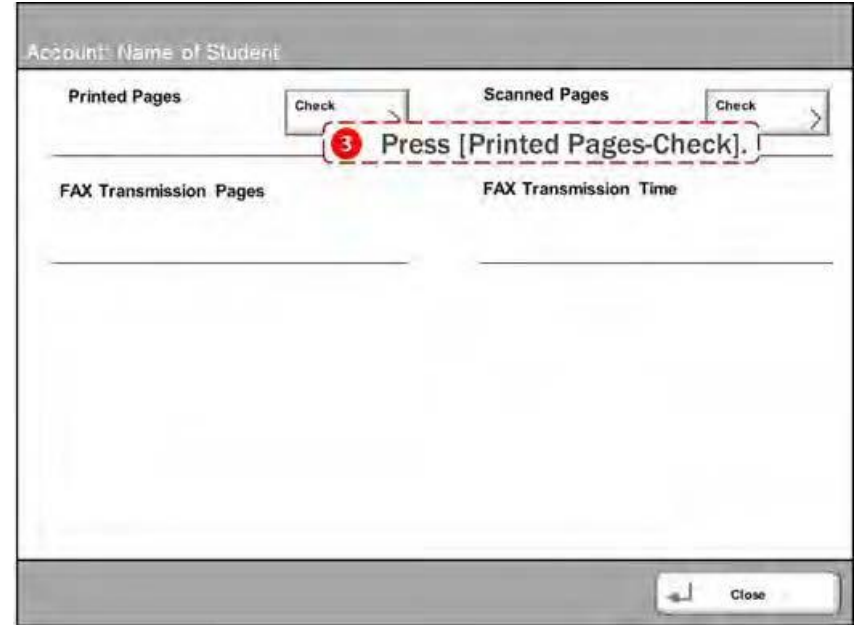   After putting your print code in, press [Check Counter] on the left bottom side of the screen.

How to check your remaining print quota

1. Go to the printer

2. Insert your 'Print Code'

3. Press [Check Counter]

4. **Press [Printed Pages - Check]**

   Now, you will see a new screen showing the account information. Press [Check] to see the number of printed pages or copied pages.

The print quota is renewed at the beginning of every fall and spring semester.

How to scan

1.   Go to the printer

How to scan

1. Go to the printer

2. **Insert your 'Print Code'**

    Make sure you don't insert your student ID. Your print code is the 8-digit-number from your student ID except for the first number (SBU students) or @ (FIT students).
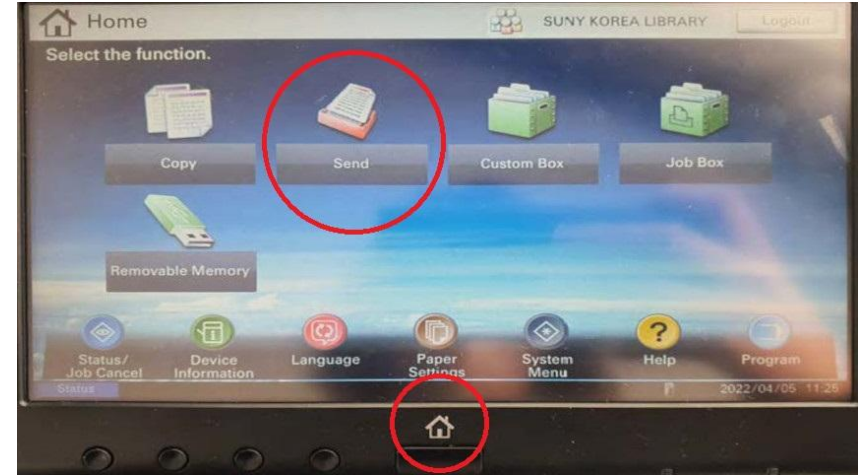
How to scan

1. Go to the printer

2. Insert your 'Print Code'

3. **Press [Home] Button**

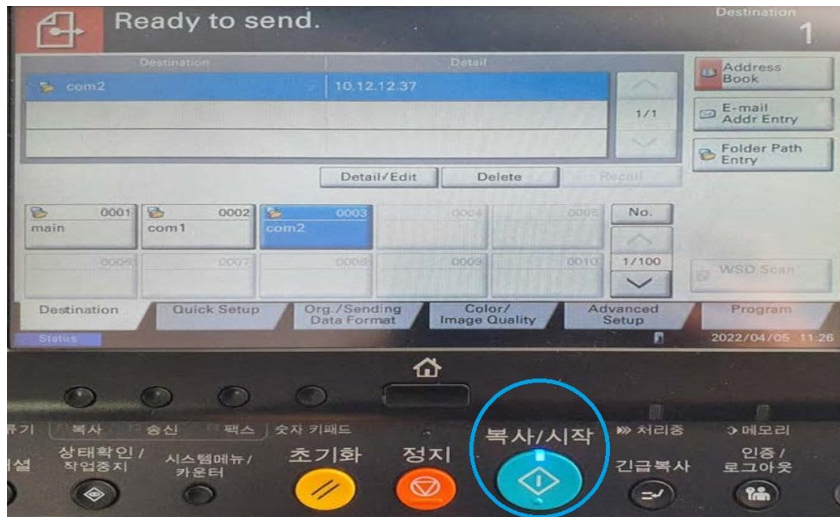   You will see a home screen. Press "Send" button.

How to scan

1. Go to the printer

2. Insert your 'Print Code'

3. Press [Home] Button

4. Press [com2]

    Press [Start] (The blue Button)
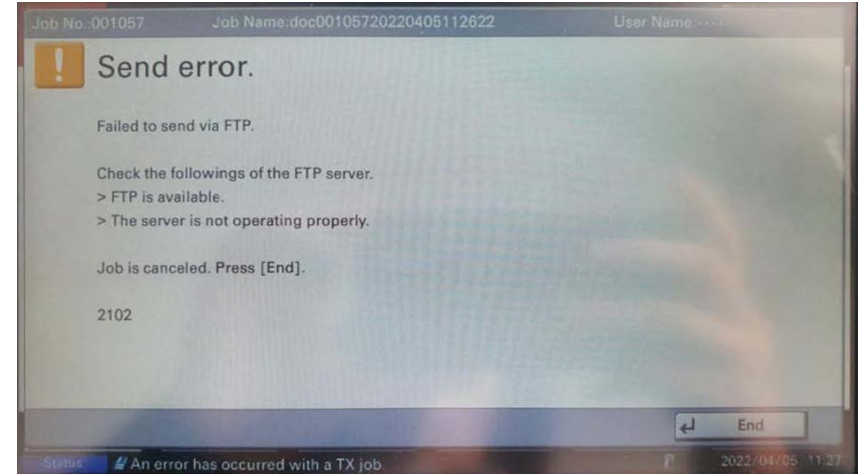
    Go to Computer 2

    Find your file from the [scan folder]
    in the desktop

Scanning Issue 101

1. **If this error pops up in the screen, it means the pc is not turned on.**

   Please turn on the PC before scanning.

Contact

- Email: library@sunykorea.ac.kr
- Phone: 032-626-1127