# -Printer System / Charging money



- 1. Touch "Welcome"
- 2. Input Student Number/PW or tag student ID card
- 3. Insert money

# Contact IT Division if there are any problems with the charging process (Tel: 3299 - 1275)

## -Printer System / Using copiers



- 1. Touch ID card to the Card Reader
- 2. Place document to be copied and press Copy
- # Black and white : KRW 30
- # Color : KRW 100

#### -Printer System / How to print



- 1. Select the print function in MS Office(Word, Excel, Power Point)
- 2. Select Printer Name and press OK to execute Print Billing System

# Color or Black and White may be selected in the Printer Name

### -Printer System / How to print

| MEMBER'S LOGIN |                           | Pf   | PASSWORD |      |        |          | Join            |
|----------------|---------------------------|------|----------|------|--------|----------|-----------------|
| 🖨 Printe       | r 🔸 9_PrinterRoom Printer | 1    |          |      |        | G Exit 0 | <b>2:55</b> sec |
| No,            | filename                  | size | mode     | type | page   | cost     | status          |
| 001 Micro      | soft Word – Document2     | 2 A4 | B&W      | S    |        | Error    |                 |
| e totalcos     | t ▶ 0 won                 |      |          | (    | 💥 DELI | ETE) 📳   | PRINT           |



- 3. Input Student Number and P/W to log in.
- 4. Confirm balance and click "Print"
- 5. Confirm billed amount and click "OK"

# Contact IT Division if there are any problems with the billing process (Tel 3299 - 1275)

## -Review billing and charging history



3. You can review print, billing, and charging history.