

On-Demand Printer Operating Manual for Students

2024/09

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1. Authentication Methods for On-demand Printer

Each function (scanning and printing) can be used by logging into the on-demand printer using either method.

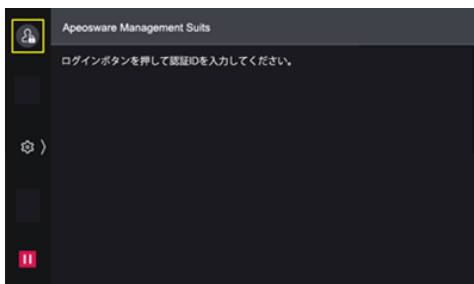
(1) [Users who have an IC Student Card]

Touch the IC student card to the printer to log in.

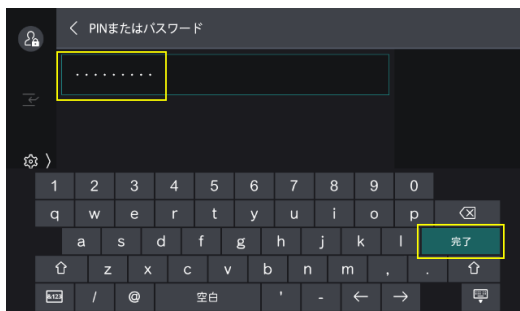


(1) [Users who DO NOT have an IC Student Card]

- ① Tap the "Authentication icon" in the upper left corner of the operation panel screen, enter the 8-digit student number in the "User ID" field, and tap "OK."



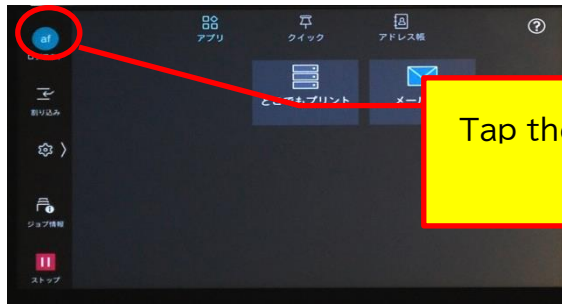
- ② Enter your password, and tap "完了".



- (2) If the "Authentication icon" turns green, log-in is successful.

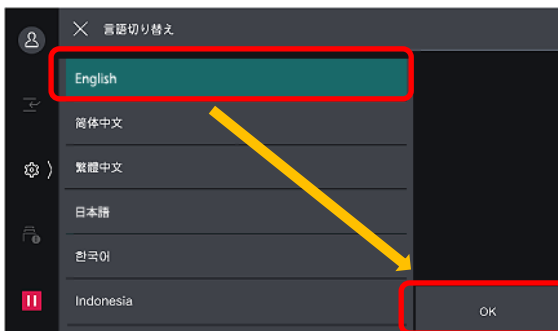


Be sure to de-authenticate after use!



Tap the "Authentication icon" to deactivate authentication.

- (3) To change the language, click on the "Language" icon > Select language* (Select English here) > "OK". (*The language selection is limited)



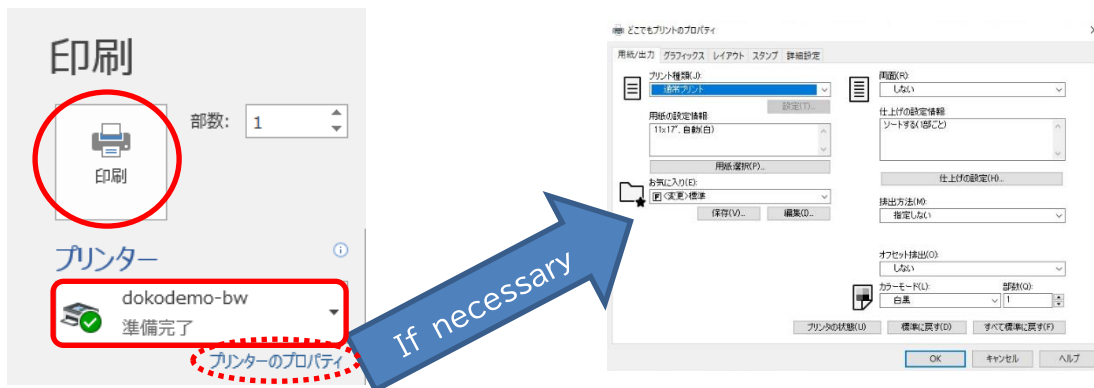
2. Basic Operation of dokodemo-print (On-demand Printer)

Output from on-demand printers for students on campus is available.

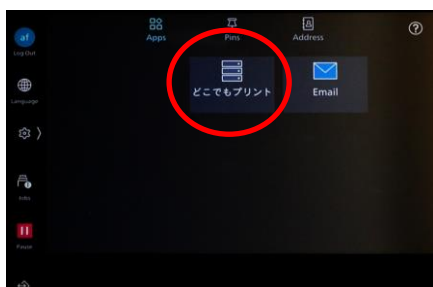
- (1) On the print screen of the COM Rooms computer, select either of the following output printers and instruct printing.

- dokodemo-bw (monochrome)
- dokodemo-color (color)

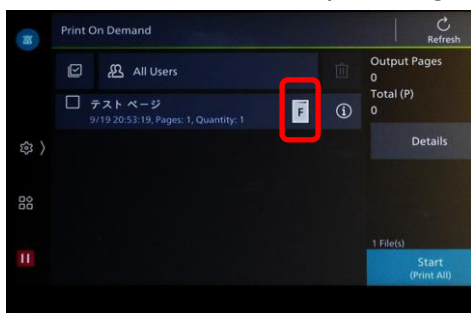
(Printing instructions can be changed in “Properties” if necessary)



- (2) After authentication at the printer, Tap [dokodemo-print (どこでもプリント)].



- (3) A list of jobs output from the PC will be displayed, so check whether the black & white/color printing is as set.



For Black & White

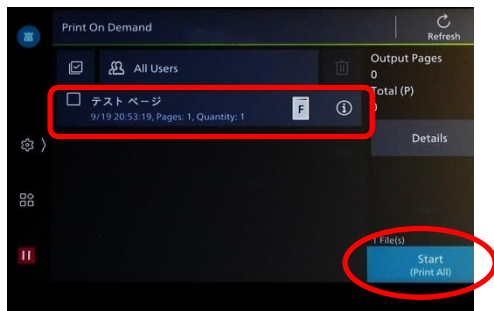


For Color



(4) Select the job to be printed and tap "Start".

***Jobs are stored for 72 hours.**

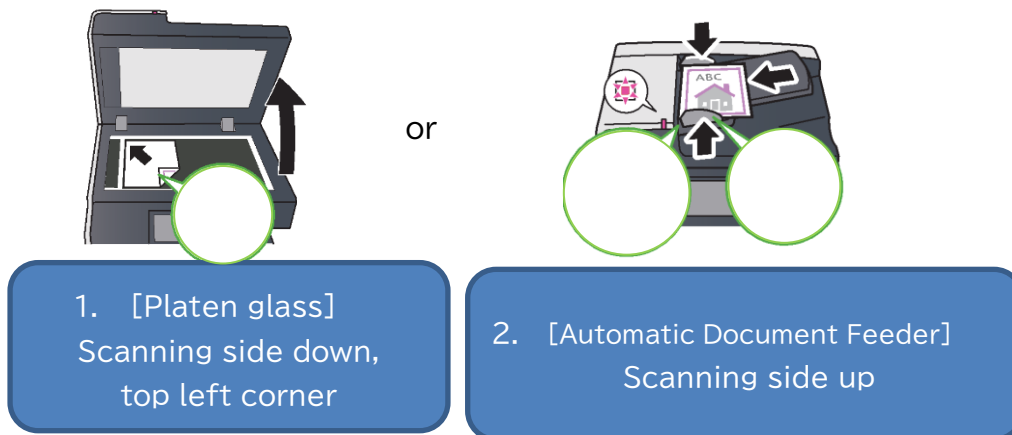


3. Basic Scanning Operations

Operate the on-demand printer and send the scanned data to your Sophia mail address.

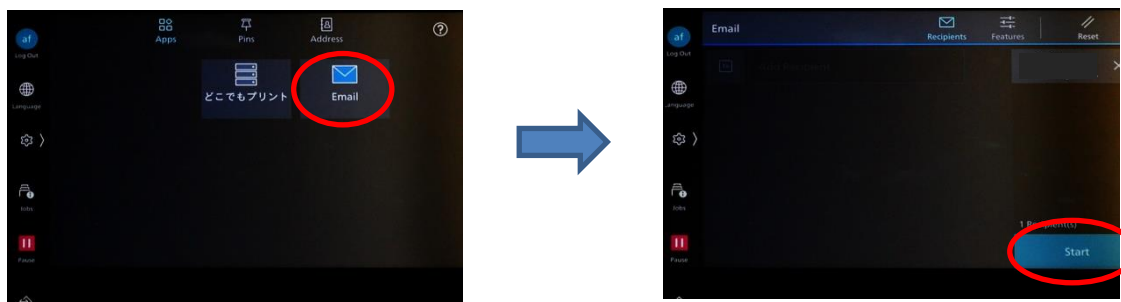
If the file size after scanning exceeds 15 MB, an error will occur, therefore, please scan in small portions.

- (1) Set the original document.



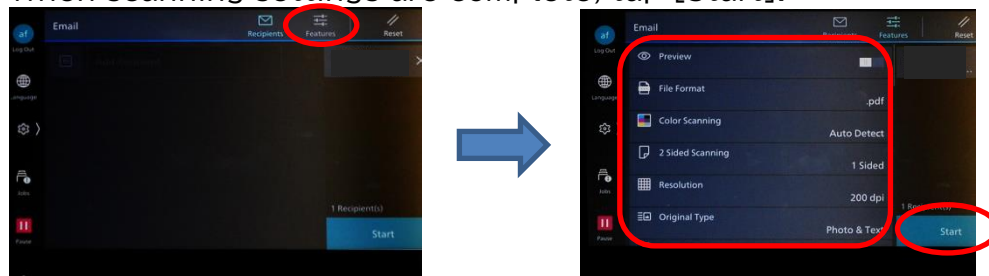
- (2) After authentication, tap the [Email] and press [Start].

*Color mode Auto Detect, 1 Sided, 200 dpi is the default scanning setting.



To change scanning settings, such as color mode and resolution, tap "Features".

When scanning settings are complete, tap [Start].



- (3) Confirm that the scan data has been sent to Sophia Mail.

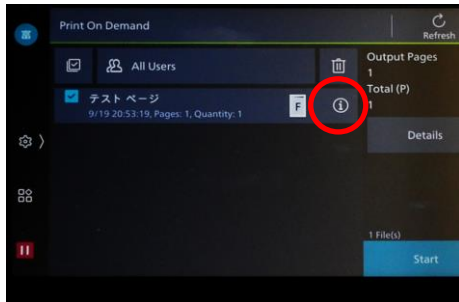
«E-mail Receipt Screen»



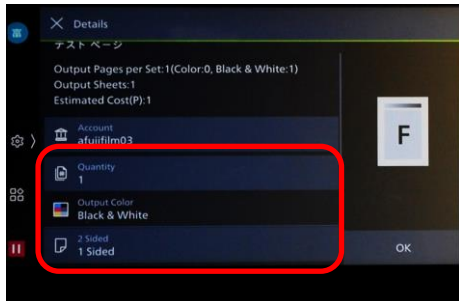
4. Canceling Changes or Printing after Print Directions

4.1 Change the number of copies and color mode

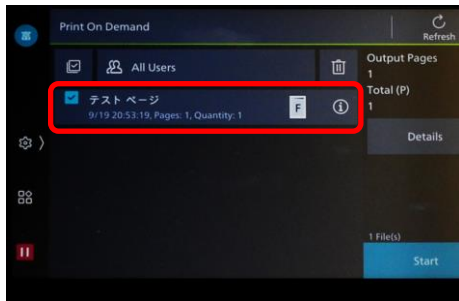
(1) Tap ⓘ of the JOB to change the print settings.



(2) Tap "OK" to change print settings such as number of copies, color mode, and 2-sided printing.

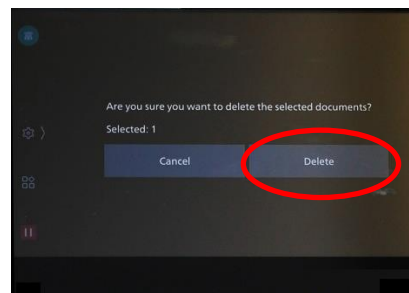
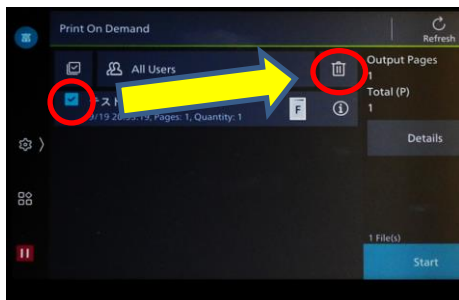


(3) Select the JOB to print and tap [Start].



4.2 Cancellation of printing after printing directions

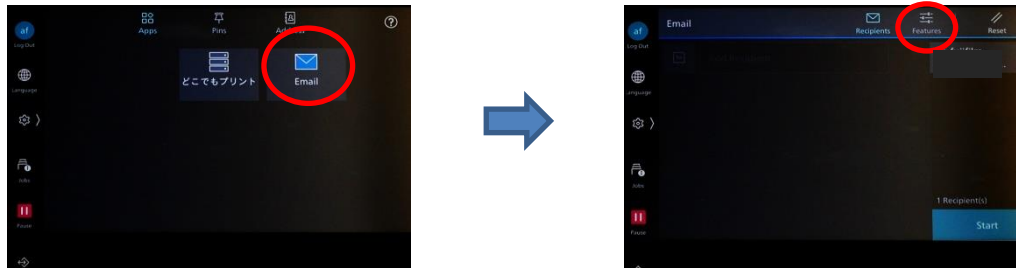
(1) Select the job to delete and tap the "Trash".
A confirmation window will appear. Tap "Delete".



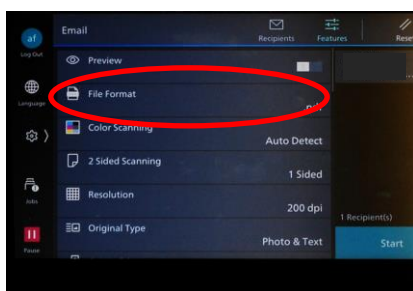
5. Conveniently Scan Multiple Documents

5.1 Scanning by splitting the file one page at a time

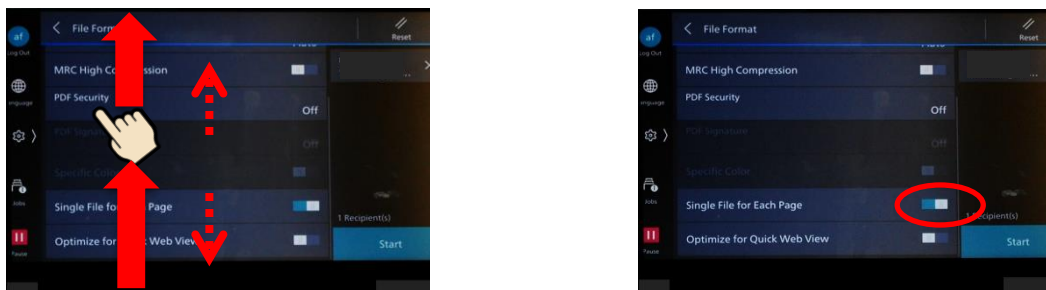
(1) After authentication, tap “Email” and then tap the “Features”.



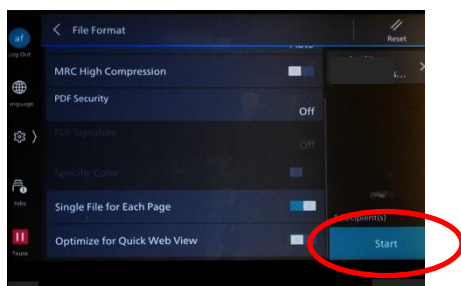
(2) Tap ”File Format.



(3) Scroll down to ”Single File for Each Page” and press the button on the right to turn it green to enable it.



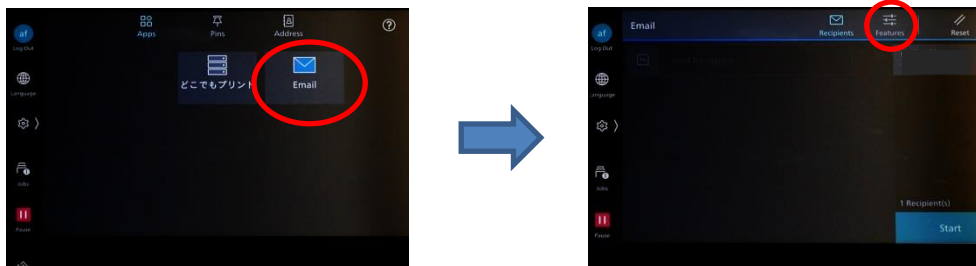
(4) Load the original document and tap ”Start”.



5.2 Scanning of MIX size manuscripts

Learn how to scan multiple different sized documents at once.

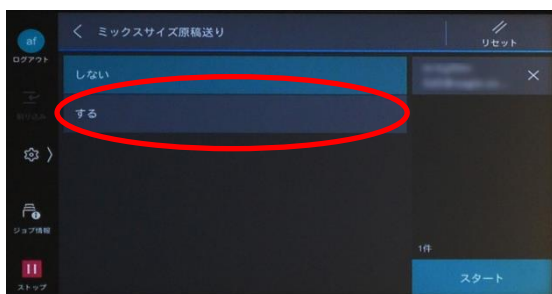
- (1) After authentication, tap "Email" and then tap the "Features".



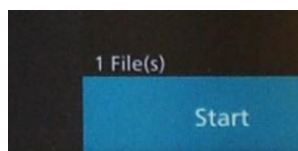
- (2) Scroll through the "Features" and tap "Mixed Size Originals".



- (3) The default setting is "Off" but tap "On".



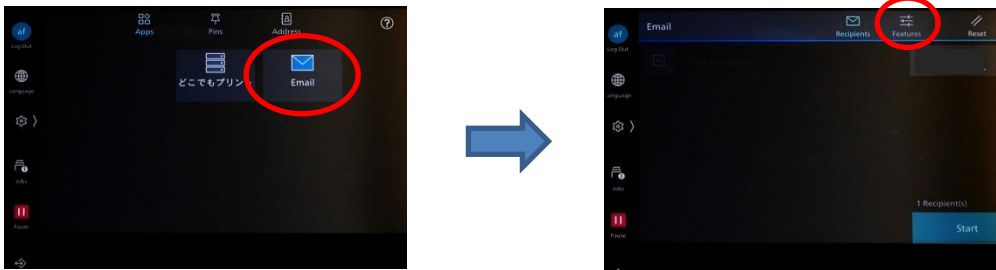
- (4) Align the original document at the back as shown in the illustration below and press "Start".



5.3 Scan multiple additional documents into one file

Learn how to scan multiple documents into a single file.

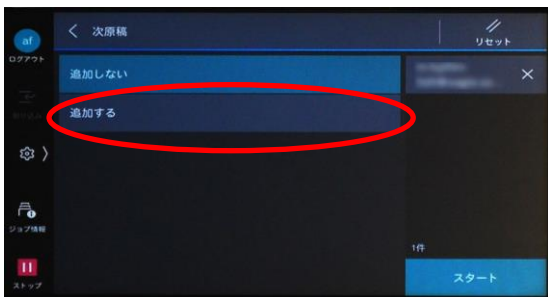
- (1) After authentication, tap "Email" and then tap the "Features".



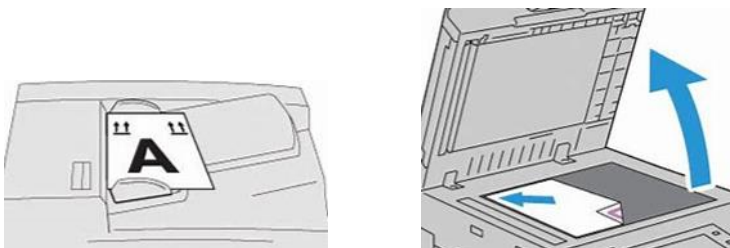
- (2) Scroll through "Features" and tap "Next Original -- Off".
(the button is located at the bottom)



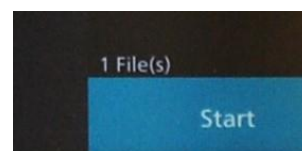
- (3) The default setting is "Off" but tap "On".



- (4) Images are not transferred when scanning one sheet at a time with the automatic document feeder or when scanning on a glass surface.



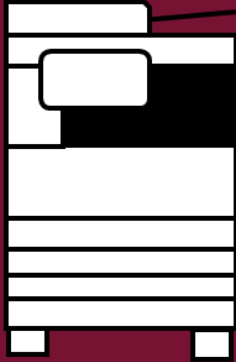
- (5) Tap "Scan" when all the documents have been scanned.
All scanned data will be sent via e-mail.



Contact

Sophia Campus Support(SCS)

 03-3238-4259



Paper jam

Out of paper

Out of toner

ICT Office

Bldg. # 2 3rd floor (2-314)
ict-support@sophia.ac.jp



PC matters

Other Printing
Troubles

Printers are monitored by SCS, and staff will fix the problems as soon as possible.
Please find another printer and do not fix the problems yourself.
If you need help urgently, please contact SCS.