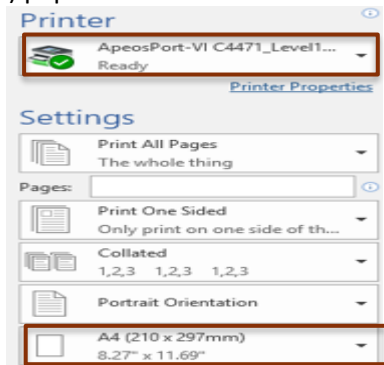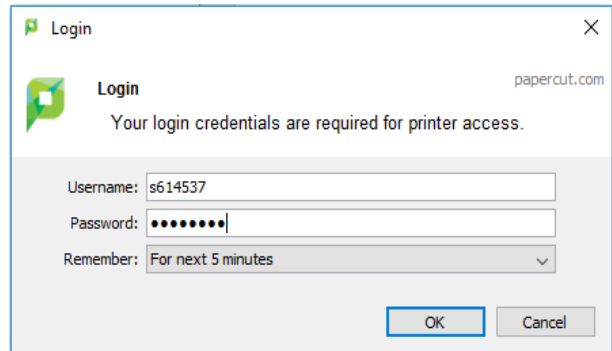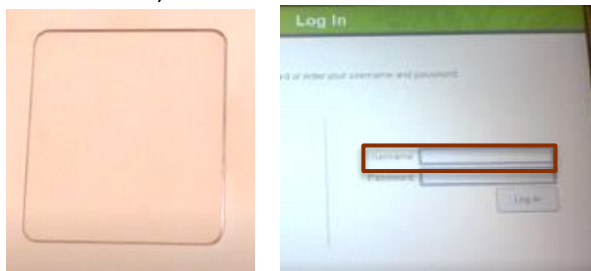# How to Print

1. Select Print. Ensure that the ApeosPort-VI C4471_Level1 printer is selected and the A4 (210 x 297mm) paper is selected.
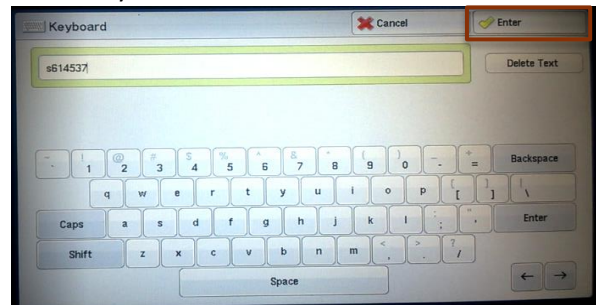
2. Log in with your student number and password, which is your birthday DDMMYYYY, then select OK.
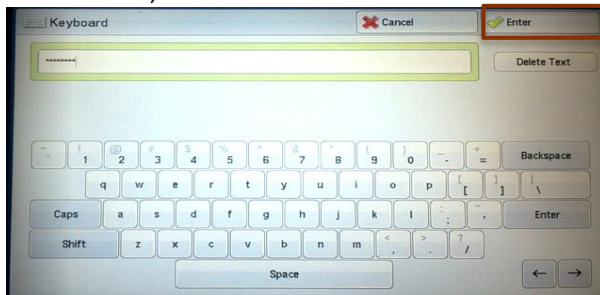
3. Go to the printer and log in by scanning your student card, or touch the Username box.
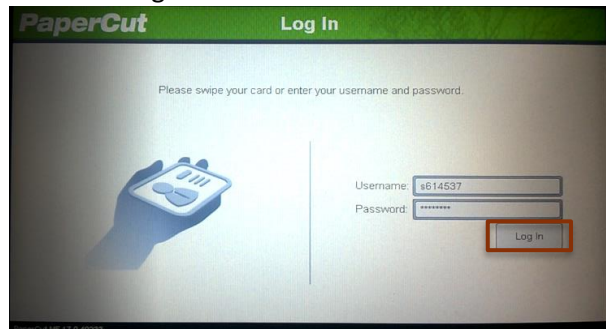
4. Enter your student number and select Enter.

5. Enter your password, which is your birthday DDMMYYYY, and select Enter.

6. Select Log in.

7. Touch the print job you would like to print or select Print All. You can see how much it will cost. Select Print. If this is a job you have sent more than once, then Cancel the jobs you don't need.