

How to print in the library

Printers in the library

2 printers next to the Computer Workstation on the 1st floor in the Main Building.

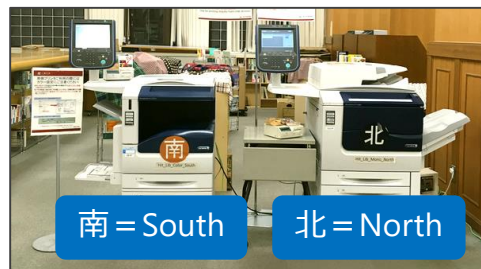
South Printer (南)

- b&w / color
- B5 · A4 · B4 · A3

North Printer (北)

- b&w only
- A4 · B4 · A3

* Do not bring your own paper.



Which computer are you using?

- Desktop computer at the Computer Workstation → **See Step 1, 4**
- Library's laptop computer → **See Step 1, 2, 4**
- Your own laptop computer → **See Step 1, 2, 3, 4**

* You can borrow a laptop at the circulation counter (ID card required).

* Printing from your smartphone or data storage device (e.g., USB flash drive) is not available.

Step 1 : Prepare a copy card

You will need a Co-op copy card when printing in the library.

- * Cash can not be accepted.
- * Cards distributed in seminars can be used only for copying.

Vending machine

- Co-op copy cards are available at the vending machine near the Help Desk on the 1st floor (105 points / ¥1,000).
- * The machine accepts ¥1,000 bills only. No change is available.
- * You can also buy a card at the Co-op shop.



We suggest that you write your student ID number on your card. Because if you misplace your card and someone hands it over to the lost and found counter, you will be able to get it back.

Step 2 : Connect to the university wireless network (1284Wireless)

Library's laptop computer

- (1) Choose "**hit-psk**" from your computer's network list.
- (2) A security key is required for the first time. Please ask at the counter.
- (3) Start any web browser. You will be redirected to the login window. Use your Hitotsubashi Authentication ID and password to log in.

Your own laptop computer

- (1) Choose "**hit-eap**" from your computer's network list.
- (2) Hitotsubashi Authentication ID and password are required for setting.



If you have any trouble connecting to the Wi-Fi, please ask at the counter or see the webpage of the Center for Information and Communication Technology. <https://1284w.cc.hit-u.ac.jp/wlan>

Step 3 : Install printer driver

You will need to install the appropriate printer driver in order to print from your own laptop. Please follow the guide of the Library website through the URLs bellow.

<https://www.lib.hit-u.ac.jp/services/library/print/>

* Check the bit-version of Windows OS : [⊞ Win] + [X]→[System(Y)]

Step 4 : Print (only Windows)

(1) Choose "Print" from the menu of the application and select the printer.

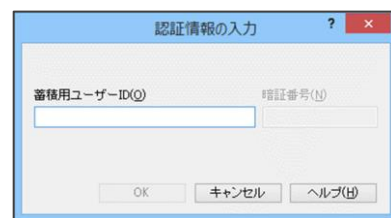
North : Hit_Lib_Mono_North (b&w only | B5 unavailable)

South : Hit_Lib_Color_South (b&w / color | B5 available)

* When you use the South Printer to print in b&w, you will need to choose "Black & White" on the printer properties.

(2) The "Authentication information" window will pop up after you click "Print" on your computer. Enter the "Queue user ID" and PIN number of your choice (i.e., student ID) to distinguish your printing jobs from others.

* Only numbers up to 12 digits are accepted as the PIN number.



The "Authentication information" window may be hidden behind other windows. Please find and click a printer icon from the task bar.



(3) Touch "ID Print" to see the list of user IDs. Choose the ID that you entered and click "Document Confirmation/Print". Check paper size, black-and-white/color, and other settings and click "Print".

* You will be asked for the PIN number.

(4) Insert your copy card into a card reader near the printer. Check to see if the remaining amount of points on your card is enough to print the pages that you want to print.

b&w: costs 1 point per page **color**: costs 5 points per page

If the points run out during printing, printing will pause. Insert a new copy card within 59 seconds or finish printing once and print again from the next page.



Notes

● After you have finished printing, do not forget to take your copy card with you.

● In case of any trouble (out of paper, paper jam, etc.), consult the Help Desk or the circulation counter.