How to print in the library

B&W ONLY

A4·B4·A3

Co-op copy cards ONLY

Printers in the library

LOCATION: Next to the Computer Workstation on the first floor of the Main Building.

North Printer

South Printer



• B&W / COLOR • B5·A4·B4·A3

Cash ONLY

* Do not bring your own paper.

Which computer are you using?

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

= South

北=North

- (University members only) Devices at the Computer Workstation \rightarrow See Step 1 4 (Library Main Building 1st floor)
- (University members only) Personal laptops \rightarrow See Step (1) (2) (3) (4)
- PCs for microscanners, information retrieval terminals, PCs for visitors \rightarrow See Step (1) (4)

Step 1 Prepare cash / Co-op copy card for payment

Prepare cash (coins / ¥1,000 bills) or Co-op copy card depending on which printers you will use the printer you will use. Color printing and B5 size printing are only available on coin-operated printers.

B&W: ¥10 (1 Credit)/1 Sheet COLOR: ¥50 (5 Credits)/1 Sheet * University copy cards cannot be used for printing in the library.



We suggest that you write your student ID number on your card. 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)**

* University members only

Choose "hit-eap" or "hit-sae" from your computer's network list.

- hit-eap \rightarrow Hitotsubashi Authentication ID and password are required for log-in.
- hit-sae \rightarrow 1. A security key is required when logging in for the first time. Please ask the counter.

2. Start any web browser. You will be redirected to the login window. Use your Hitotsubashi Authentication ID and password to log in.

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



You need to install the appropriate printer driver in order to print from your own laptop.

Please follow the guide from the Library website through the URLs below.

https://www.lib.hit-u.ac.jp/en/services-2/library/print/

* Check the bit-version of Windows OS : $[\blacksquare Win] + [X] \rightarrow [System(Y)]$

Step ④ Print (only Windows)

* To print from your Mac, please see "How to print using a Mac in the library" on the above web page.

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

South : Hit_Lib_Color_South (B&W / COLOR | B5 available | Co-op copy cards ONLY)

North : Hit_Lib_Mono_North (B&W ONLY | B5 unavailable | Cash ONLY)

Change the print settings (double-sided, color printing) in the "Printer Properties", as shown in the figure on the right.

2 The "Authentication information" window will pop up after you click "Print" on your computer. Enter any "Queue user ID" and PIN number of your choice to distinguish your printing jobs from others.
 * PIN number should be within 12 digits.

The "Authentication information" window may be hidden behind other window. Please check the taskbar.

- ③ Touch "Charge Print" to see the list of user IDs. Choose the ID that you have entered and click "Job List". Check paper size, black-and-white/color, and other settings and click on "Print". * You will be asked for the PIN number.
- ④ Insert cash or your Co-op copy card into the machine next to the printer. Make sure there are enough charges for the number of pages you want to print.
 B&W: ¥10 (1 Credit)/1 Sheet COLOR: ¥50 (5 Credits)/1 Sheet * Charges for Double-sided printing equals to that of 2 sheets.

When printing with a copy card, If the card runs out of credits during the process, the printing will be paused. Change 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 counter.

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