Table of Contents

Enabling OneDrive Access - *(Once off Process)* 2

How to access the printers 4

Option 1: User ID 4

Option 2: App on your mobile 6

Installing the Printing App 6

Using the Mobile App 8

Printer Functions (via Printer Console) 12

Copy 12

Accessing Copy functions 12

Specifying a copy size 13

Scan to E-mail 13

Scan to your CHC email address 13

Scan to non-CHC email address 14

Modify email Subject/Contents 15

Scan Multiple Documents 15

Print on Demand (Printer Queue) 17

OneDrive 18

Print from OneDrive 18

Scan to OneDrive for Business 19

Options for Sending files to Printer Queues 20

Campus Computers 20

BYO Devices (Web Print) 21

Printing the specific pages of your document via web print 21

Sending your file directly to the Printer Queue 22

USB Functions 23

Scan to USB 23

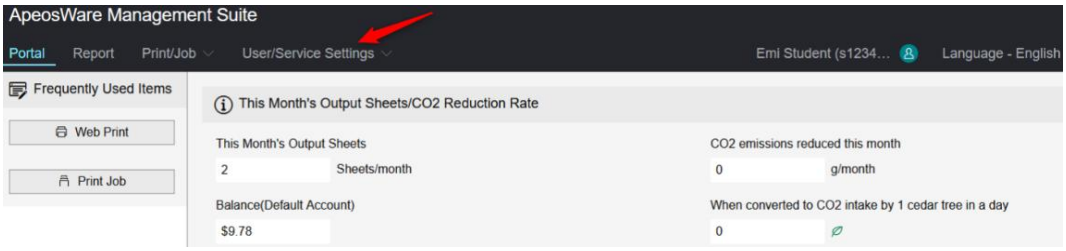
USB Print 26

Enabling OneDrive Access - *(Once off Process)*

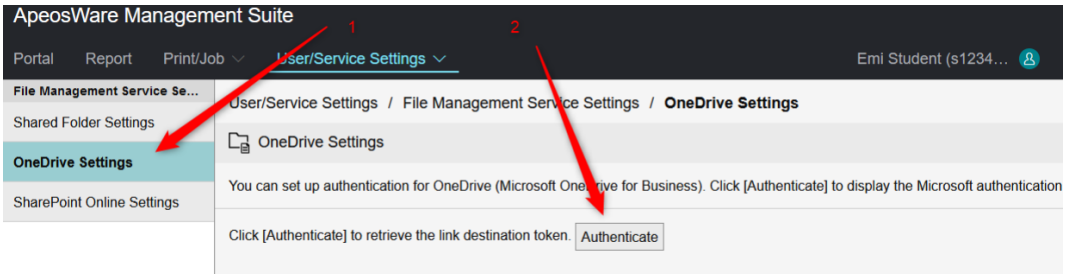
This enables the use of your OneDrive account, so you may print your documents directly from your OneDrive folders or scan to OneDrive.

1. Open an internet browser and type in the following address https://print.chc.edu.au/user
2. The following login screen will appear. Log in using your username (e.g. s123456) and password.

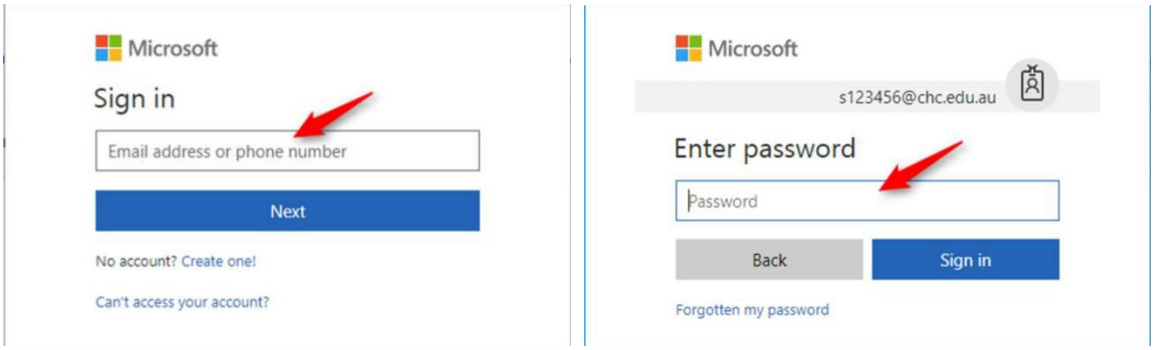
3. **Hover** your mouse over **User/Service** Settings.



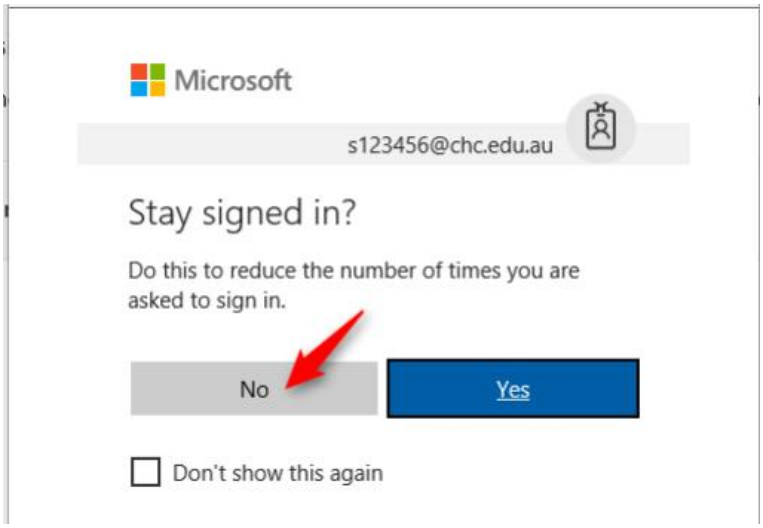
4. From the **Dropdown** select **OneDrive for Business Settings**, then select **Authenticate**.



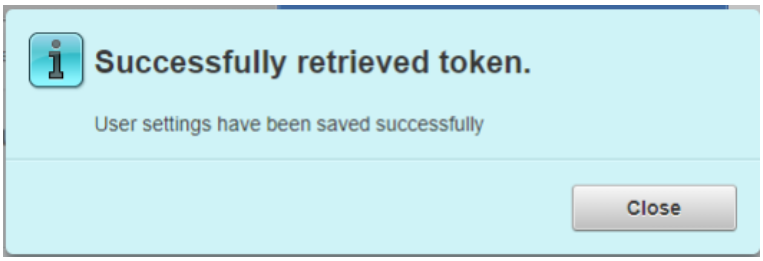
5. In the window that comes up, enter your **CHC email address** and click **Next**.
    a. Then Enter your **Password** and **Click Sign In.**



6. On the following screen asking to stay signed in **Click No**.



7. You should see the following message. Click **Close** and close the website.



How to access the printers

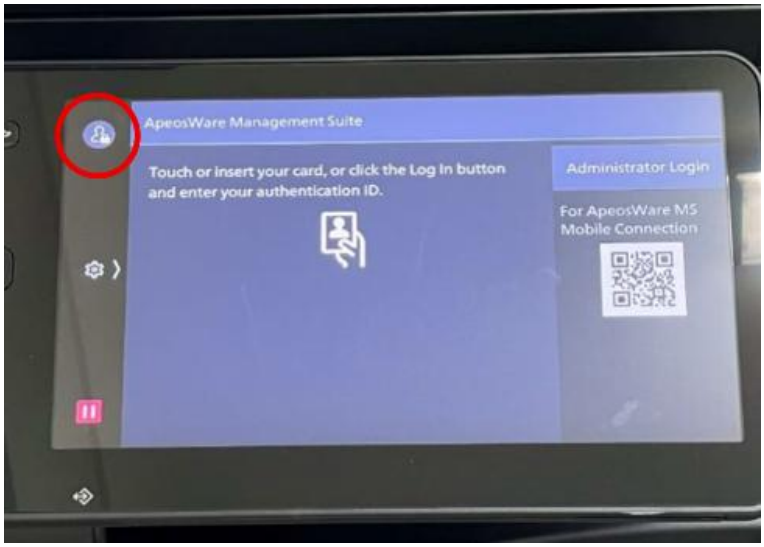
The printers have a sensor on the left, so if the printer is in sleep mode, it will wake up as you move closer to it.

Two (2) options are available to access these printers.

- Option 1: User ID entered directly at the printer
- Option 2: Access via an App on your Mobile

Option 1: User ID

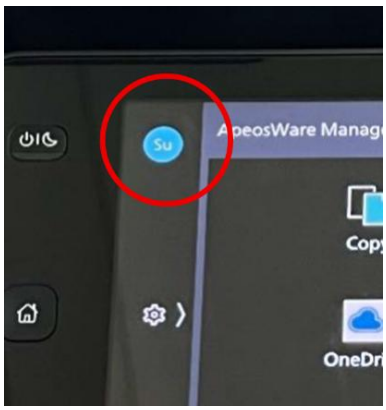
1. Click on the **Sign in** button.



2. Select **User ID**.

3. Type in your **Username** (e.g. s123456).
    a. Then enter your **Password**

4. ***IMPORTANT*** - Make sure to **LOG OUT** when you have finished using the printer by pressing the **Log In/Out button** next to the printer console. (Top Left)

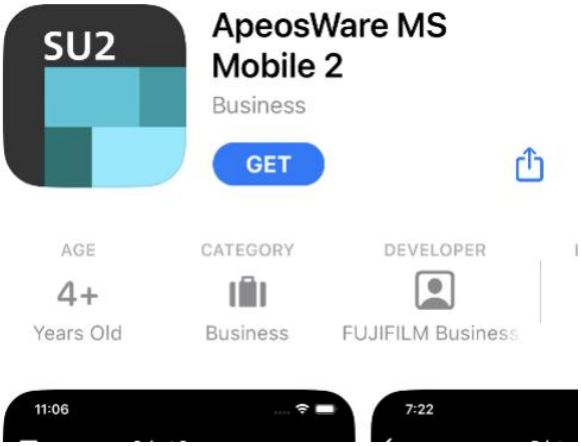


Option 2: App on your mobile

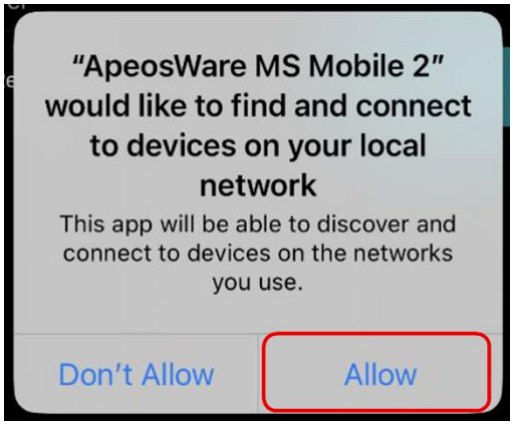
The second option is to use an app on your mobile to access the different functions available at CHC Campus. The benefits of the app are usability and convenience.

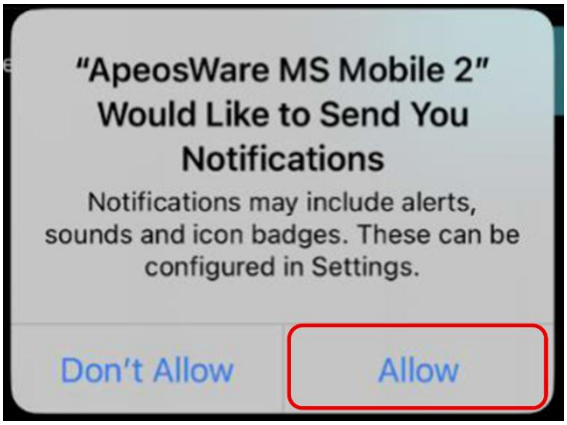
Installing the Printing App

1. Open **Play Store or App Store** on your mobile phone and search for ApeosWare MS Mobile 2 (by FUJIFILM Business Innovation Corp.)
    a. ApeosWare MS Mobile 2 is an app offered by Fuji Xerox. **Click Get / Install**. Once it's installed, **open** the app.

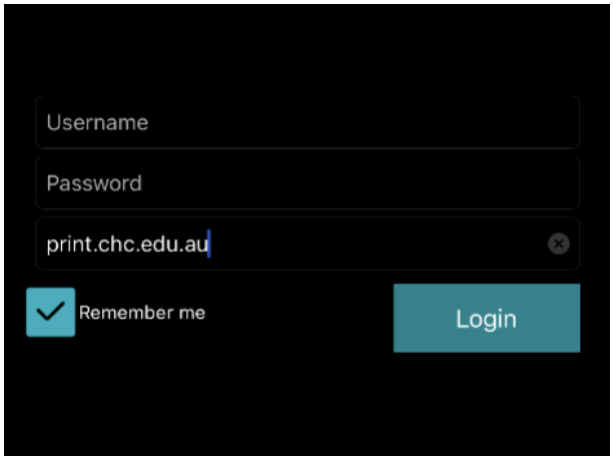


2. Click **Allow** for "ApeosWare MS Mobile 2" would like to find and connect to devices on your network (If you don't allow it, you won't be able to use the app).
    a. Click **Allow** for "ApeosWare MS Mobile 2" Would Like to Send You Notifications (If you don't allow it, you won't be able to use the app).

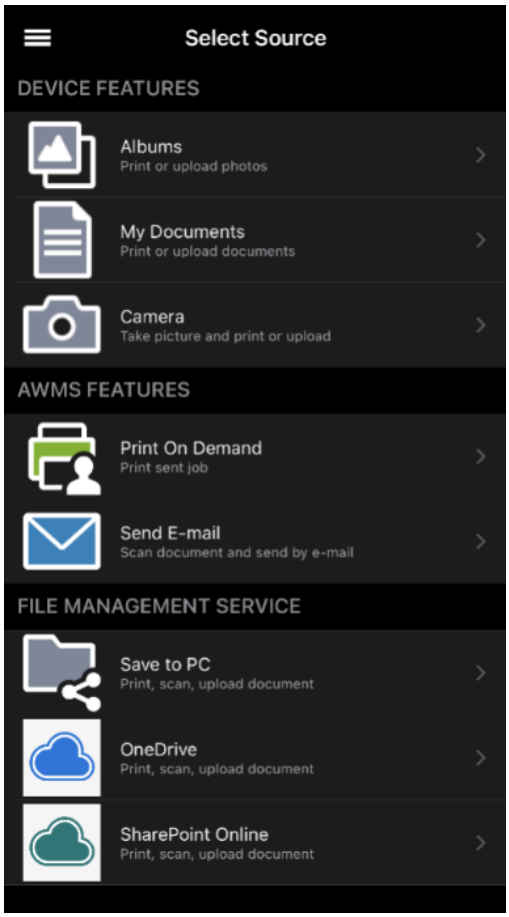




3. Enter your Network **username** (e.g. s123456) and **password**.
    a. In the **server** field, enter: **print.chc.edu.au**
    b. Tick **Remember me**.
    c. Tap **Login**.



4. Once you have successfully logged in, you will see the features on your screen like the one below.



Using the Mobile App

1. Open the **APEOSWARE** app on your mobile phone. You will see several options. We will cover the following options in this guide
    A. Albums
    B. My Documents
    C. Camera
    D. Print on Demand (Printer Queue)
    E. Send E-Mail (Scan)
    F. OneDrive for Business

A. Albums

This feature allows you to print or upload **photos** to your CHC OneDrive for Business.

B. My Documents

You can print or upload **documents** that are stored on your phone using this feature.

C. Camera

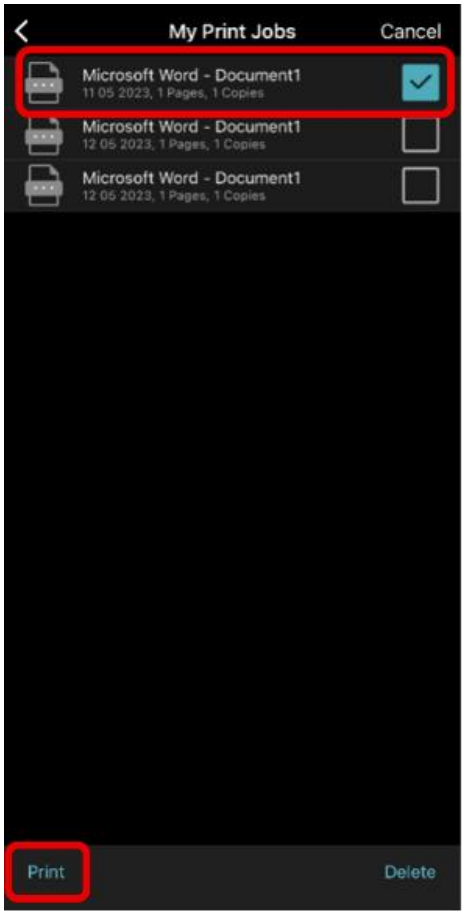
Camera allows you to take a picture and print or **upload** it to your CHC OneDrive for Business.

D. Print on Demand (Printer Queue)

This allows you to **release** you **print jobs** that you have sent to the printer queue. (i.e After clicking print on your PC, the document will sit in the printer queue until "Released")

1. Tap Print on Demand on your ApeosWare mobile app.

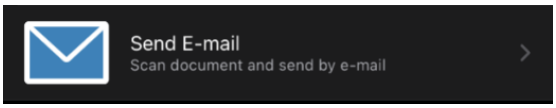
2. Select the document you wish to **release** (if you are using iPhone, you will need to tap the word "**Select**" at the top first and then you will be able to select the file).
    a. Select **Print**.
    b. On the next screen, you may modify the print job using **Print Setting** as necessary.
    c. Select **Scan QR**. At the printer, hover over the QR Code on the printer panel until in view. Once recognised, your document will be **released**.



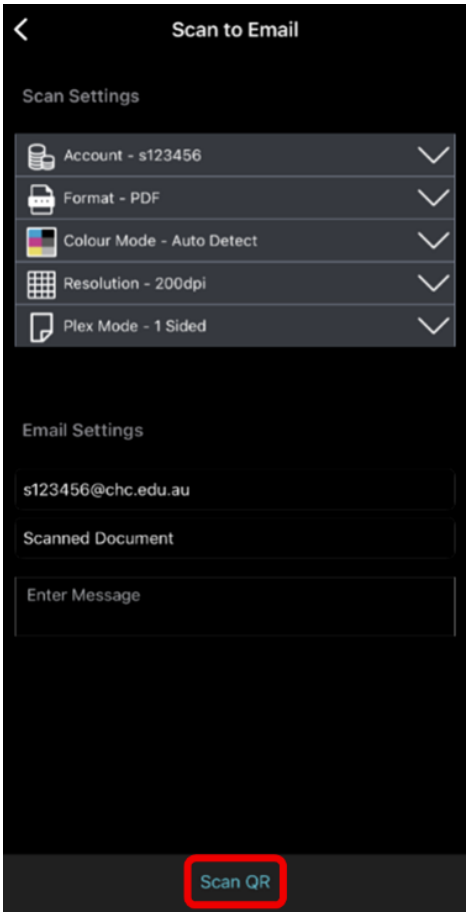
E. Send E-mail (Scan)

This allows you to scan documents and send them to your email.

1. Select Send E-mail on your ApeosWare mobile app.



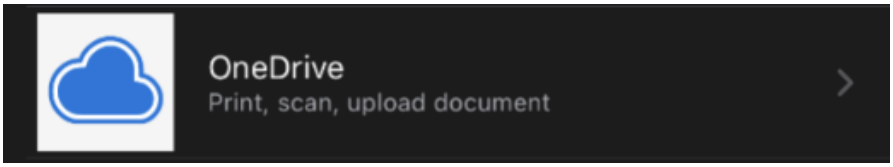
2. Place your document on the automatic feeder (top) **OR** the document glass.
3. On the next screen, you may modify the print job using **Scan Settings** as necessary.
4. Select **Scan QR**. At the printer, hover over the QR Code on the printer panel until in view. Once recognised, your document will be sent to your email address.



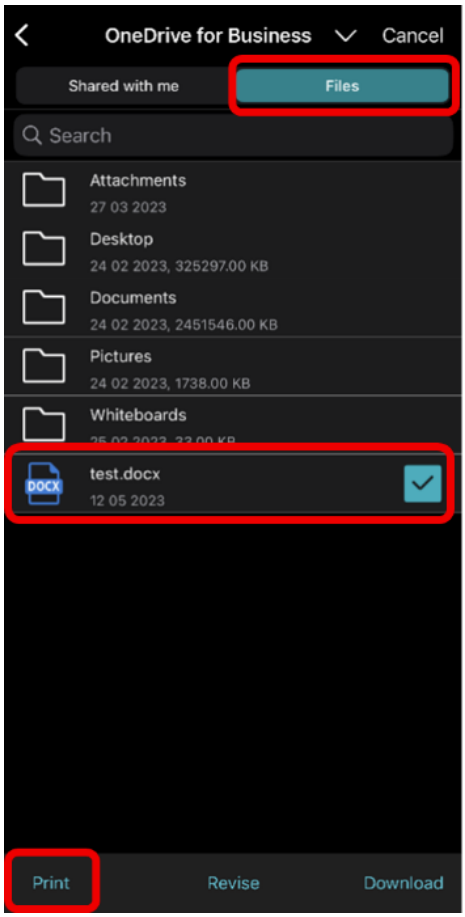
F. OneDrive for Business

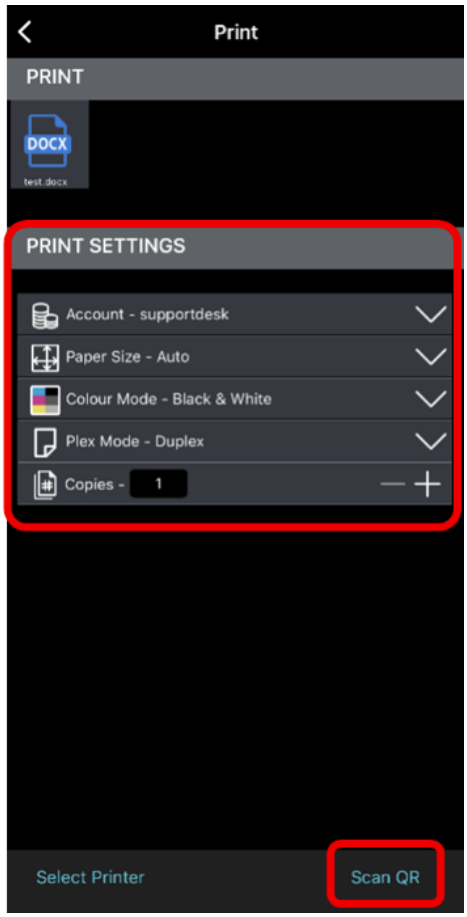
You can print documents that are saved in your CHC OneDrive account using this function.

1. Select OneDrive on your ApeosWare mobile app.



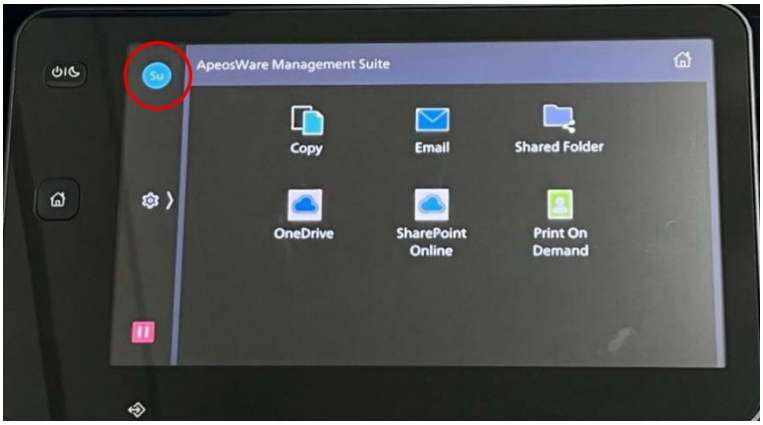
2. Select the **Files** tab to access your private documents. (In the **Shared with me** tab, you will find the documents that are shared with you, and **you may not** be able to print them if you haven't been given the **permission** to do so).
    a. Navigate to the file that you wish to print and select it.
    b. Select **Print**.
    c. On the next screen, change **Print Settings** as necessary.
    d. Select **Scan QR**.
    e. At the printer, hover over the QR Code on the printer panel until in view. Once recognised, your document will be released.





Printer Functions (via Printer Console)

Once you **log in** to the printer, you will see the **Home** screen with your **initials** in the top left.



You have access to the following functions on the printer console.

- Copy
- Scan to Email
- Print on Demand
- OneDrive

Copy

Accessing Copy functions

1. **Log in** to the Printer and select **Copy** from the Printer Console.
2. Select your options on each tab as necessary.
    a. Press **Start** to copy.

Specifying a copy size

Example: If your original paper / book is larger than A4 size but you would like an A4 copy size, you can use the **Original Size** function.

1. Select the **Original Size** tab.

2. Select the **copy size** and click on Save. Then press **Start** to copy.

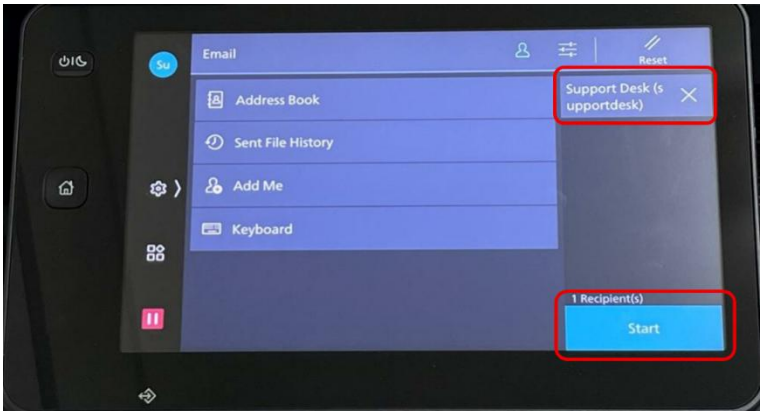
Scan to E-mail

Scan to your CHC email address

1. **Log in** to the printer and select **Scan to Email** on the printer console.

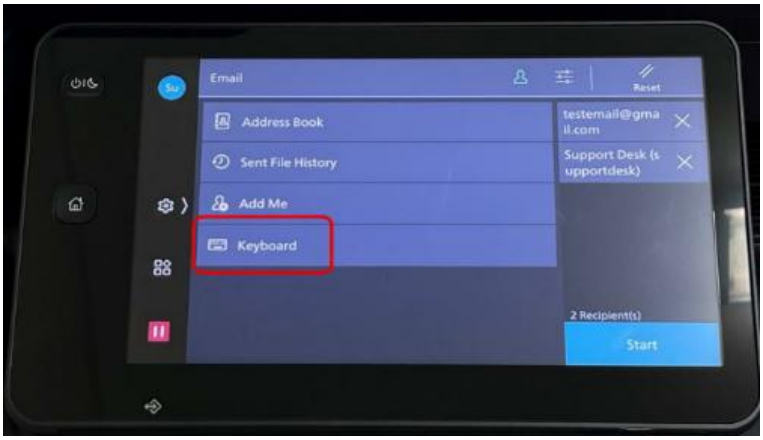
2. Place your document on the automatic feeder (top) or the document glass.

3. You will see that your CHC email address will be **prepopulated** in the right column.
    a. Select **Start**



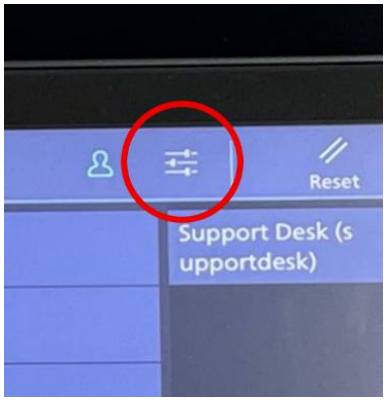
Scan to non-CHC email address

1. Tap the **Keyboard** button.
    a. Enter the email address that you would like to send to, then click **Start**.



Modify email Subject/Contents

1. In the top right of the screen tap the **options** button.



2. Type in the Subject of your email in the **Subject** box (optional).
3. Type in the email body in the **Content** box (optional).
4. Press **Start** to **copy**.

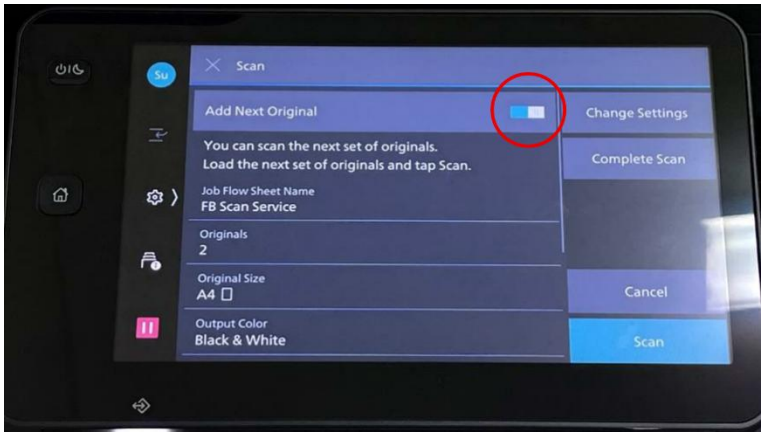
Scan Multiple Documents

If you wish to scan multiple pages of a book and want to send them as one document, please follow the instructions below.

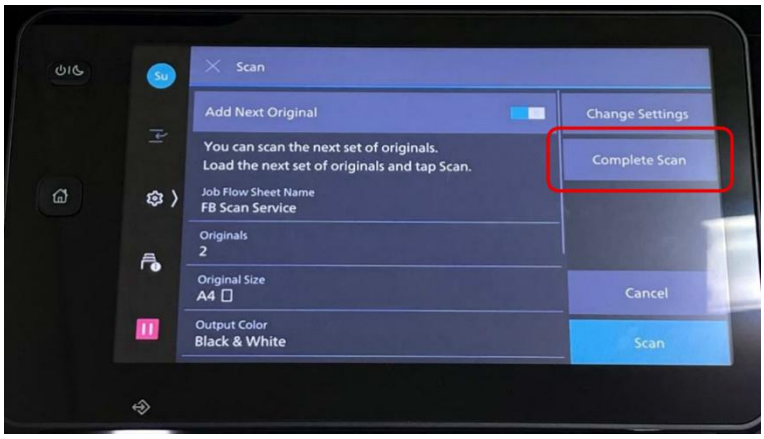
1. **Log in** to the printer and select **Scan to Email** on the printer console.

2. Place your document on the document glass. Select **Scan**. This will scan the first page.

3. Select **Next Original** on the next screen while the first page is being scanned.
    a. Place the second page on the document glass. Select **Scan** to scan the second page.



4. **Repeat** this step until the last page has been scanned. After you have finished scanning the last page, select **Complete Scan**.



5. This will send the scanned pages to the email address that appeared in the email address box as one document. You will receive this **message** notifying you that your document has been sent.

Print on Demand (Printer Queue)

Print on Demand gives you access to your printer queue list to release your print jobs. Please go to Options Sending to Printers for the instructions on sending files to the printer queue.

1. Once you have sent your files to the printer queue, **log in** to the printer and select **Print on Demand**.

2. Select the document you wish to **release** and select **Start**. If you wish to print all the documents on the queue, simply select all the documents and select **Start**.

OneDrive

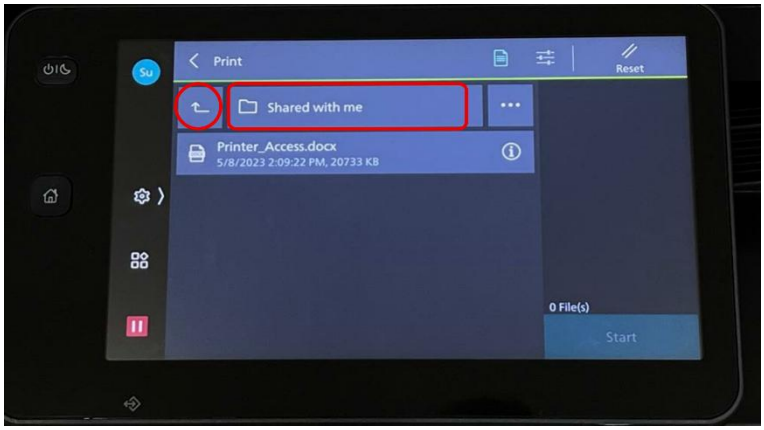
Print from OneDrive

You can print documents that are saved in your CHC OneDrive using this function.

1. Log in to the printer and select OneDrive for Business on the Printer Console.

2. Select **Print**

3. The **default** tab is **Shared with me.** You will find the documents that you shared with someone else or someone else has shared with you in this folder. **However**, you may not be able to print some of them if you haven't been given the permissions to do so when the file was originally shared.
    a. Use the "**Return**" arrow to access your other documents.



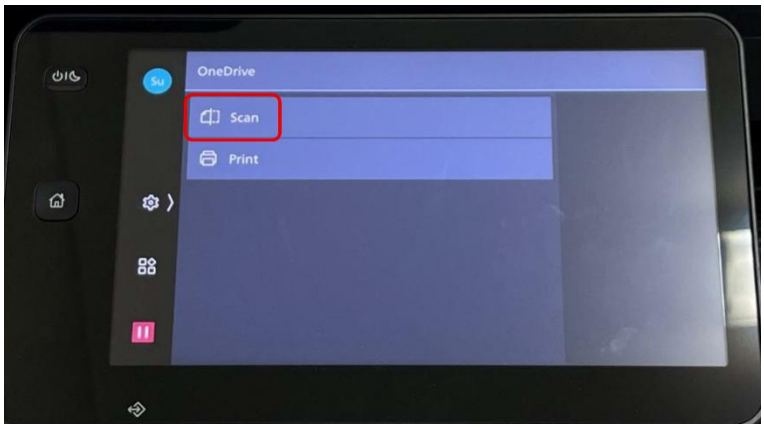
4. Navigate to the file that you wish to print, select it, then Select **Start** to begin printing.

Scan to OneDrive for Business

You can scan documents and send them directly to your CHC OneDrive.

1. Log in to the printer and select OneDrive for Business on the Printer Console.

2. Place your document on the automatic feeder (top) or the document glass. Select New Scan.



3. Edit the Options on the left. Type in the folder name in the Create Sub-Folder box (Optional – this will create a sub folder in your CHC OneDrive) and Name. Select Start. The document will be sent to your CHC OneDrive.

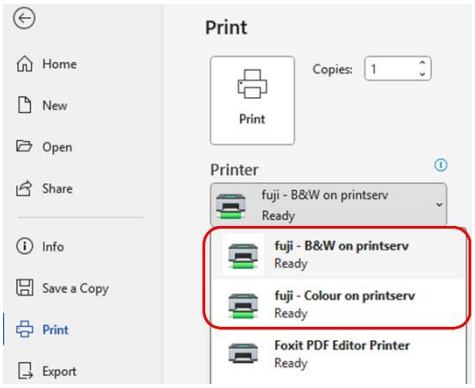
Options for Sending files to Printer Queues

Three (3) options are available to send your files to the printers (the printer queue).

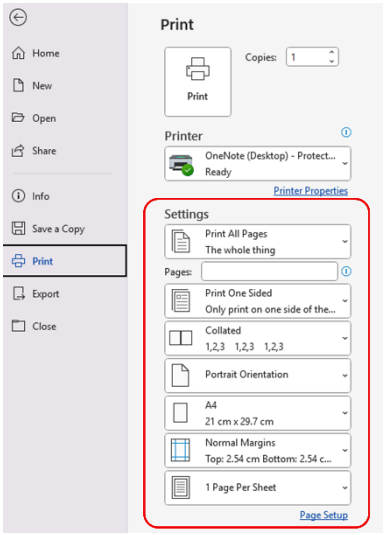
- Option 1: Campus Computers
- Option 2: BYO Devices (Web print)
- Option 3: App (Covered earlier in "Using the Mobile App"

Campus Computers

1. Log in to a Library Student Computer. On your document, select **Print** and select either/or:
   - **Fuji – B&W** on printserv for Black & White printing.
   - **Fuji – Colour** on printserv for Colour printing.



2. Edit the print options under **settings** as necessary and click **Print**.

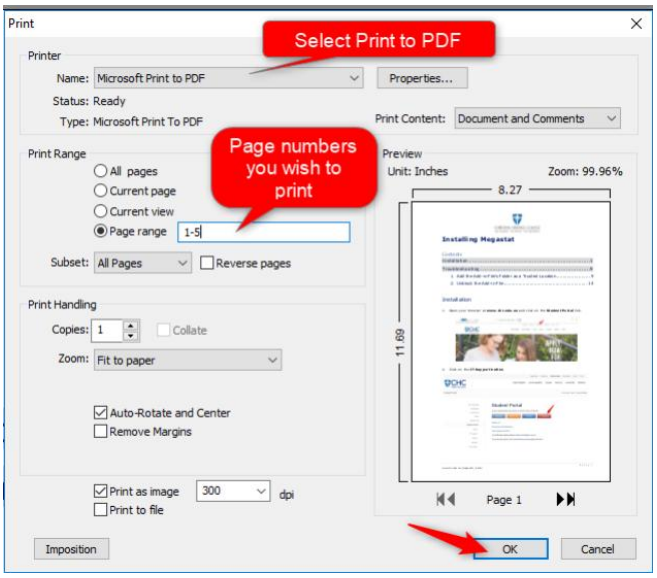


3. Your print job is on the **printer queue**. Please go to the following instructions to release your print jobs from the printer.
   - Using the Printer console to release your print jobs
   - Using the mobile app to release your print jobs

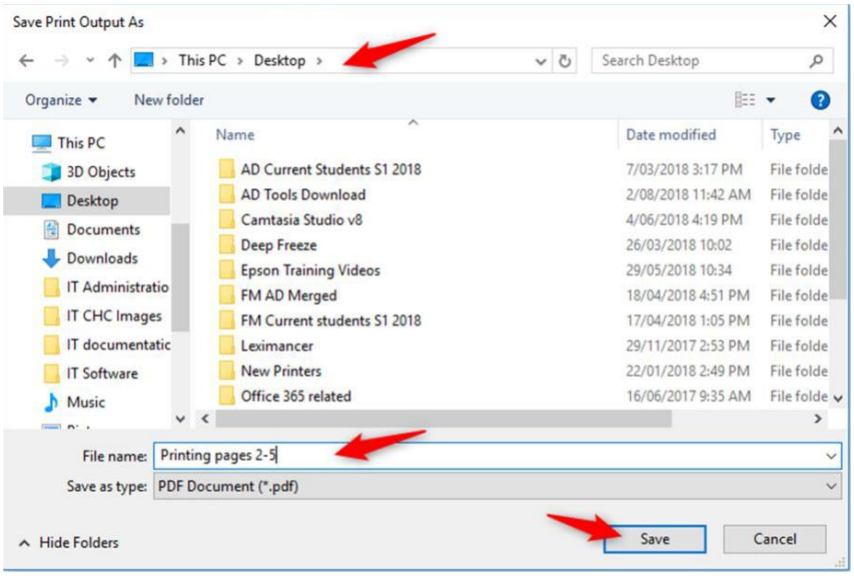
BYO Devices (Web Print)

Printing the specific pages of your document via web print

1. Open your document. Go to **File** > **Print**.
2. Select **Print to PDF** as the printer in the Print dialog box.
3. In the **Print Range pane** of the Print dialog box, type the number of the pages that you wish to print.
    a. Click on **Print** or **OK**.



4. Browse to where you wish to save the document (such as Desktop, Documents etc) and type in the desired file name. Click on **Save**. The selected pages will be saved as a **PDF**.

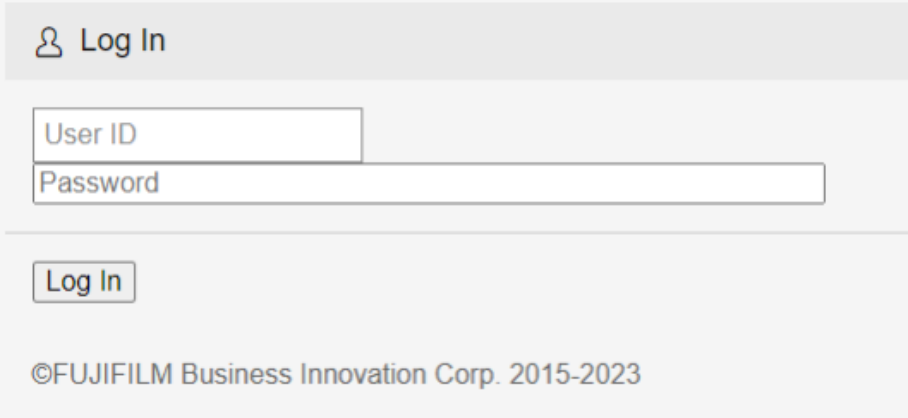


5. Go to "Sending your file directly to the Printer Queue" (next section) and follow the steps to print the **PDF** file that you have just saved.

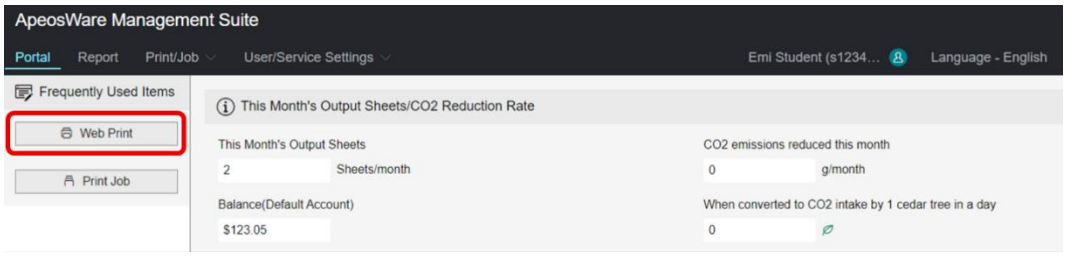
Sending your file directly to the Printer Queue

You can send your files to the printer queue from your own laptop via **Web Print**.

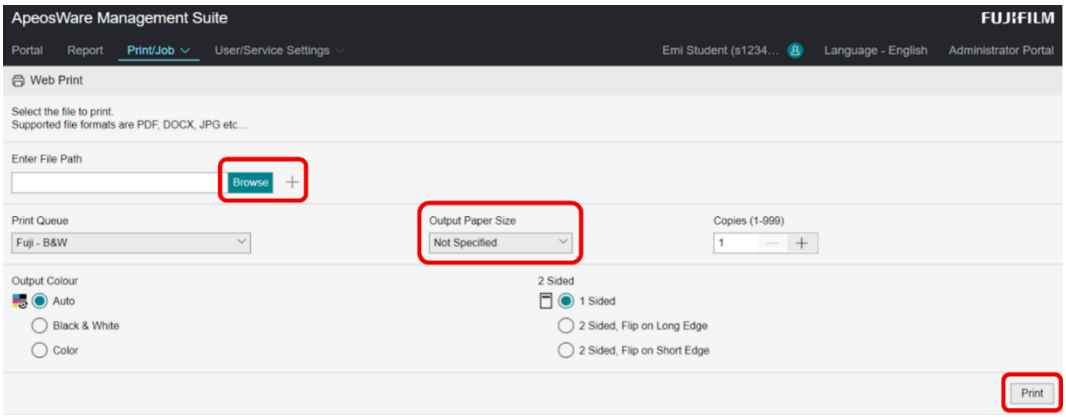
1. Open an internet browser and type in the following address https://print.chc.edu.au/user.
2. The following login screen will appear. **Log in** using your network **username** and (e.g. s123456) and **password**.



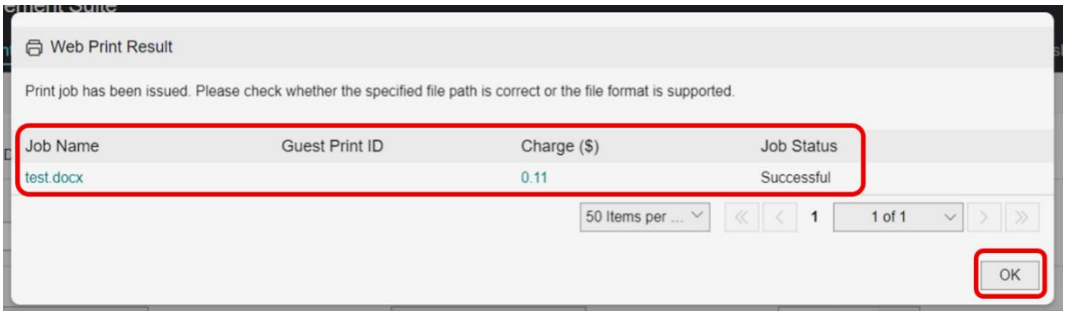
3. Click on **Web Print**.



4. Browse to your file (you can add more files by pressing the '**+**' sign next to the **Browse** button). Edit the **print options** as necessary (make sure to select the correct page size) and click on **Print**.



5. The following **Web Print Result** window will appear. Check the **Job Name** (**file name**), **Charge** and **Job Status** (it should be **Successful**). Click **OK**.



6. Your print job is now on the **printer queue**. Please go to the following instructions to release your print jobs from the printer.
   - Option 1: Use the printer console to release your print jobs
   - Option 2: Use the mobile app and release your print jobs

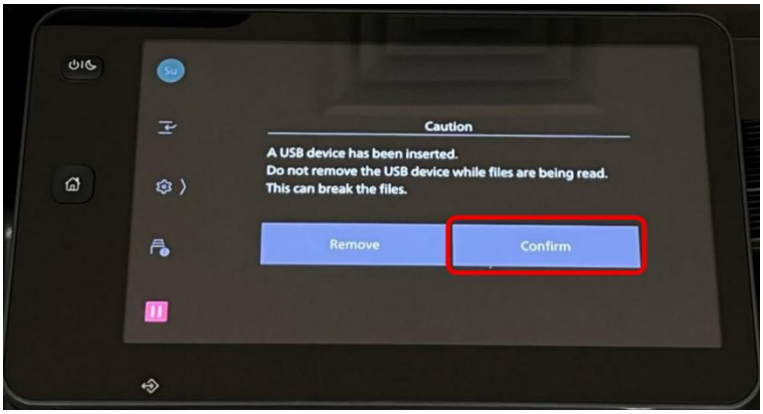
USB Functions

The USB function buttons (**Store to USB** & **USB Print**) which are located on the left allow you to scan and store documents to a USB or print documents from a USB.

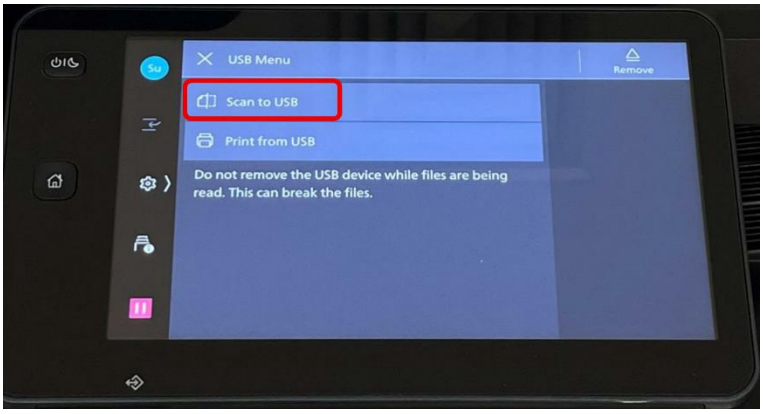
Scan to USB

1. Log in to the printer.
2. Insert your USB into the USB port.

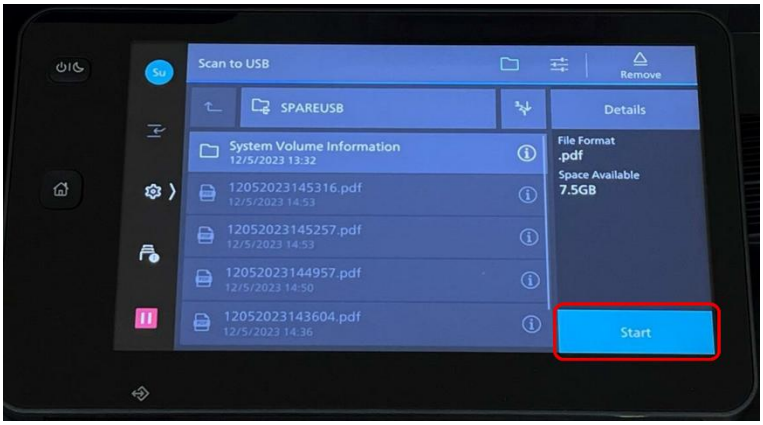
3. Select **Confirm** to continue past the caution.
    a. **Do not remove the USB device while files are being read.** This can break the files.



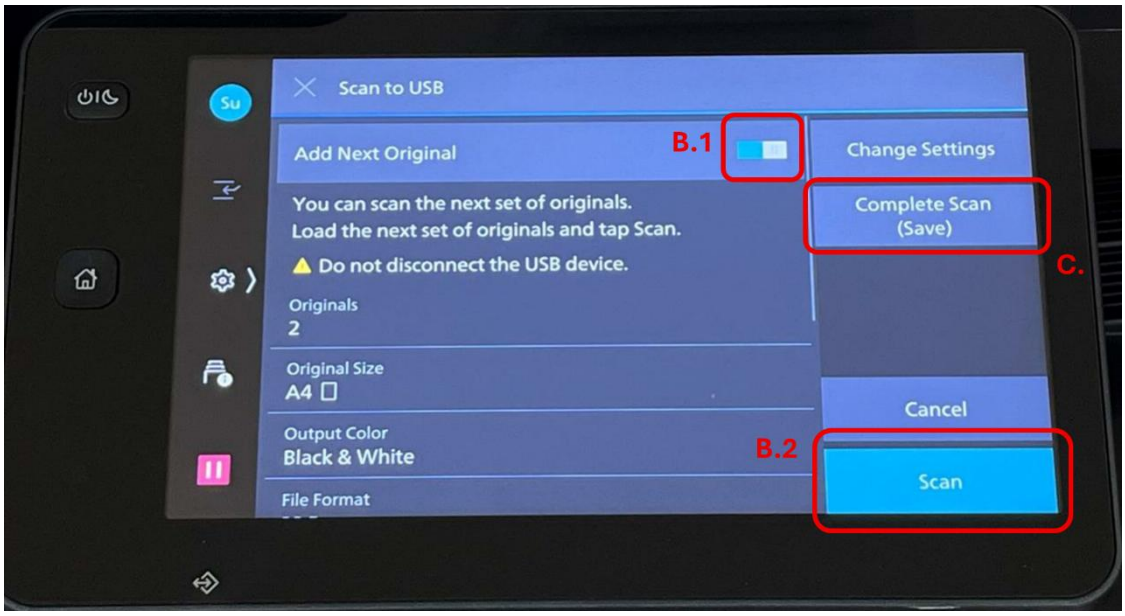
4. Place your document on the automatic feeder (top) **OR** on the document glass scanner.
5. Select **Scan to USB**.



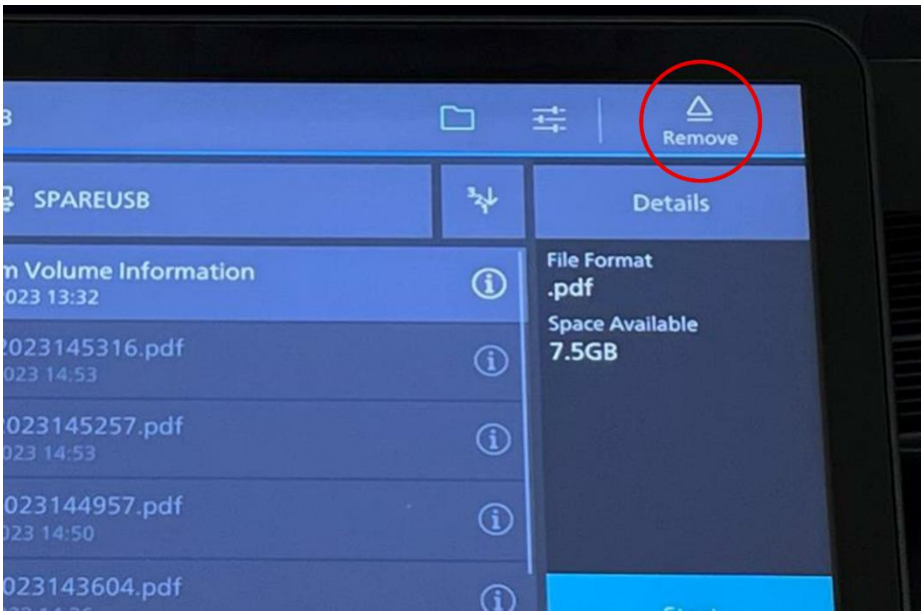
6. Press **Start** button to **scan**.



7. If you wish to scan **multiple** pages of a book and want to scan them as **one document** do the following:
    a. Place your book / paper on the document glass and scan the first page.
    b. In the pop-up window, select "**Add Next Original**" and press **scan** again. Repeat this step until the last page has been scanned.
    c. After you have finished scanning, select **Complete Scan (Save)**. This will store the scanned pages to your USB



8. Remove the USB and take it with you.

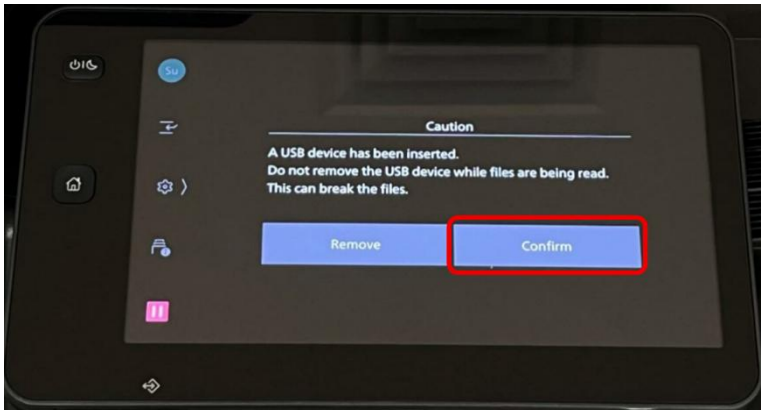


USB Print

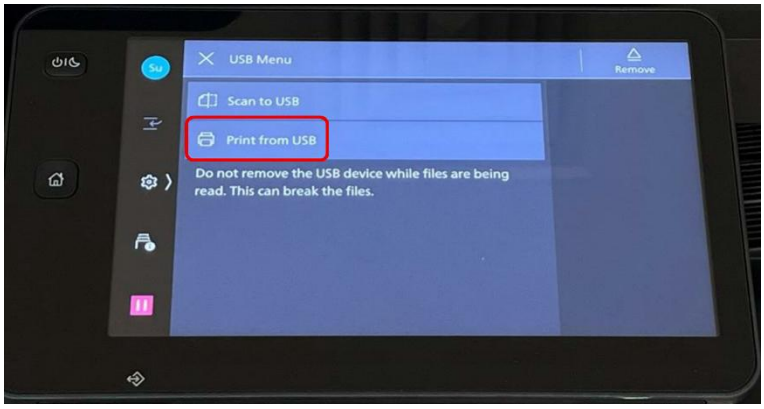
Please note that the USB Print allows you to print your documents which are in the format of **PDF, JPG or TIFF only**.

1. Log in to the printer.
2. Insert your USB into the USB port and press USB Print button on the left.

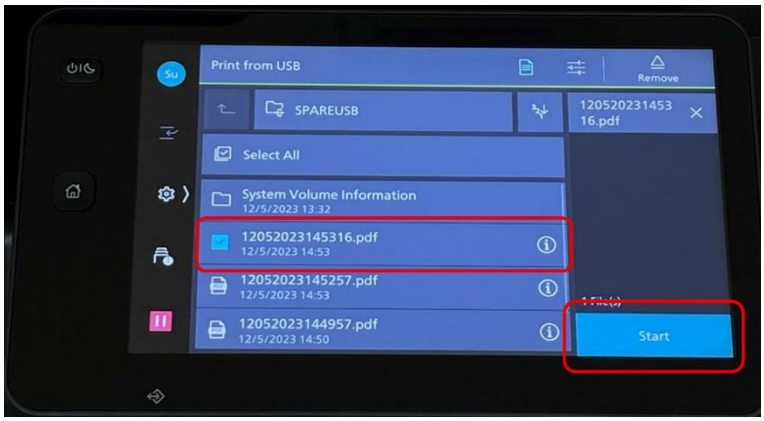
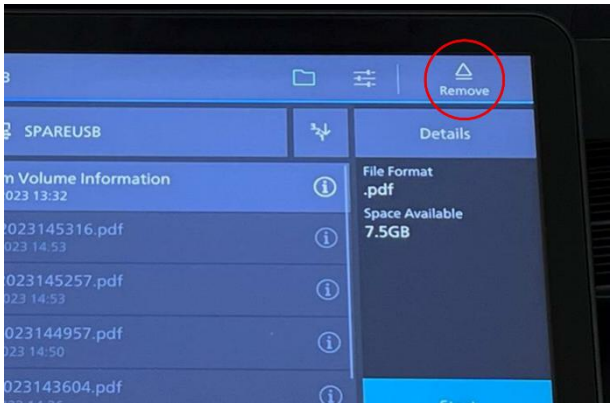
3. Select Confirm to continue past the caution. **Do not remove the USB device while files are being read.** This can break the files.



4. Select Print from USB.



5. Select the document you wish to print. Click **Start**.



6. Remove your USB and take it with you.