

Print Guide for Student



Please Scan

or

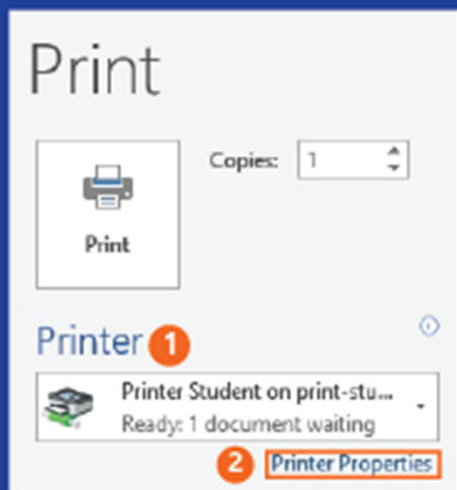
<https://inside.cm.mahidol.ac.th/howtoprint.pdf>

Print Guide for Student

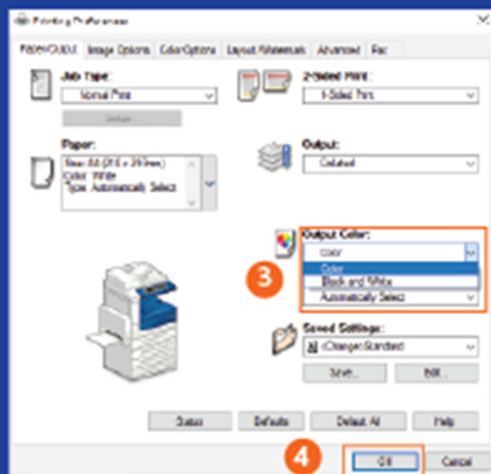
Please follow the instructions to print, copy or scan your documents.

1. Step to Print
2. Step to Copy
3. Step to Scan to Email
4. Step to Print from the Web

Order to Color Printing



1. Select Printer Student
2. Select Print properties



3. Select Output " Color "
4. Press " OK "



College of Management
Mahidol University



5. Tap card on Printer



6. Press Icon " Print Release "



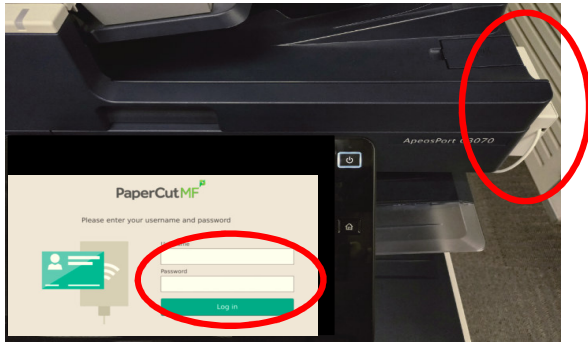
7. Check Job / Check Balance
8. Select job
9. Select Icon " Print " below

Time Freeze is ON, every change in the system partition will be discarded after reboot.

User Guide “Print”

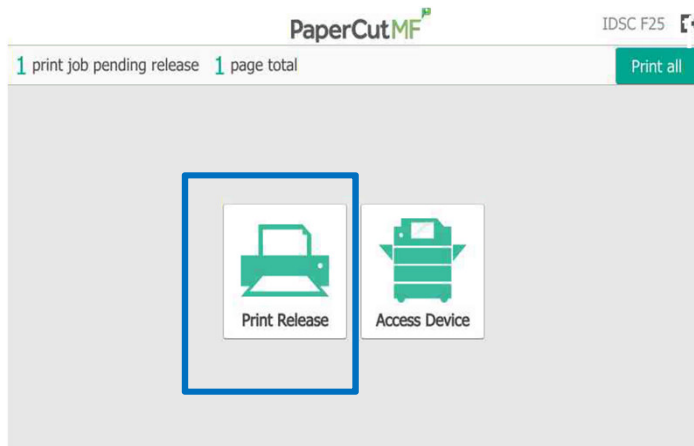
Step 1: Log in

1. Can put username and password or tap your Student Card



Step 2: Print

2. Print Function



3. Print menu

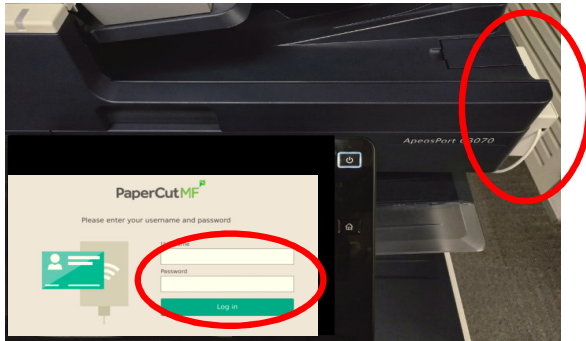


Black and White 1 ₪, Color 5 ₪

User Guide “Copy”

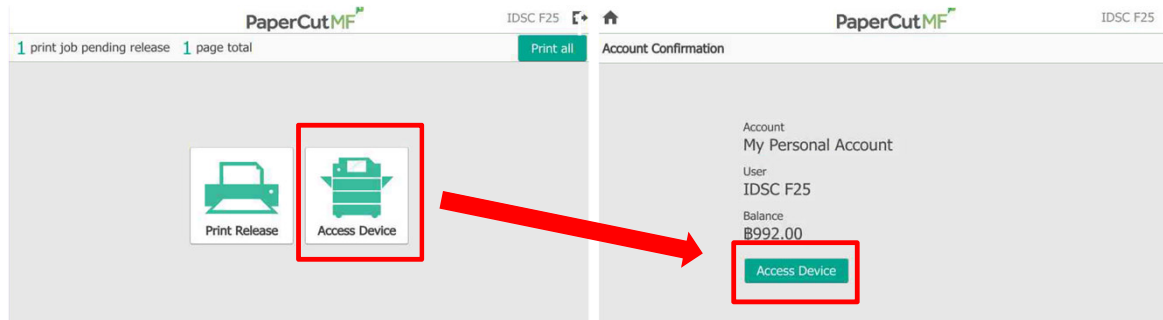
Step 1: Log in

1. Can put username and password or tap your Student Card

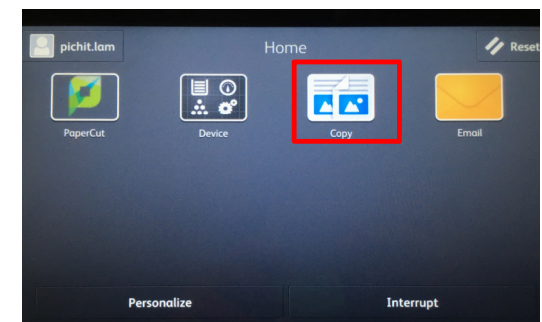


Step 2: Select Function

2. Click Access Device



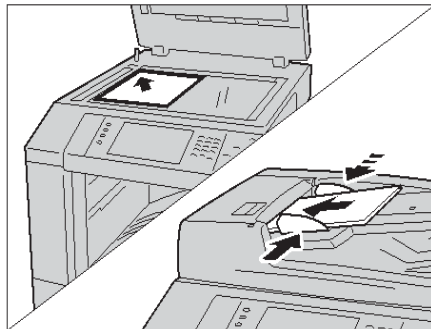
3. Select “Copy”



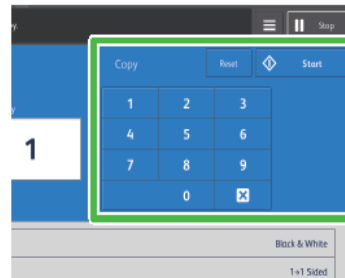
User Guide “Copy”

Copy **Black and White 1 \$, Color 5 \$.

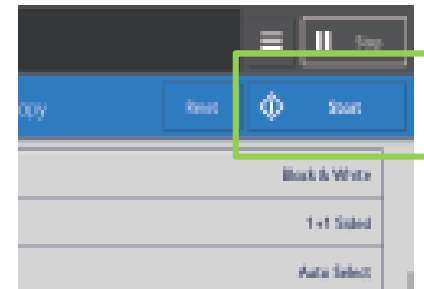
1. Load the original document on the feeder. Press “Copy”.



2. Choose the number of sets you want.



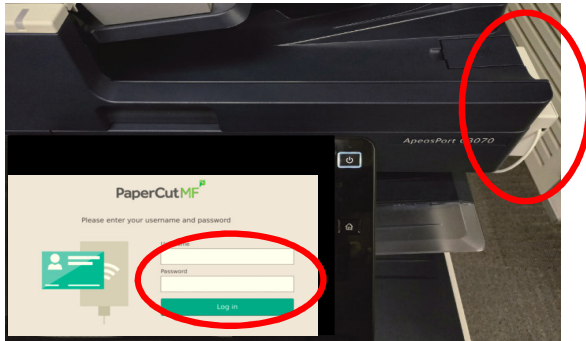
3. Press “Start”.



User Guide “Scan to Email”

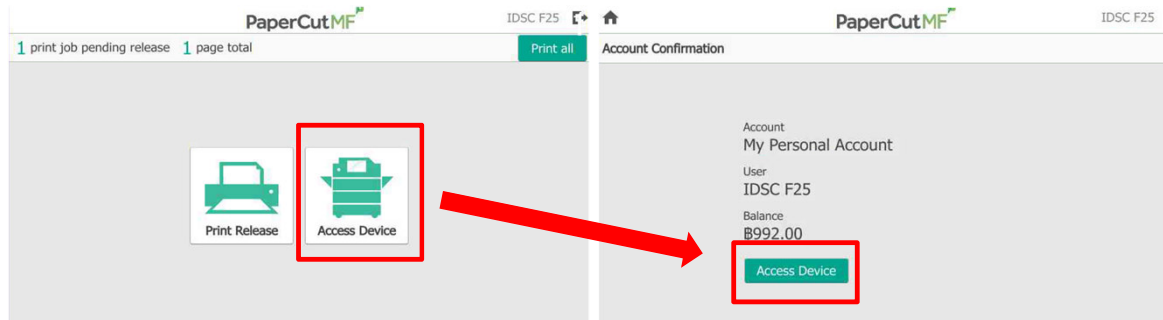
Step 1: Log in

1. Can put username and password or tap your Student Card

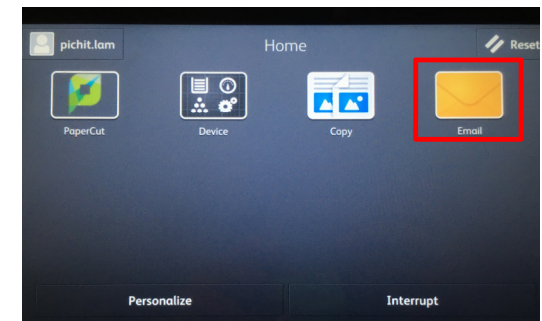


Step 2: Select Function

2. Click Access Device



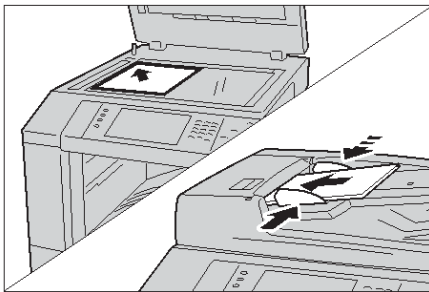
3. Select “Email”



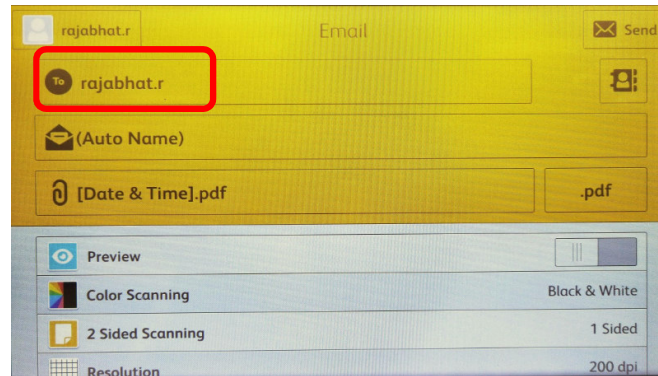
User Guide “Scan to Email”

Scan to Email ****Scan Free.**

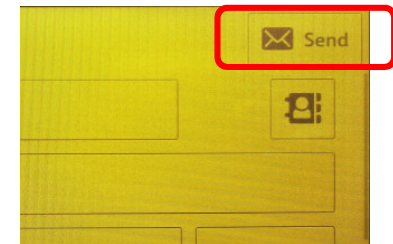
1. Place the original on the automatic document feeder.



2. When entering the screen, you will see a personal e-mail.



3. Press “OK”.



User Guide “Print from the web”

Web Print

How to use web print

- 1 Go to URL : <https://print.cm.mahidol.ac.th>
- 2 Log in with the same username and password as for Student Information System (gxxxxxx)



CMMU student, please use the same username and password as in student Information system (username: gxxxxxx).

Username	<input type="text" value="gxxxxxx"/>
Password	<input type="password" value="....."/>
<input type="button" value="Log in"/>	

User Guide “Print from the web”

Web Print

The screenshot shows the CMMU Web Print interface. On the left is a dark sidebar with a menu. The main content area has an orange header, a title 'Web Print', a descriptive paragraph, a green 'Submit a Job »' button, and a table with columns 'SUBMIT TIME', 'PRINTER', and 'DOCUMENT NAME'. The table is currently empty with the text 'No active jobs' at the bottom right.

3 Select “Web Print”

4 Select “Submit a Job”

User Guide “Print from the web”

Web Print

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

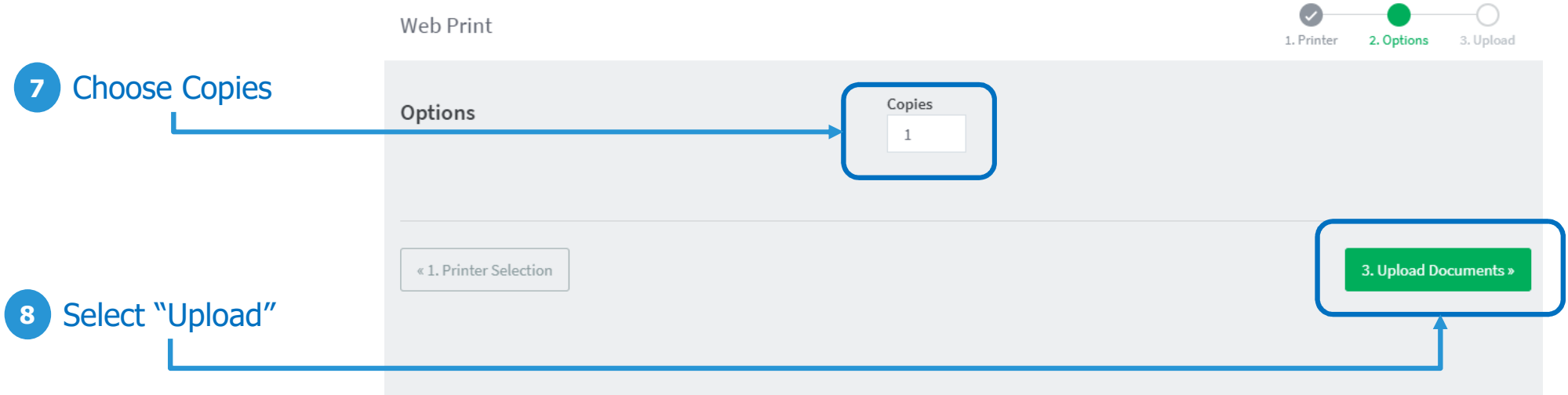
PRINTER NAME ↑	LOCATION/DEPARTMENT
<input checked="" type="radio"/> print-student\Web Print Black&White (virtual)	
<input type="radio"/> print-student\Web Print Color (virtual)	

5 Choose Color or Black&White

6 Select “Print Option”

User Guide “Print from the web”

Web Print



User Guide “Print from the web”

Web Print

Web Print



Upload

Select documents to upload and print

9 Select “Upload” and Choose file job

The following file types are allowed: PDF pdf
Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg,
jpg, png, tif, tiff

Drag files here

Upload from computer

The following file types are allowed: PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff

« 2. Print Options

10 Select “Upload”

Upload & Complete »

****This system only print based on your files upload. If you want the documents to follow your format. Please complete PDF files before printing on paper.**

User Guide “Print from the web”

Web Print

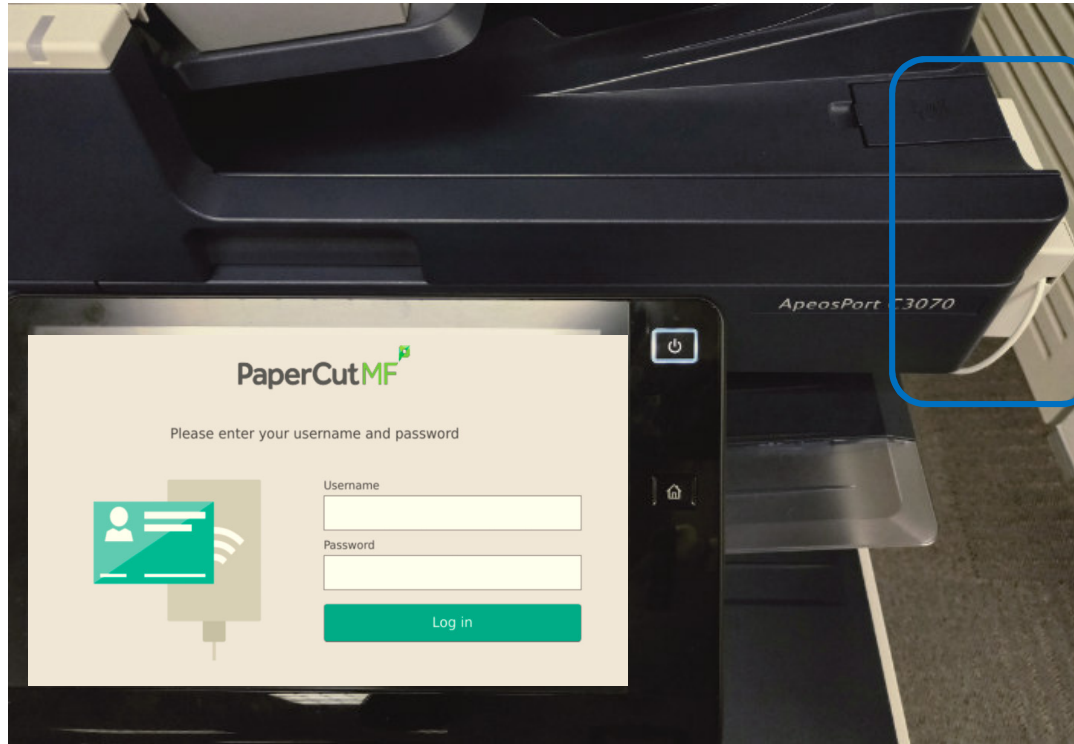
Submit a Job »

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Mar 17, 2021 1:13:35 PM	print-student\Web Print Black&White	IMG_1532.jpg	1	฿1	Held in a queue

11 Show Status “Held in a queue”

User Guide “Print from the web”

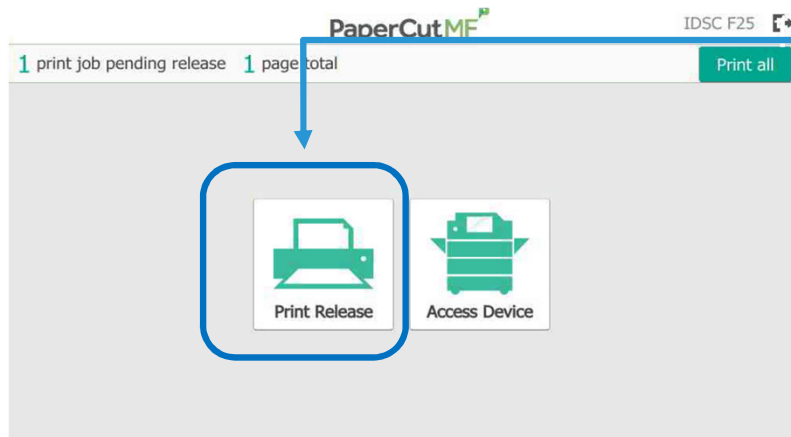
Web Print



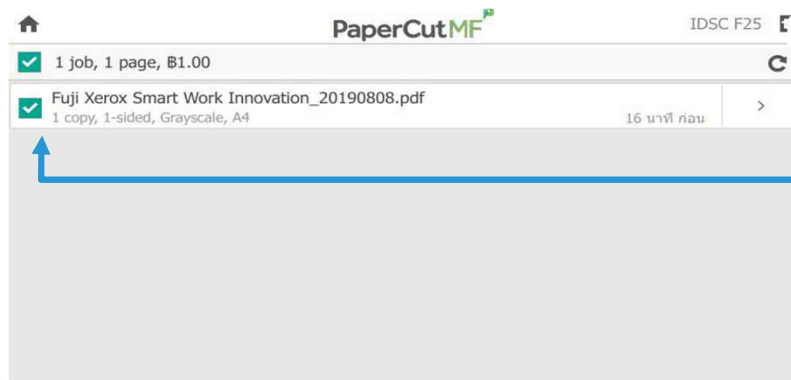
12 Tap Student ID Card

User Guide “Print from the web”

Web Print



12 Select Print Function



14 Check box for select document jobs



15 Press to “Print”

** If you want to print both sides please check box “Print as 2-sided”