

Cloud printer operation Manual

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1. Printer selection setting

The virtual host has provided two printers. One is already set in user's computer which is a local computer, another one is the printer set by virtual host, located at B213 laboratory which is a cloud printer.

The default printer would be a local printer after logging into the virtual host. Like in the computer laboratory, it doesn't need to be installed.

If you want to use the cloud printer located at B213. Please refer to the following steps (We use the Microsoft Office Word 2013 in the cloud host) For example:

Step 1. Click "File" on the upper left corner.

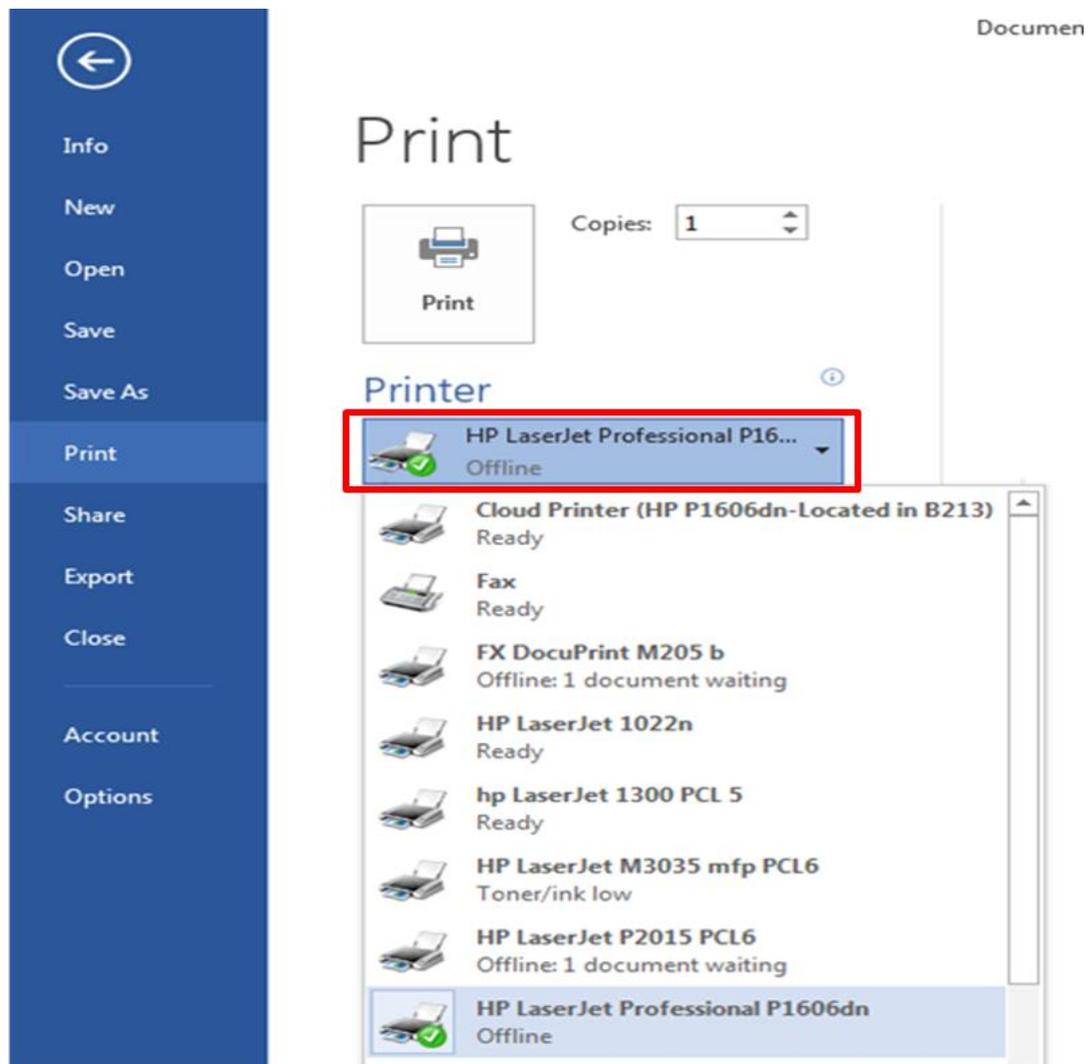


Step 2. Click “Print”

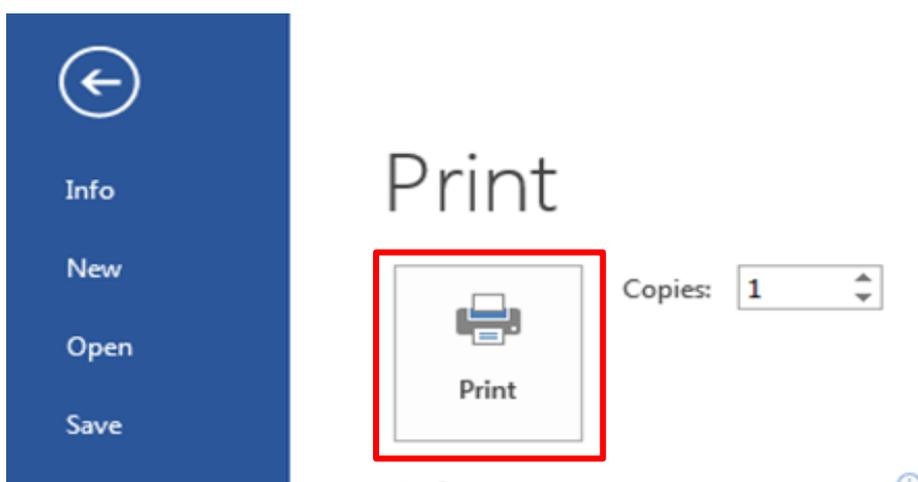
The image shows a software interface with a blue sidebar on the left and a main content area on the right. The sidebar contains a back arrow icon at the top, followed by menu items: Info, New, Open, Save, Save As, Print (highlighted with a red border), Share, Export, Close, Account, and Options. The main content area is titled 'Print' and features a printer icon with the word 'Print' below it. To the right of the printer icon is a 'Copies' field with a spinner control set to '1'. Below this is a 'Printer' section with a printer icon and the text 'HP LaserJet Professional P16...' and 'Offline'. A 'Printer Properties' link is visible below the printer name. The 'Settings' section includes three dropdown menus: 'Print All Pages' (set to 'The whole thing'), 'Pages' (with an empty input field), 'Print One Sided' (set to 'Only print on one side of th...'), and 'Collated' (set to '1,2,3 1,2,3 1,2,3').

Step 3. Drag down to choose the printer you want.

Note: Cloud Printer (HP P1606dn-Located in B213) is located at B213.



Step 4. Press "Print" to send the file to the printer.

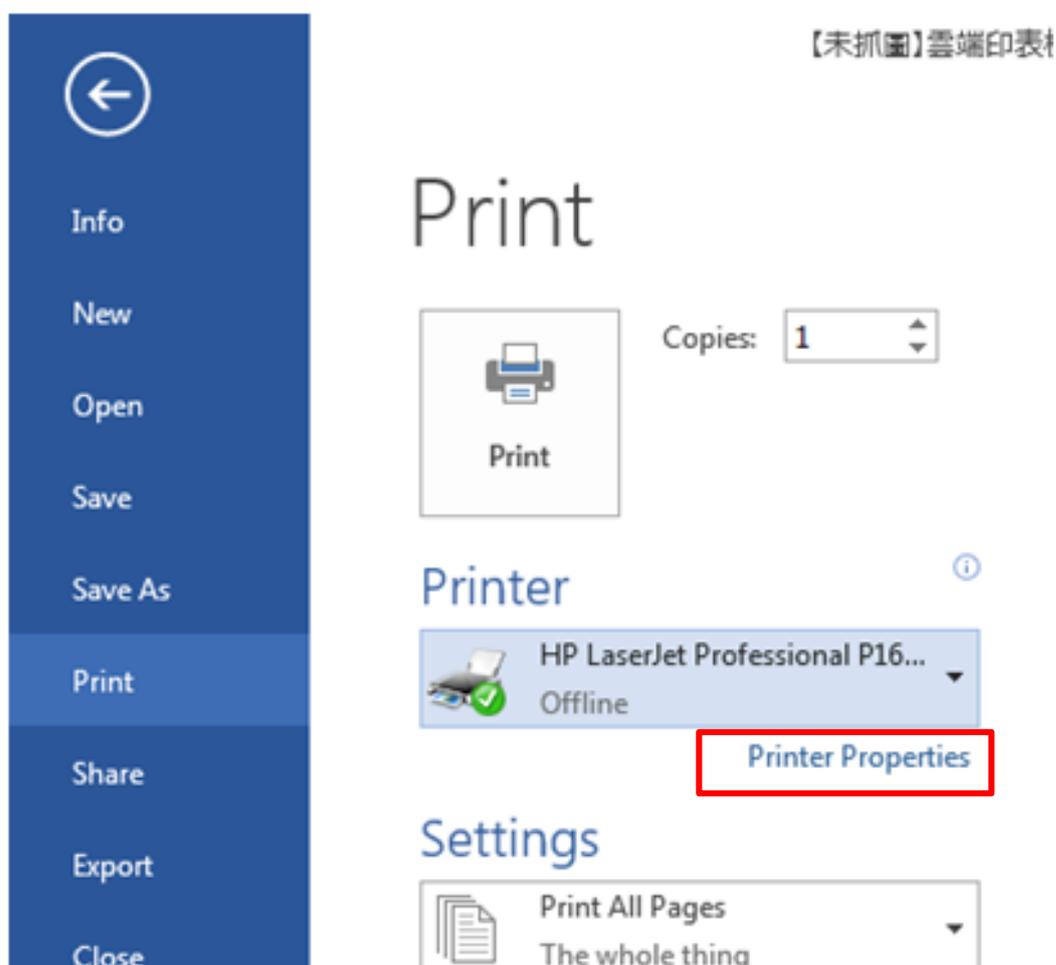


2. Host Printer setting

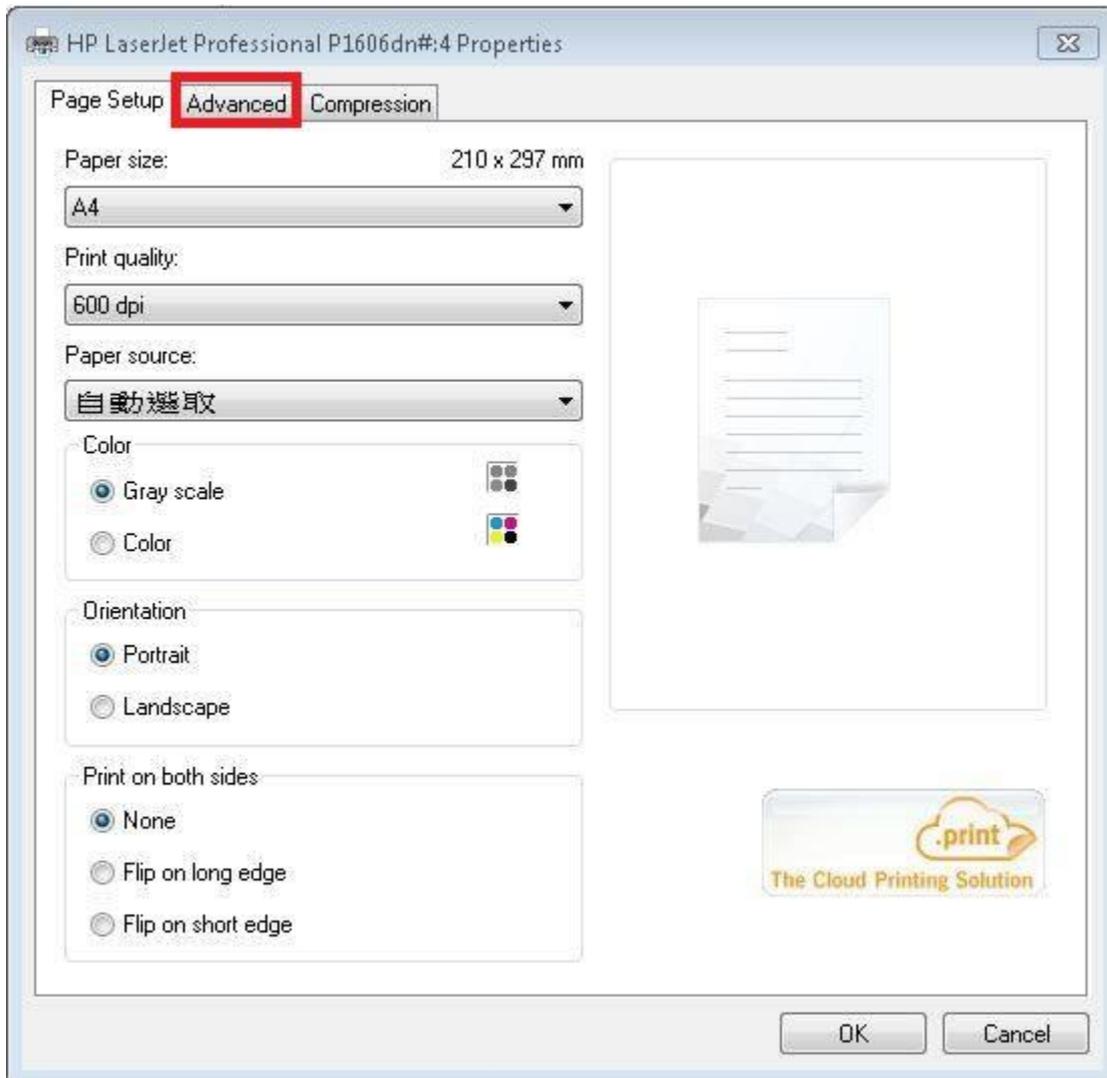
A. Single/Double-sides setting

Since each printer has its own default settings, here we use “LaserJetP1606dn” printer in laboratory and Microsoft Office Word 2013. For example:

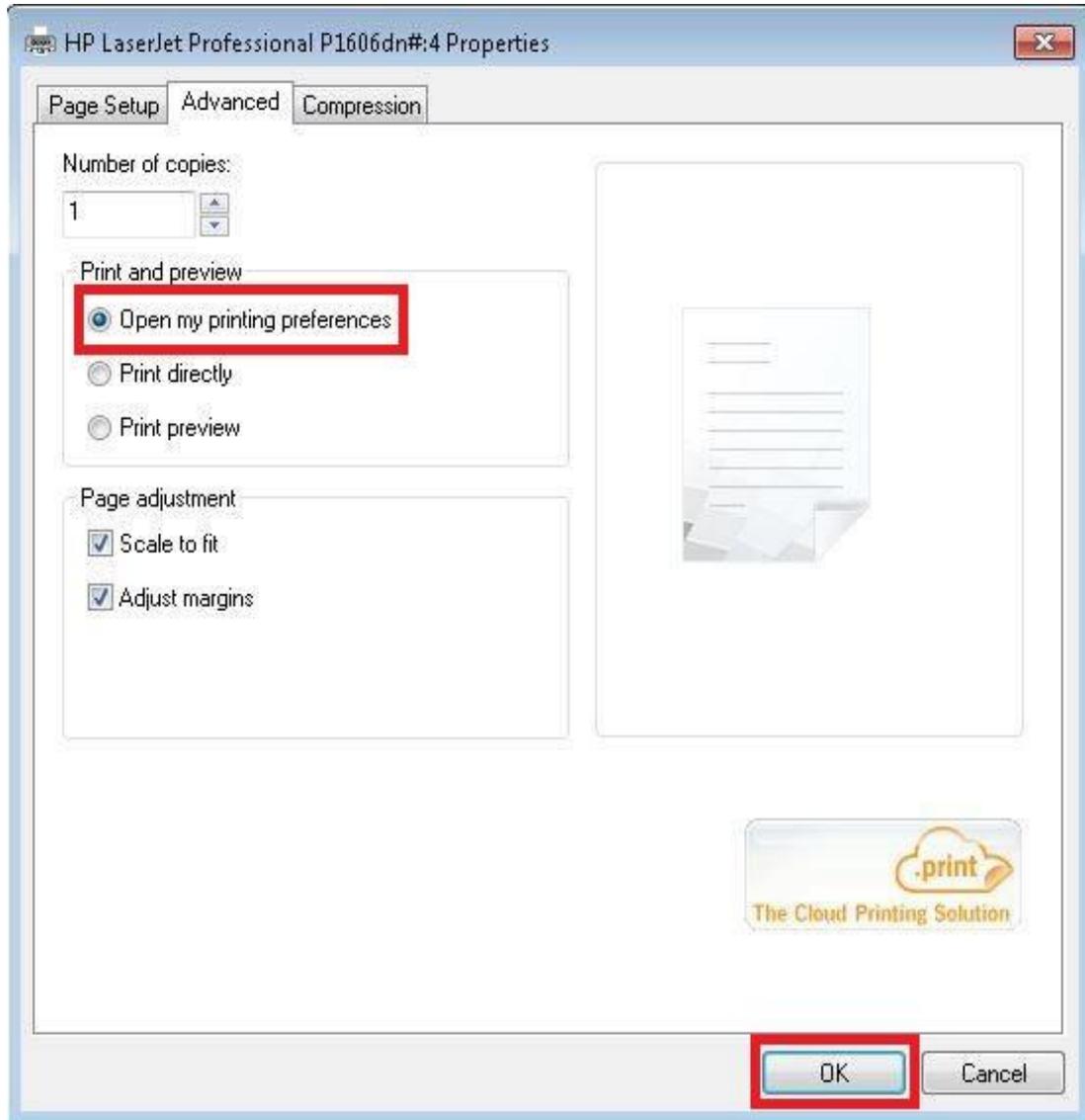
Step 1. To get into the printer setting part, please refer to “1. Printer selection setting”. After choosing the printer by step 1~3, click “Printer Properties”.



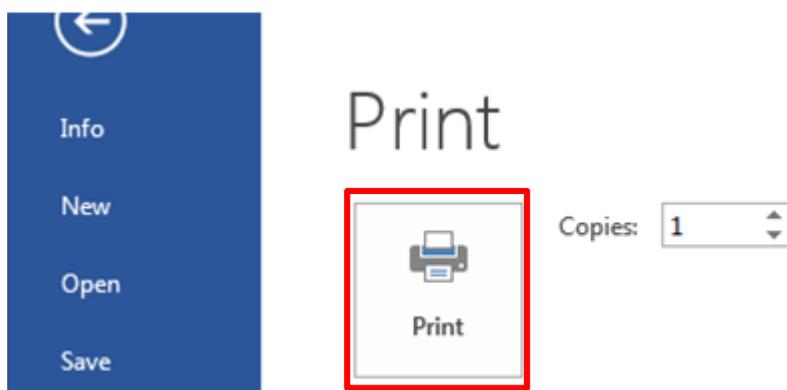
Step 2. A fly out will shows up, then click “ Advanced ”



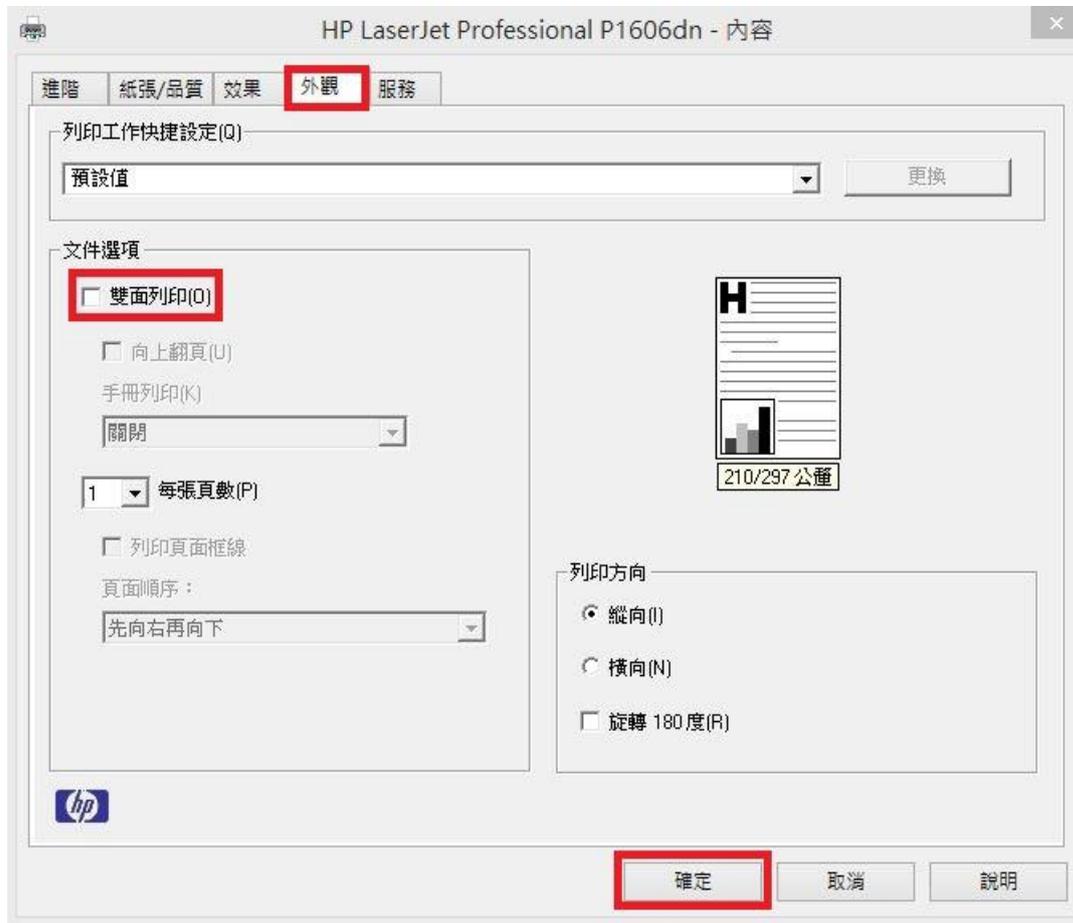
Step 3. Click “ Open my printing Preference ”and then “OK”



Step 4. After Clicking “Print”, another fly out will show



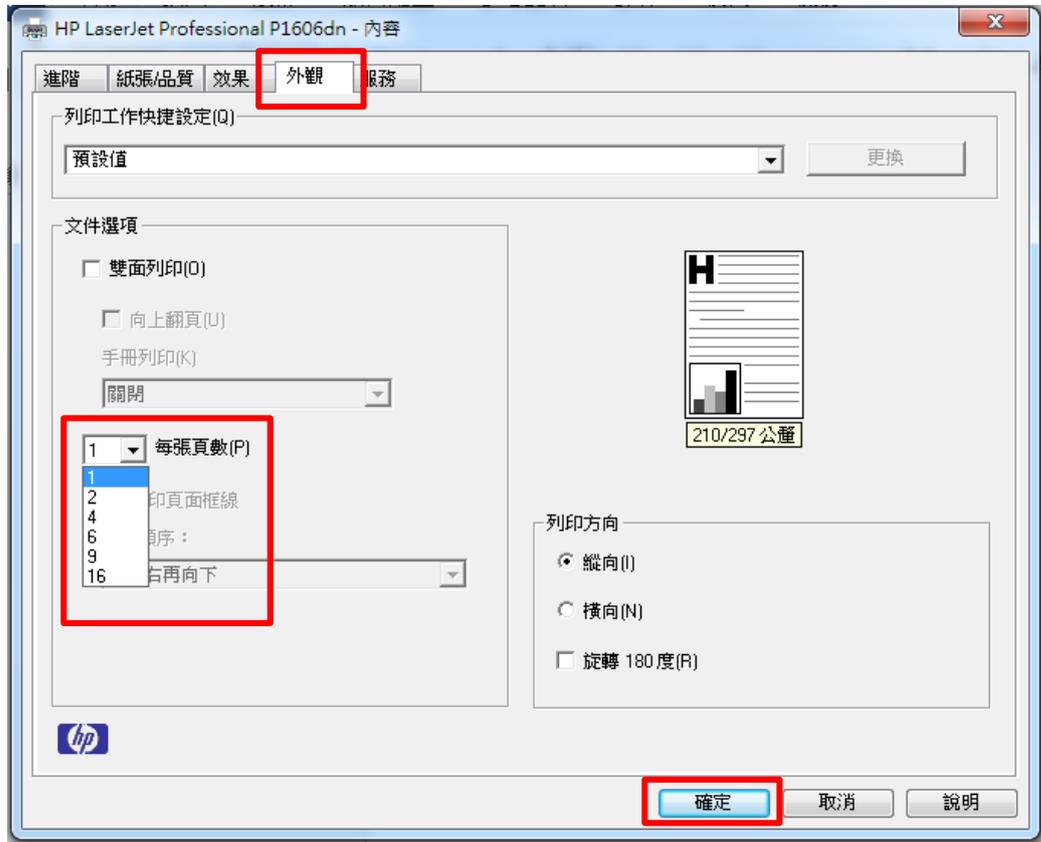
Step 5. Click “外觀”, then check up the “雙面列印” and click “確定” and it will print out in double side.



B. Multiple pages single side setting

The example we use here shows bigger pictures. **This method for printing is being advice.** From step 1~4, please refer to “2. Hosting Printer setting” “Single/Double-sides”.

Step 5. Click “外觀” in the fly out, then select the amount you want to print “每張頁數” and press “確定”.



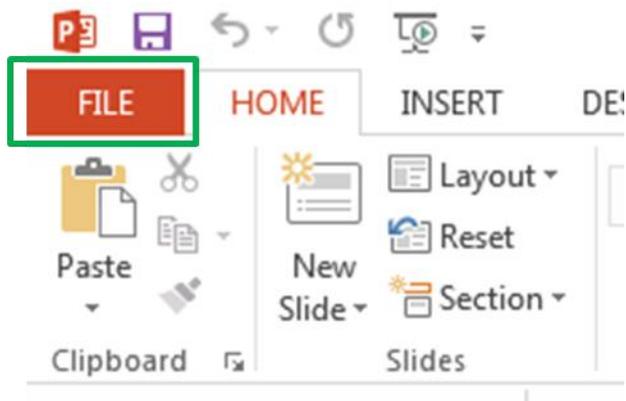
Step 6. Other setting details are able to refer to TKU Office of Information Computer Laboratory “[雙面列印-印表機使用說明](#)”(Double-side printer operation manual).

3. Cloud printer setting

A. Single/Double-sides

Here we use “LaserJetP1606dn” Cloud printer in B213 and Microsoft Office PowerPoint 2013, for example:

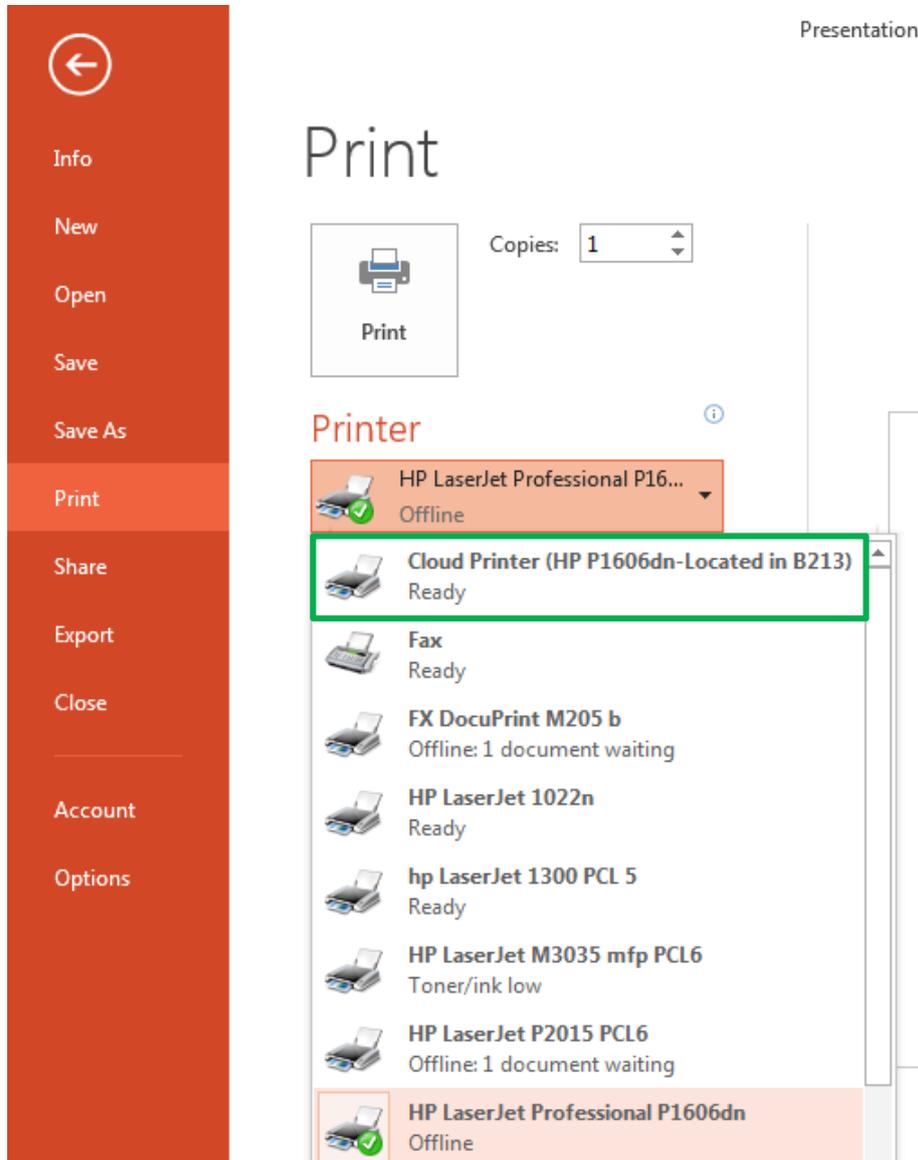
Step 1. Click “File” on the upper left corner.



Step 2. Click “Print”

The screenshot displays the 'Print' dialog box in a Microsoft Office application. On the left, a vertical red sidebar contains a list of options: Info, New, Open, Save, Save As, **Print** (highlighted with a green box), Share, Export, Close, Account, and Options. The main content area is titled 'Print' and includes a 'Print' button with a printer icon, a 'Copies' dropdown menu set to '1', and a section for the selected printer, 'HP LaserJet Professional P16...', which is currently 'Offline'. Below this, there are 'Settings' for the print job, including 'Print All Slides' (set to 'Print entire presentation'), 'Slides' (with an empty input field), 'Full Page Slides' (set to 'Print 1 slide per page'), and 'Print One Sided' (set to 'Only print on one side of th...').

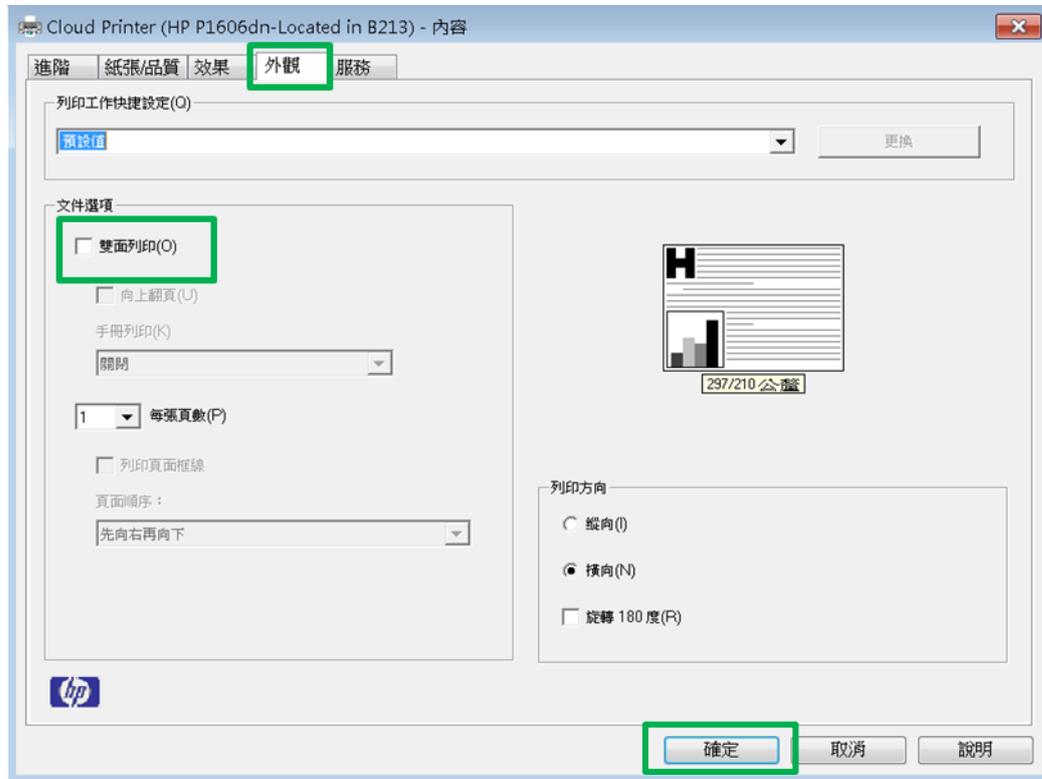
Step 3. Choose the cloud printer (HP P1606dn-Located in B213) located in B213 computer laboratory.



Step 4. Click “Printer Properties”

The screenshot displays the 'Print' dialog box. On the left is a vertical menu with options: Info, New, Open, Save, Save As, **Print**, Share, Export, Close, and Account. The main area is titled 'Print' and includes a 'Print' button with a printer icon, a 'Copies' dropdown set to '1', and a 'Printer' section showing 'Cloud Printer (HP P1606dn-...)' as the selected device. Below this, a 'Settings' section offers 'Print All Slides' (Print entire presentation) and 'Full Page Slides' (Print 1 slide per page). A green rectangular box highlights the 'Printer Properties' link in the printer selection area.

Step 5. Click “外觀” then check “雙面列印” and press “確定” to print in double-side.



B. Multiple Pages on Single Side Setting

From step1~4, please refer to “Cloud printer setting”
“A. Single/Double-sides”.

Step 5. Click “外觀” in the fly out, then select the amount you want to print by each paper at “每張頁數” and press “確定”.

