Cloud print operation Manual

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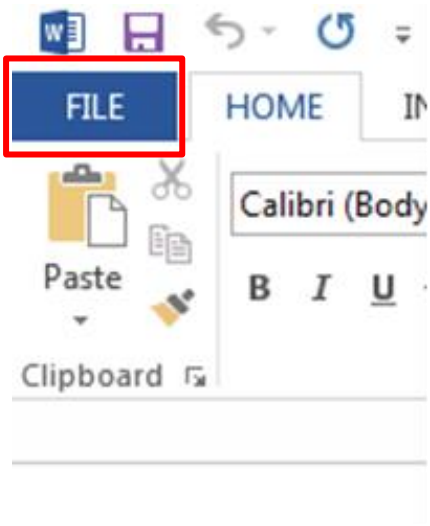
1. Printer selection setting

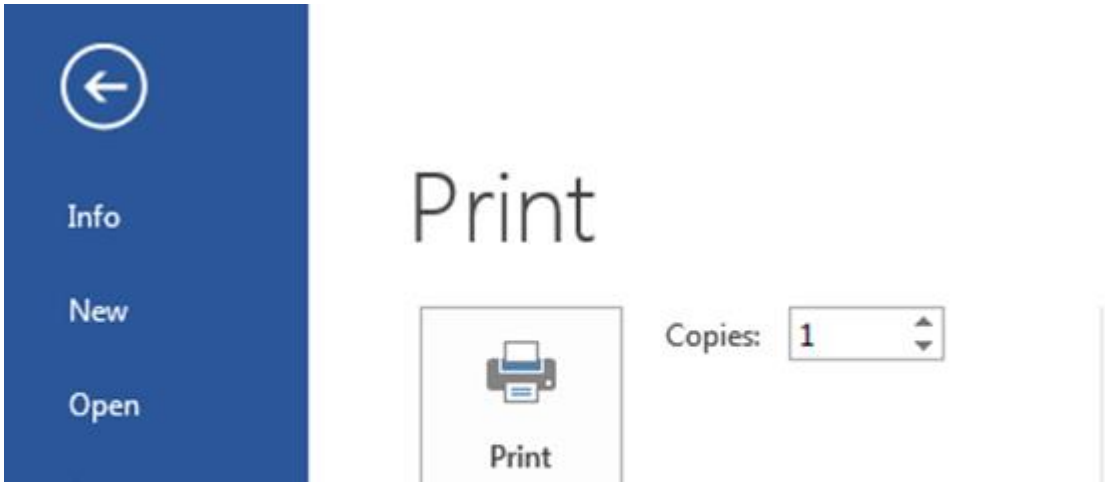
The default printer would be a local printer after logging into the virtual host. Like in the computer laboratory, it doesn't need to be installed.

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

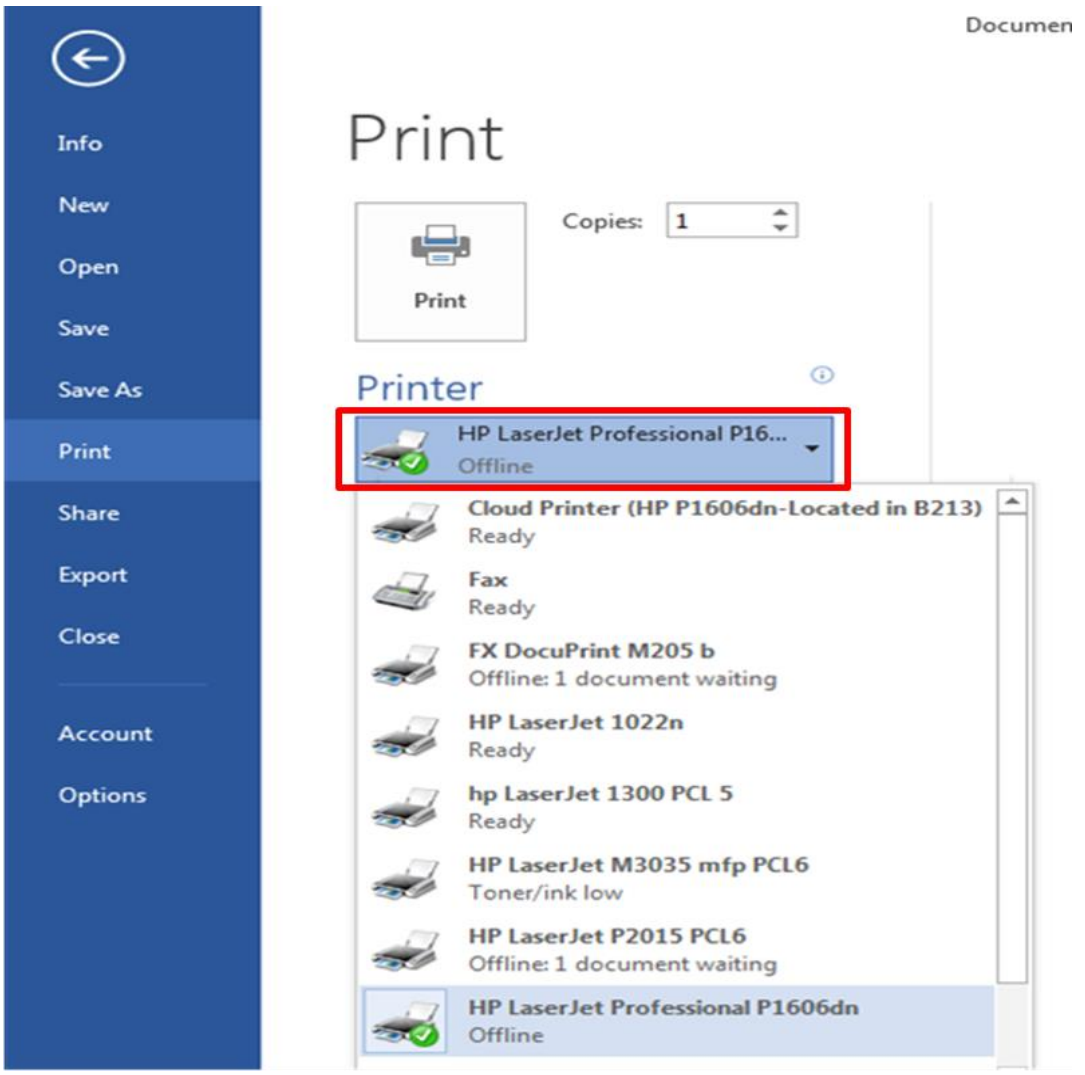
Step 1. Click "File" on the upper left corner.



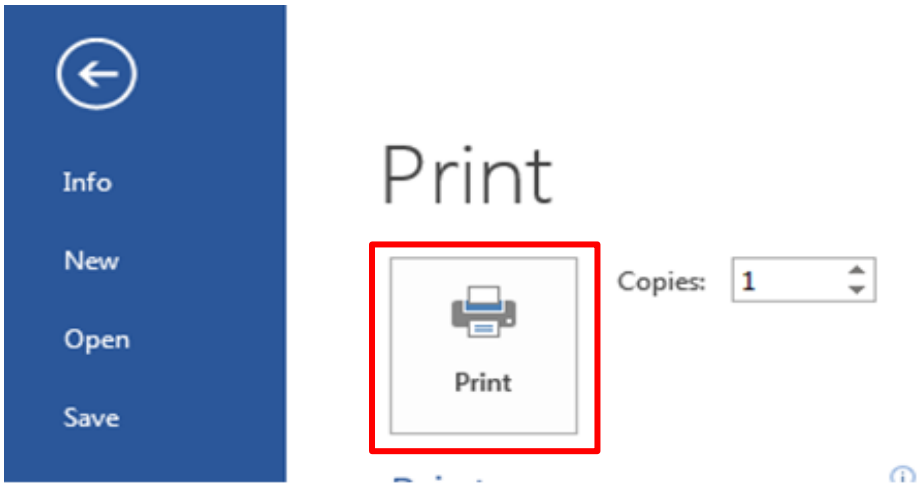
Step 2. Click "Print"



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



Step 4. Press “Print” to send the file to the printer.

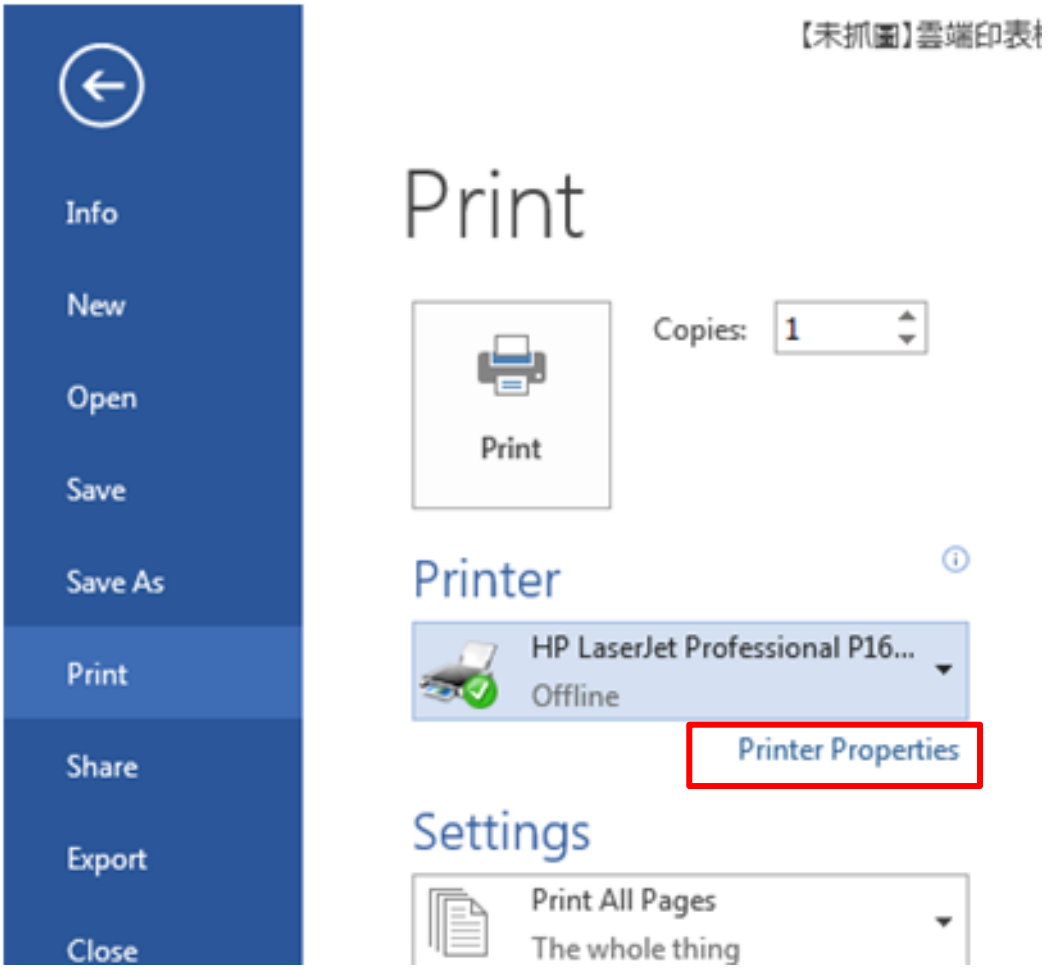


2. Host Printer setting

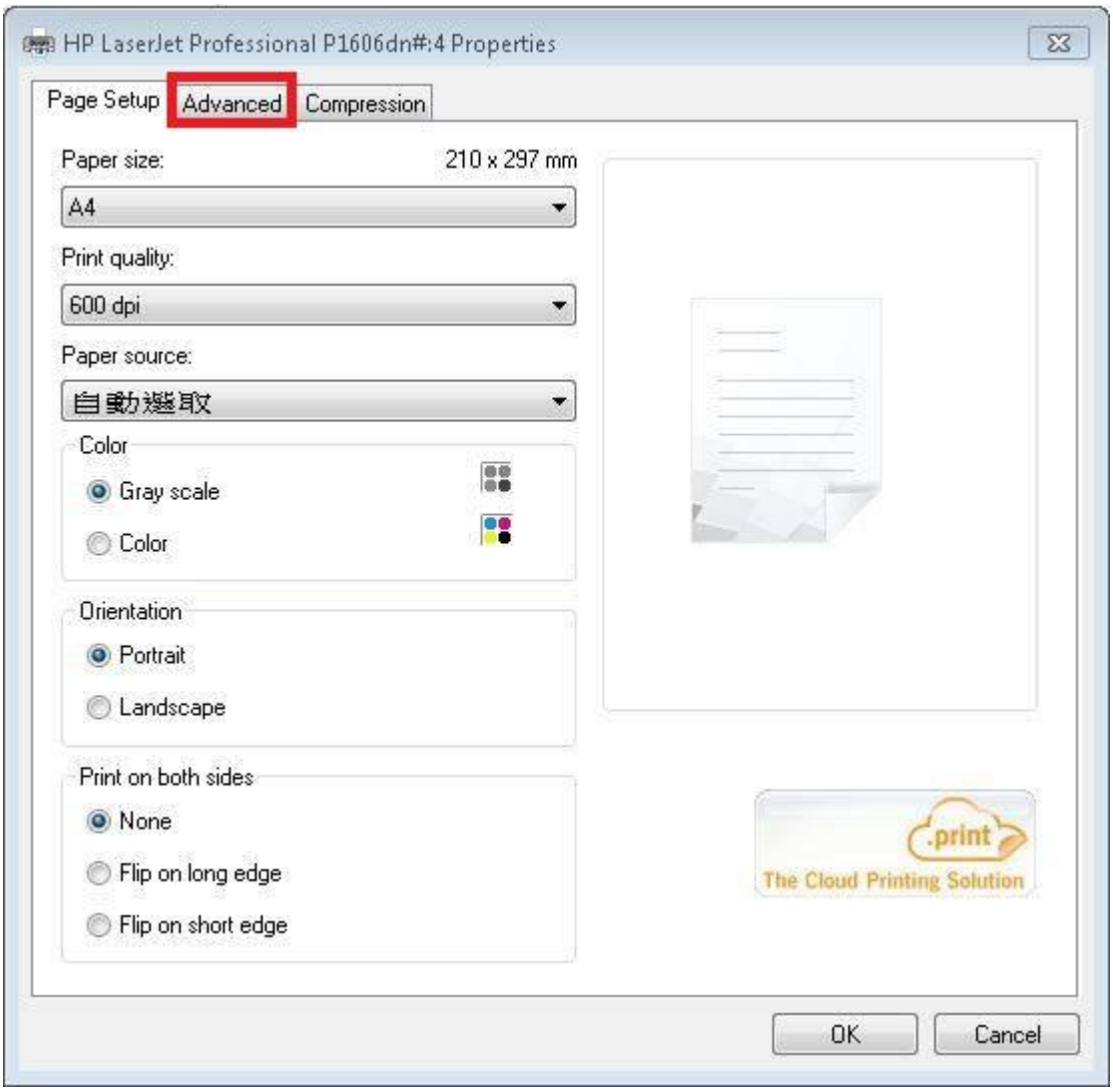
A. Single/Double-sides setting

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

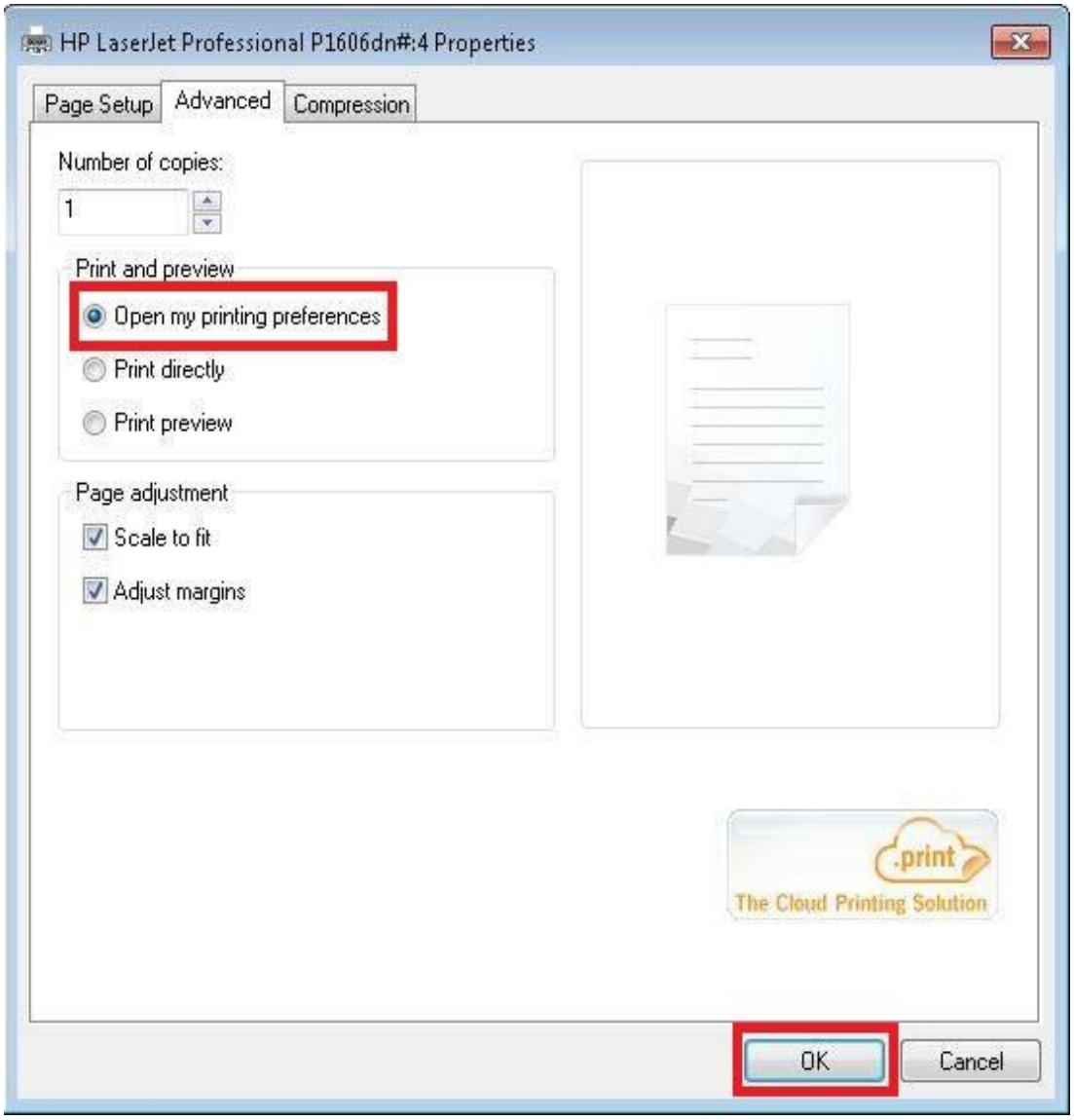
Step 1. To get into the printer setting part, please refer to “1. Printer selection setting”. After choosing the printer by step 1~3, click “Printer Properties”.



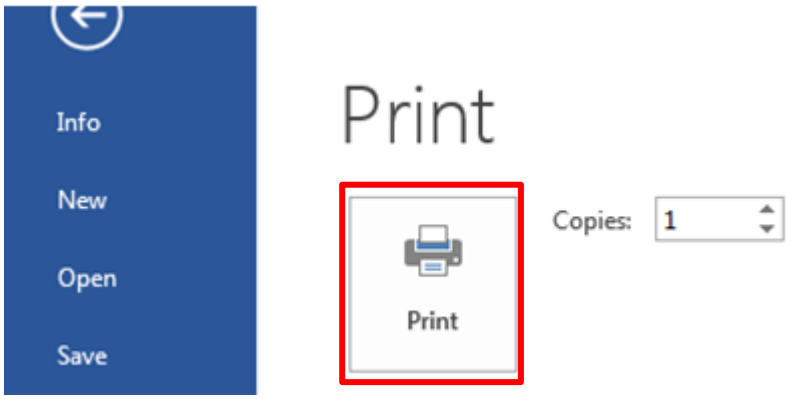
Step 2. A fly out will shows up, then click “ Advanced ”



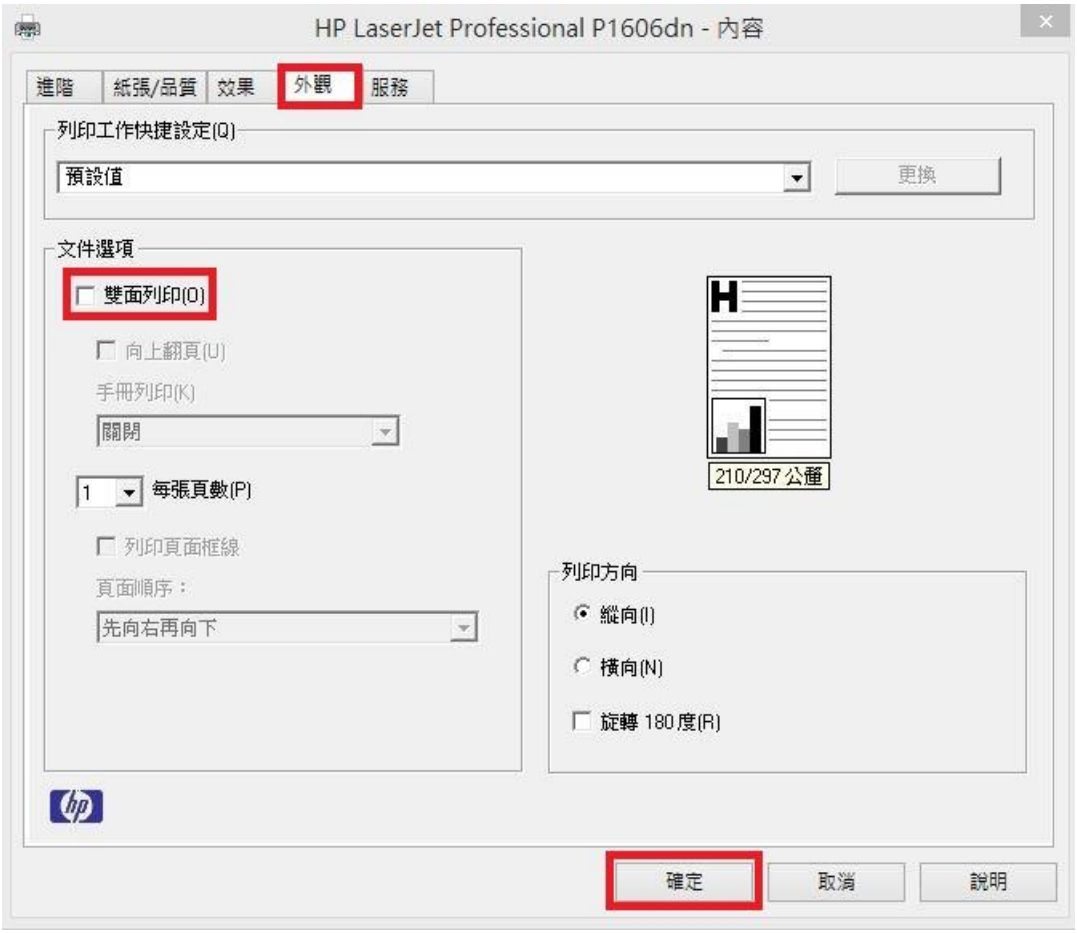
Step 3. Click “ Open my printing Preference ”and then “OK”



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



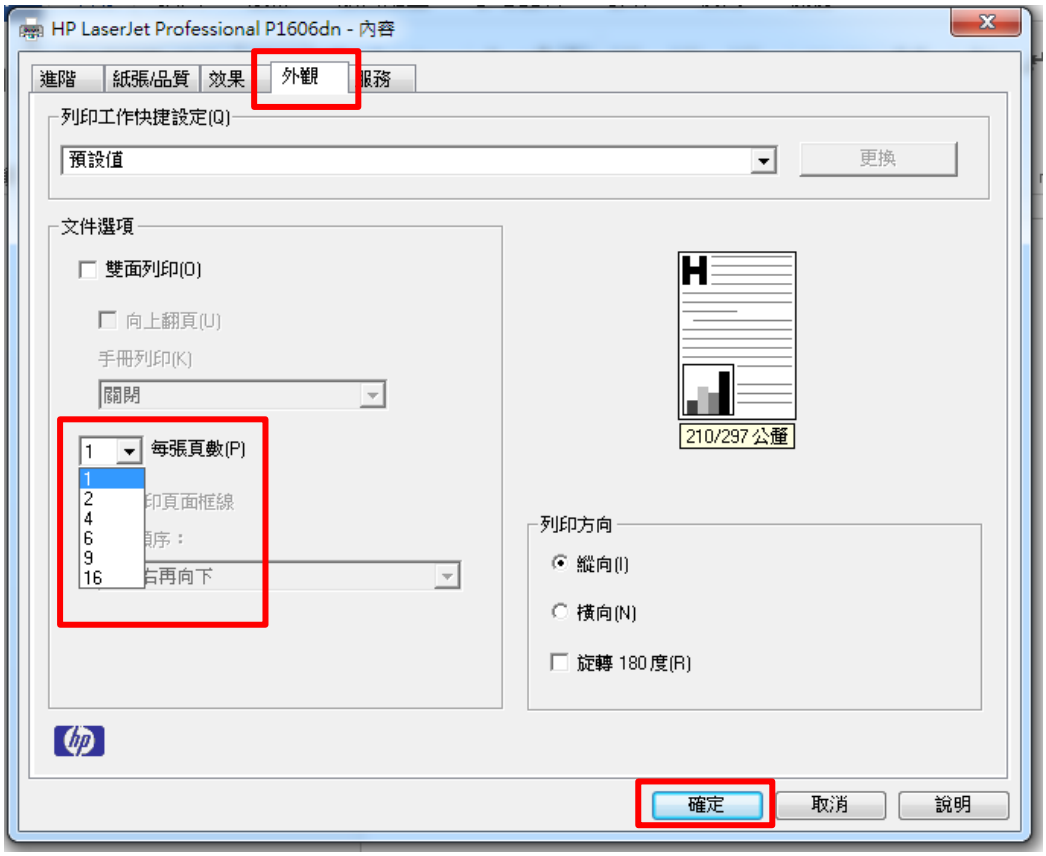
Step 5. Click “外觀”, then check up the “雙面列印” and click “確定” and it will print out in double side.



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).