



Student Printer

User manual

Final International University – IT Center

What do I need?



A valid student card credited with funds

Where is the printer?



In the basement floor, in front of the library

Which computers I can use?



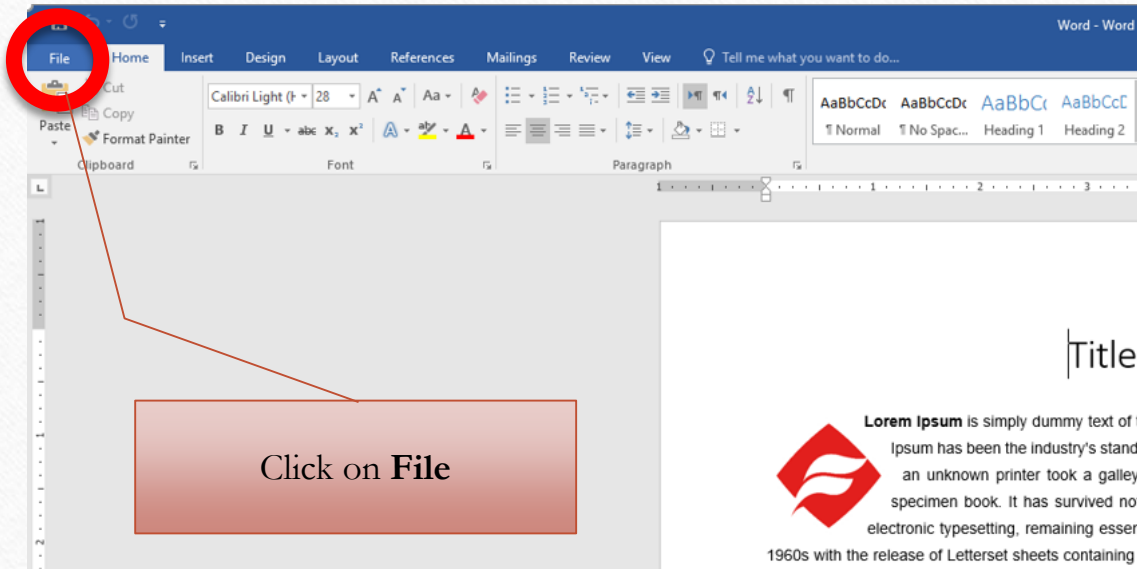
Login with your
username and
password

Any computer in the library



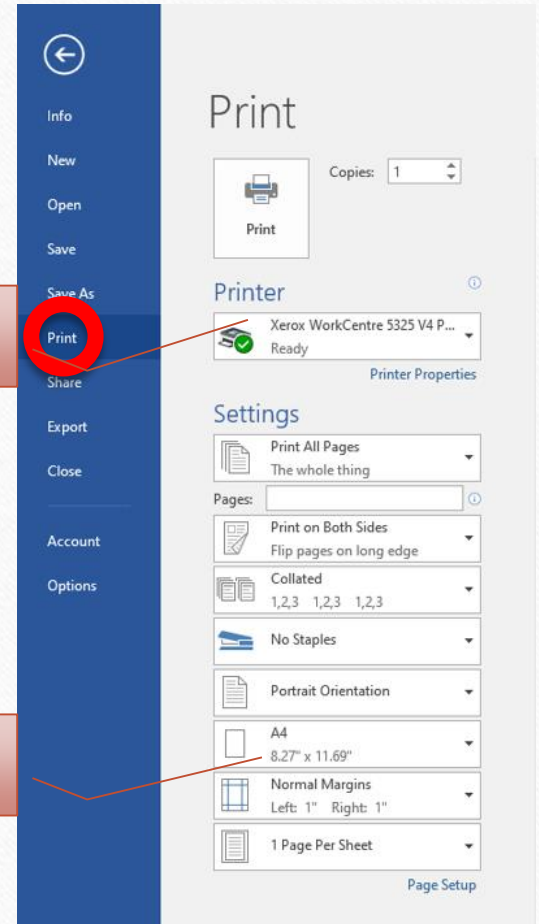
Word

Print Word file



Click on **File**

Make sure to select this printer



Make sure the page size is A4



PowerPoint

Print PowerPoint file

The screenshot shows the PowerPoint ribbon with the 'File' tab highlighted by a red circle. Below the ribbon, two slide thumbnails are visible. The first slide is titled 'Title' and contains the text 'IT CENTER / Bilgi İşlem Merkezi'. The second slide features a red logo. A red box highlights the 'File' tab, and a red arrow points from it to a callout box.

Click on **File**

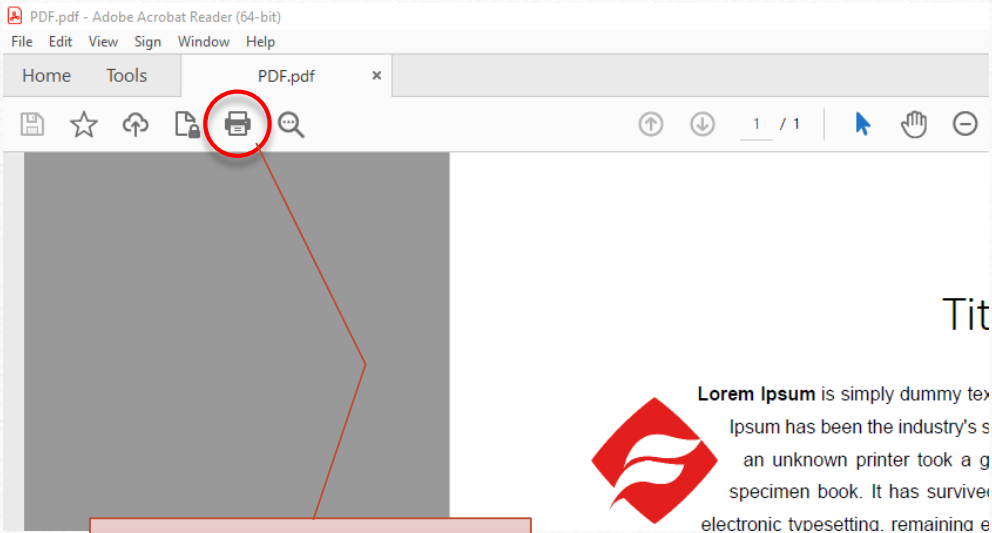
The screenshot shows the 'Print' dialog box in PowerPoint. The 'Printer' section shows 'Xerox WorkCentre 5325 V4 P...' selected. The 'Settings' section shows 'Print All Slides' and 'Print entire presentation' selected. The 'Slides' section shows '4 Slides Horizontal' selected. The 'Print Layout' section shows '4 Slides Horizontal' selected. The 'Handouts' section shows '4 Slides Horizontal' selected. The 'Print' button is highlighted. A red arrow points from a callout box to the printer selection.

Make sure to select this printer

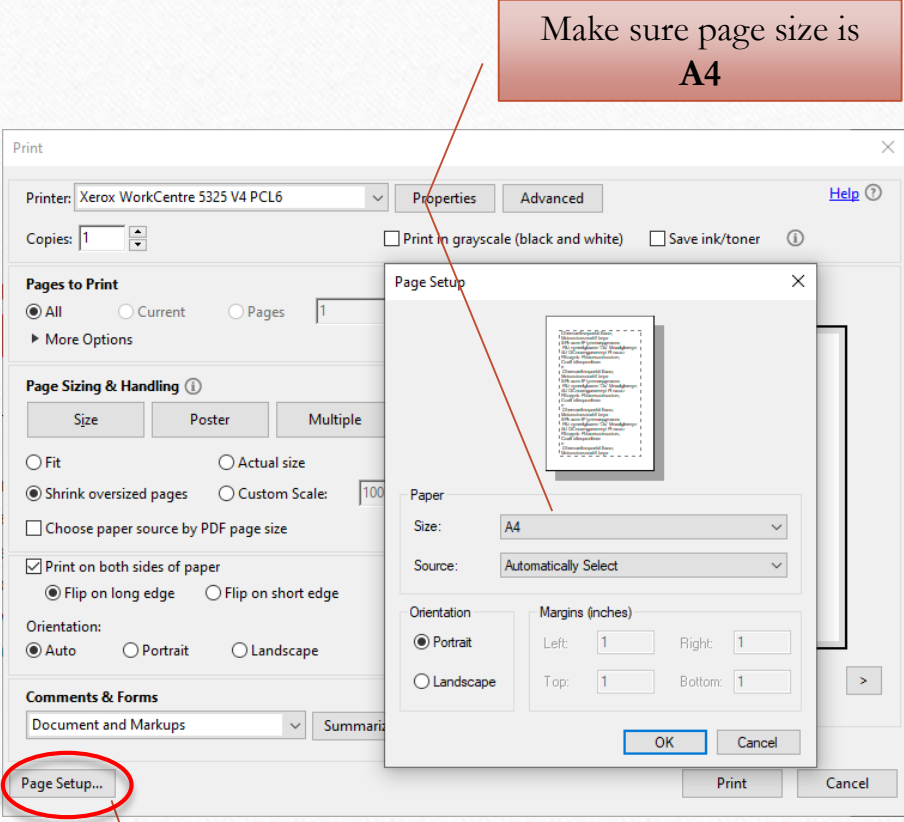
You can choose the layout to be printed



Print PDF file



Click on **Printer Icon**



Make sure page size is **A4**

Click on **Page Setup**

How to print?

Read the card on this device



Printing errors

Printing issue / Error	Reason	How to solve it
User Not Found Kullanıcı Bulunamadı	The student card is not defined with your username	Visit the accounting office and show your username
No Document Belge Yok	<ol style="list-style-type: none">1. The computer is not connected to the internet.2. The printer is not selected.3. The page size is not A4.	Visit the IT office to get support.
Paper tray is empty	There is no papers left in the tray to print	Go to library and ask them to put papers.
Not enough money Yetersiz Bakiye	The student card is not funded with enough money to get the print	Visit the accounting office