User Instruction

Botany Print Service – use HP printer for Copy & Scan

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Note: Zoology Computing Unit manages this HP multi-functional printer. Please contact Zoology IT staff first if there is any problem with the printer, such as low toner or no paper.

Account registration

To use any of the four Ricoh multi-functional printers, you will need to have your CWL account registered with our PaperCut print/copy management system, and have at least one speedchart associated with your account. To streamline the process, starting on Dec 15, 2017, we will follow the new guideline for managing user accounts and speedcharts.

1. Botany IT staff will only accept requests directly from the managing administrator for adding/removing of speedchart(s).
2. Botany IT staff will only accept requests directly from the research grant holder (PI) for provision/de-provision of user account accessing a research speedchart.
3. Botany IT staff will only accept requests directly from the managing administrator for provision/de-provision of user account accessing a non-research speedchart.

If you need to print/copy using a research grant speedchart, please ask the grant holder to send the request to helpdesk@botany.ubc.ca with your CWL username and the speedchart code. If you need to print/copy using a non-research speedchart (such as a speedchart for a biology course), please ask the managing administrator of the speedchart to send the request to helpdesk@botany.ubc.ca with your CWL username and the speedchart code. If you are not sure who the managing administrator of the speedchart is, please contact both the Botany administrator and the Zoology administrator for your request.

Location and cost

Walk over to the HP multi-functional printer located at Biodiversity Research Centre room 229. You will find a HP LaserJet M630 printer as shown in the picture below. This printer only provides black/white printing. There is no color printing. The cost of each black/white print out page is 7 cents.
Login to this machine

Beginning Nov 14, 2017, only authenticated users can use this machine. This machine accept two types of login methods:
- Key in your UBC CWL username and Password
- Tap your UBC Card if you already associated your UBC Card with your account.

To login with your CWL account:
- If the machine is in sleep mode, gently touch the screen of the machine to wake it up.
- Touch “Sign In” button as marked with circle “1” in the picture below.
c. In the “Log In” window, key in your CWL username and password, then type the enter key.
d. If you have already registered your CWL account with us, once you type in the correct CWL username and password, you will see an “Access approved” window as shown below. Touch “OK” to start using this machine.

To login with your UBC card:

a. If the machine is in sleep mode, gently touch the screen of the machine to wake it up.

b. Tap your UBC Card at the card reader as marked with the red circle 2 in the picture below.
c. If you already associated your UBC card with one of our Ricoh printers, please jump to the step f below. If you have never associated your UBC card at this machine or any of our four Ricoh printers before, you will see the “Unknown card” message as shown below. Please click the “Next” button to associate your card with your account.

![Log In](image)

d. Please enter your CWL username and password in the “Card Association” window as shown in the picture below.

![Card Association](image)
e. Once you have typed in your CWL username and password, you will see the “Card association successful” window as shown in the picture below. Please click “OK” to proceed.

![Card association successful](image)

f. Tapping your UBC card at the card reader will give you the “Access approved” window as shown in the picture below. Please click “OK” to start using this machine.

![Access approved](image)
Note: unlike our Ricoh multifunctional printers, this HP machine do not accept UBC employee number as an authentication method.

To copy

Once you have successfully login to the machine, you will see the first screen with many options as shown in the picture below.

You will need to click “Account Selection” first before you can do any copy job. If you forget to select an account to charge to, you will see the “Account Selection Required” window when you try to copy, as shown below in the picture.
When you touch the “Account Selection” button on the main screen, you will have one or multiple speedcharts for you to choose, as the example shown in the picture below. Please contact Botany IT at helpdesk@botany.ubc.ca if you don’t see the speedchart you want to use in your list.

Once you have selected the speedchart that you want to charge to, you can move on with your copy job by clicking the “COPY” button on the main screen as show below.
Tap on the options in the “Copy” window to change settings of your copy job if needed, then tap the “Copy” button to start the job.

To scan to email

Since scan to email is free. You don’t need to select a speedchart to charge to as with your scan to email job. Click on “Email” from the options displayed in the main screen.
Fill out the receiver’s email address under “To:”, then click “Send Email”. You should receive an email within a few minutes with a PDF file attachment.

For more details about how to use the functions of the machine, please read the LaserJet Enterprise MFP M630 User Guide provided by HP.