



# Library Printer Service

## -Central Library-

User Guide No.28-E  
Waseda Univ. Library  
July 3rd, 2024

Follow below instructions to print files (Word, PowerPoint, PDF) in the Central Library.

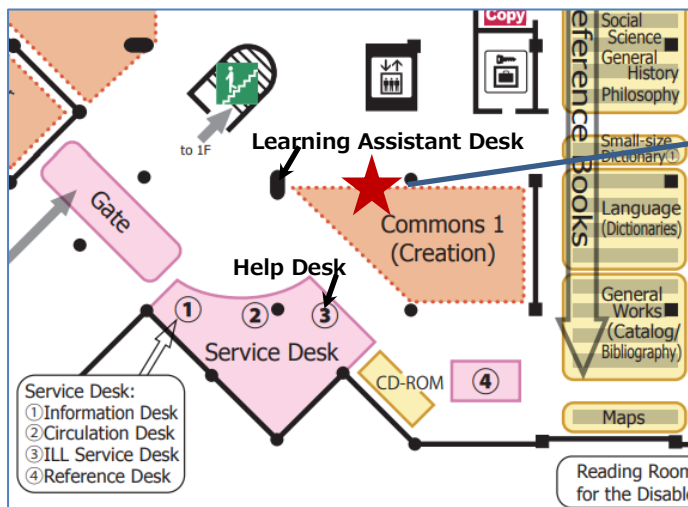
### User Qualification

Undergraduate Students, Graduate Students, Faculty

\*Limited to persons who can connect to Waseda University's network.

### Location

Commons 1 (Creation), 2nd floor of the Central Library



### Please Note

\* Please limit your use to 5 - 10 minutes each time. We ask you to be considerate of others during busy times and to refrain from printing a large amount.

Please be sure to finish printing by 30 minutes before the Library closes.

\* You need a library copy card to use the printer. You cannot use coins or bills. Copy card vending machines are available near copy machines in the Central Library.

#### <Printing fees>

Black-and-white printing: 1 point per sheet

Color printing: 5 points per sheet

\*Double-sided printing requires points for two sheets.

\* Only A4 and A3 paper size are available. You need not bring your own.

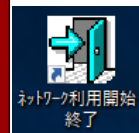
▲ You need to print from the Printer Terminal. You cannot print directly from your own laptop or the Library's Internet Terminal.

▲ Portable storage devices, such as USB sticks, may not be used. To transfer files to the Printer Terminal, please use cloud services such as Box, Dropbox, Google Drive, etc., or send by email attachment to yourself in advance.

## How to use the service

1. Turn on the Printer Terminal.
2. After the Terminal starts up, Web browsers and "Waseda DHCP Network Login Frame (早稲田大学バックボーンネットワーク認証システム)" are launched automatically. Please enter your Waseda ID and password and login to the DHCP Network.

\* If "Waseda DHCP Network Login Frame" is not launched automatically, please double click the 「ネットワーク利用開始・終了」 icon on the desktop.



3. After logging in and seeing **Logout** on the screen, you can access the Internet. **DO NOT click "Click to Logout"**. Please launch the web browser and download the files you want to print out from cloud services, as noted above.

**Logout**  
[Click to Logout](#)

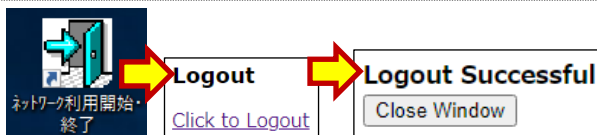
4. Open the document and proceed to print by clicking the "print" button. "Apollo Print Manager" window will pop up. Please insert a copy card into the card reader, then click on the "Print" button on the popped up window to start printing.



\* The Printer Terminal supports basic file formats such as Word(.docx), Excel(.xlsx), PowerPoint(.pptx) and Portable Document Format(.pdf). Other formats may not be supported.

After printing, please follow steps 5 and 6 carefully.

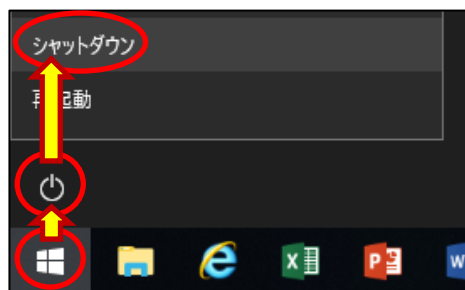
5. After printing, please double click **「ネットワーク利用開始・終了」 icon on the desktop and logout from the DHCP Network.**



6. After finishing the above process (5), please shutdown the Terminal. Even if other users are waiting, **please be sure to logout from the DHCP Network and shutdown the Terminal.**

\* Any downloaded files and login information used on the Terminal (DHCP and cloud services, etc.) will be deleted by rebooting.

\* If you forget to logout from the DHCP Network and shutdown, such sensitive information will remain on the Terminal. DO NOT forget steps 5 and 6!



If you do not understand how to operate the printer, or the paper / toner runs out, please feel free to consult the Learning Assistant (LA) Desk. When LAs are not at the Desk, please ask the Help Desk.