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Instruction Manual Of Student Self-service Printing System

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1 Home page of printing terminal



2 Ways of login

2.1 Use campus card for login

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Click on the campus card icon; Swipe the campus card for login within 10 seconds; Login system after successful verification, otherwise, the reason of verification failure will be showed.



2.2 可使用学生学号进行登录

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Type in Your student ID and password (the password of Zhengfang Educational Management System), then click "Login" button to log in.



After login the system, there will be 6 parts in the interface:



2.3 Notice

Click on the title of the notice to see the details of the notice.



3 Function selection interface

Student enter the function selection interface after successful login.

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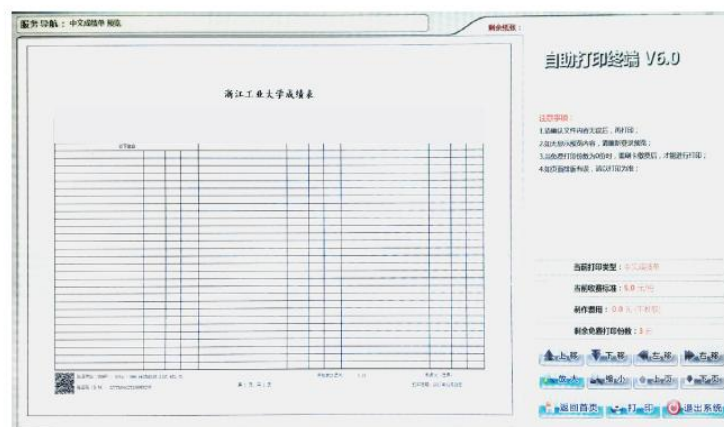
Transcript Printing: All students in the school can print. When the number of transcript paper below critical value, the system automatically stops print services, and SMS alerts managers to add paper.



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Certificates Printing: The Student Certificate is only provided for the students in school. The pre-graduation certificate is only for students who will graduate less than one year. When the number of certificate paper below the critical value, the system automatically stops print services, and SMS alerts managers to add paper.

中英文在读证明
**Study
Certificate**



jwk@zjut.edu.cn 在 110, B405

Click "Zoom In" "Zoom Out" to enlarge or reduce the preview of the file. Click "Move Up" "Move Down" "Move Left" "Move Right" to move the preview file. Click "Previous" "Next" to view the content, when the page is not displayed, click "Refresh" button,

Click the "Print" button to print the file. When the free copy number is 0, you need to pay with card. Click the "Return to Home" button to return to the main menu. Please choose the corresponding correct printing items based on your needs so as to avoid over pay. If you have any questions, please contact Academic Affairs Office.

E-mail: jwk@zjut.edu.cn

Address: South Dongkejiao Building 110, Zhaohui Campus; Jianxing Building B405, Pingfeng Campus.

5 System failure management

Students can timely submit corresponding system failure. The backstage management system will regularly check if any students submit the failure. If there is any, the background sends the text message to the administrator via the gateway, and the administrator will handle the problem timely according to the corresponding problem.



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www.selfprint.zjut.edu.cn

Transcripts and certificates have a two-dimensional code in the lower left corner; Use Wechat to scan the QR code, you can enter the information verification interface.

Or visit www.selfprint.zjut.edu.cn , type the verification code on the site, you can enter the information verification interface to verify.