



NEW ERA
UNIVERSITY COLLEGE
新纪元大学学院

One Card Printing

Student Guide

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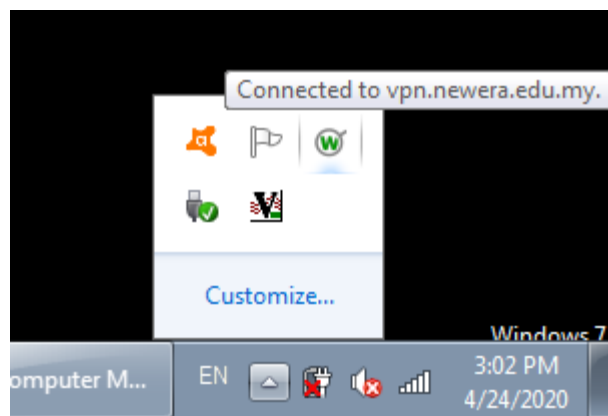
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The places you can top-up your printing credit

Connecting to Follow-You Print

Step 1: Optional. Connect to New Era VPN if you are outside of the campus network or not connected to Student Wi-Fi.

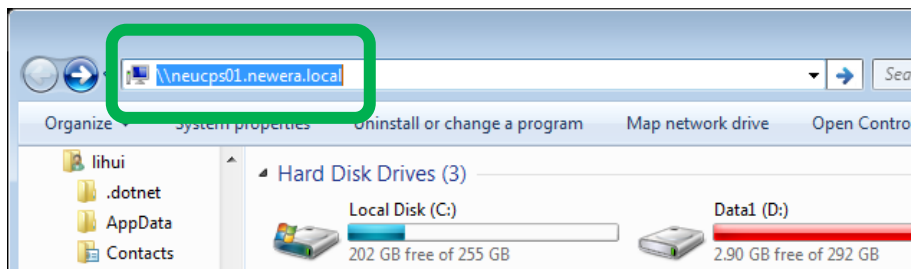
Use your e-Account to login. Refer to [HERE](#) to install VPN.



Step 2: Browse to Follow-You Print server

Enter the address into the address bar. You may copy the blue colour address from below:

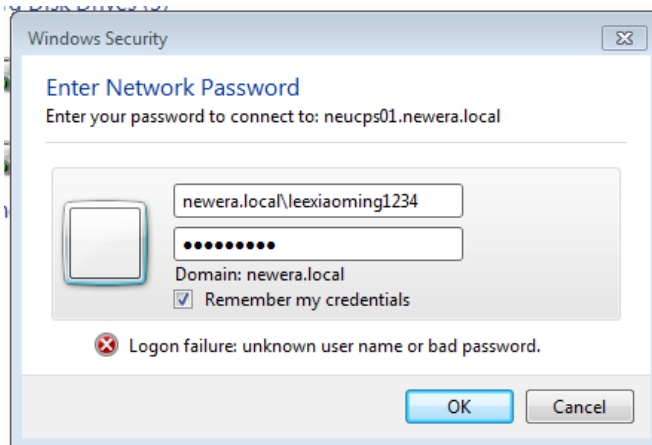
<\\neucps01.newera.local>



Use format of e-Account username below to login.

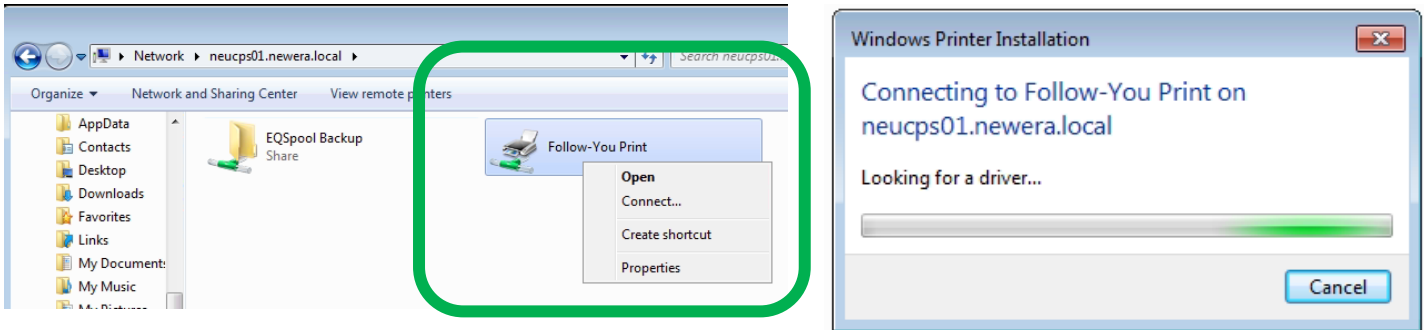
Username: [newera.local\leexiaoming1234](#)

Password: <your e-Account password>

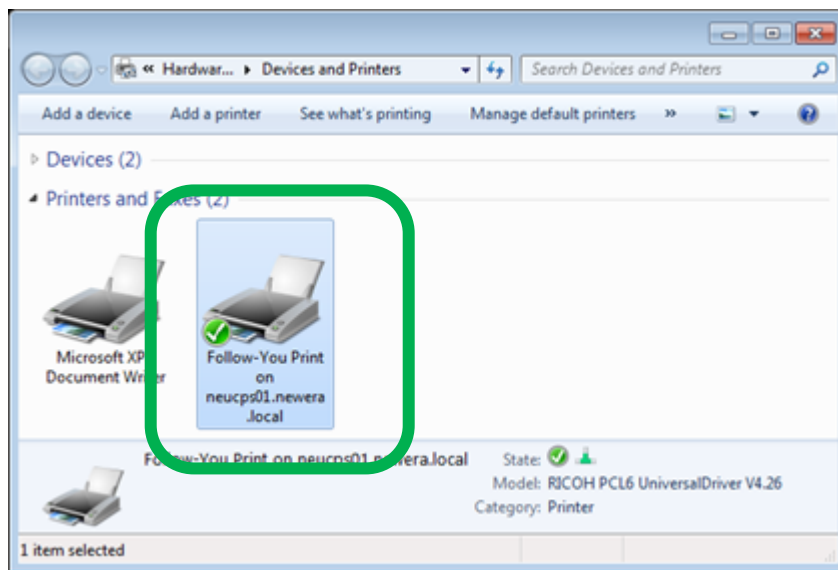


Step 3: Connect to the virtual printer.

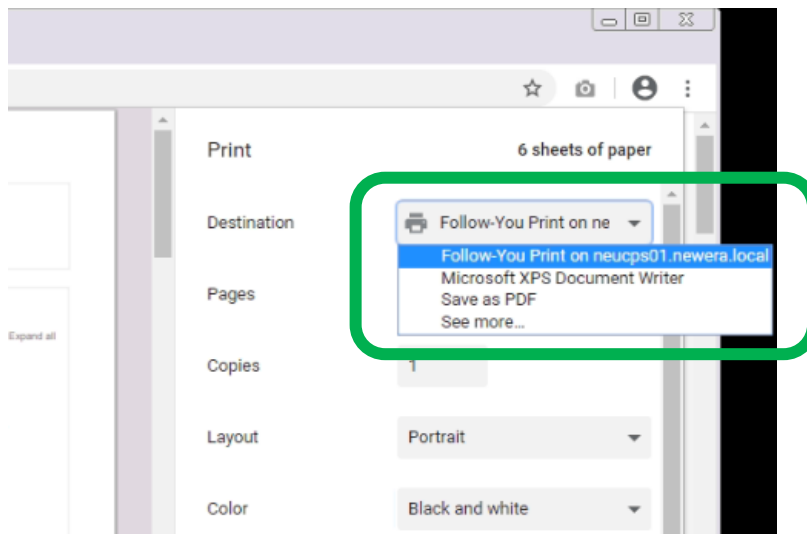
Right-click on the "Follow-You Printer" and select "Connect...", the installation will be done by your computer automatically.



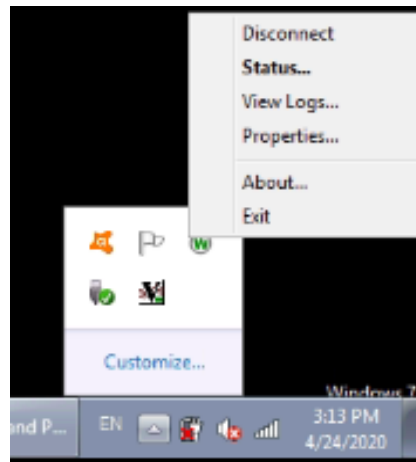
The Follow-You Print printer has installed.



Step 4: You can print from your computer now. =)



Step 5: Optional. Logout from New Era VPN.



PS 1: You will need to re-login to the printer again after the computer has restarted with VPN connected if you want to print documents.

PS 2: The print job will store in the server for 24 hours.

Printing

At the OpenLab or Classroom Computer

Step 1: Login to the printing system

- i. Double click on “One Card Printing Login”



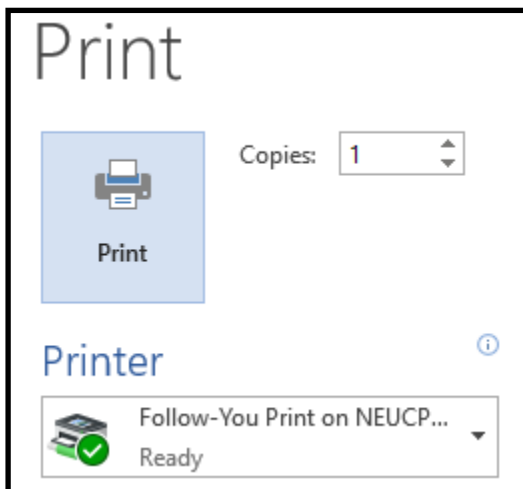
- ii. Enter your e-Account username and password.



Please visit <https://bit.ly/newera-eaccount-notice> or scan the QR code above for more detail about e-Account

Step 2: Send Print Job

- i. Choose “Follow-You Prints on NEUCPS01” to print.



Step 3: Logout

- i. Logoff or restart your computer and proceed to nearest printing machine to collect.

At Printing Machine

Step 4: Login to the printing machine

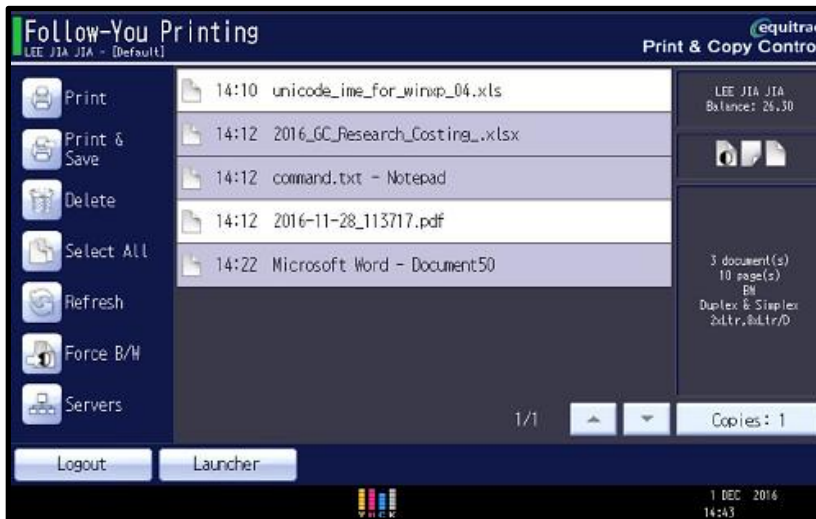
- i. Tap your Student ID card on the card reader.



- ii. Tap on "Follow-You-Printing"



- iii. Select one or more document sent from your computer and press on "Start" button.



Step 5: Logout from the printing machine

- i. Tap on "Logout" button or tap your Student ID card again to logout.

Scanning

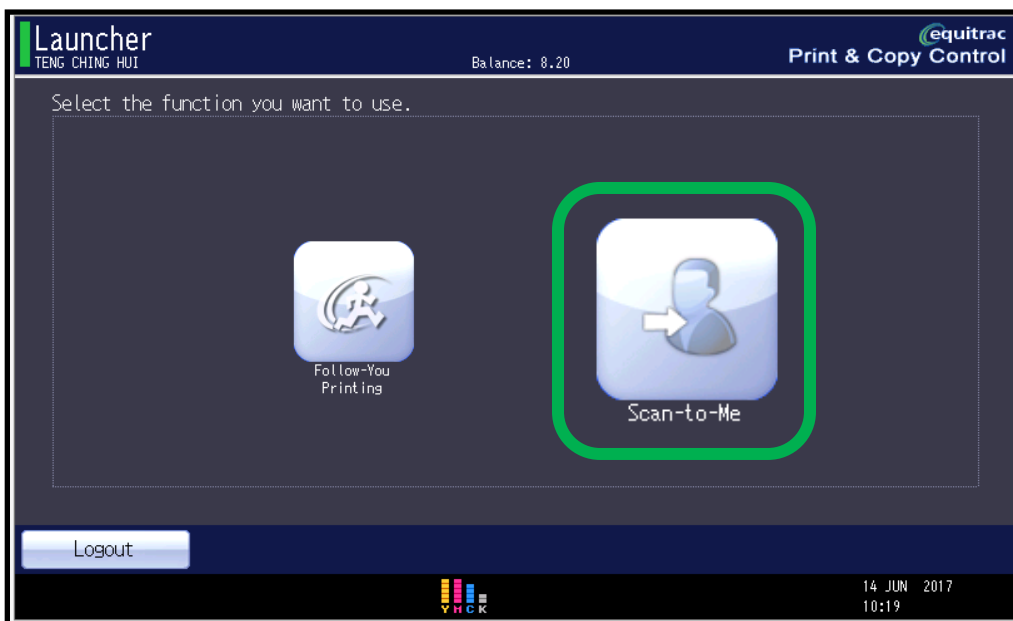
At Printing Machine

Step 1: Login to the printing machine

- i. Tap your Student ID card on the card reader.



Step 2: Tap “Scan-to-me”



Step 3: Tap “Scan” to scan your documents



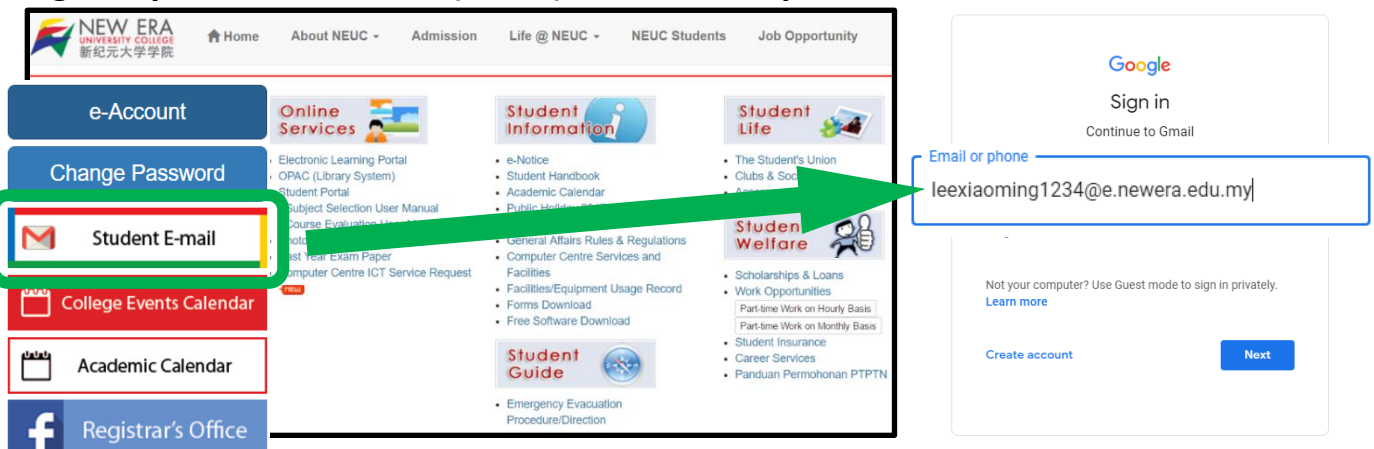
**Step 4: Tap “Scan” to continue next page scanning OR
Tap “Done” to send documents to your email.**



**Step 5: For separate document scanning, tap on “Scan Another Document” OR
To finish scanning job, tap on “Logout”**



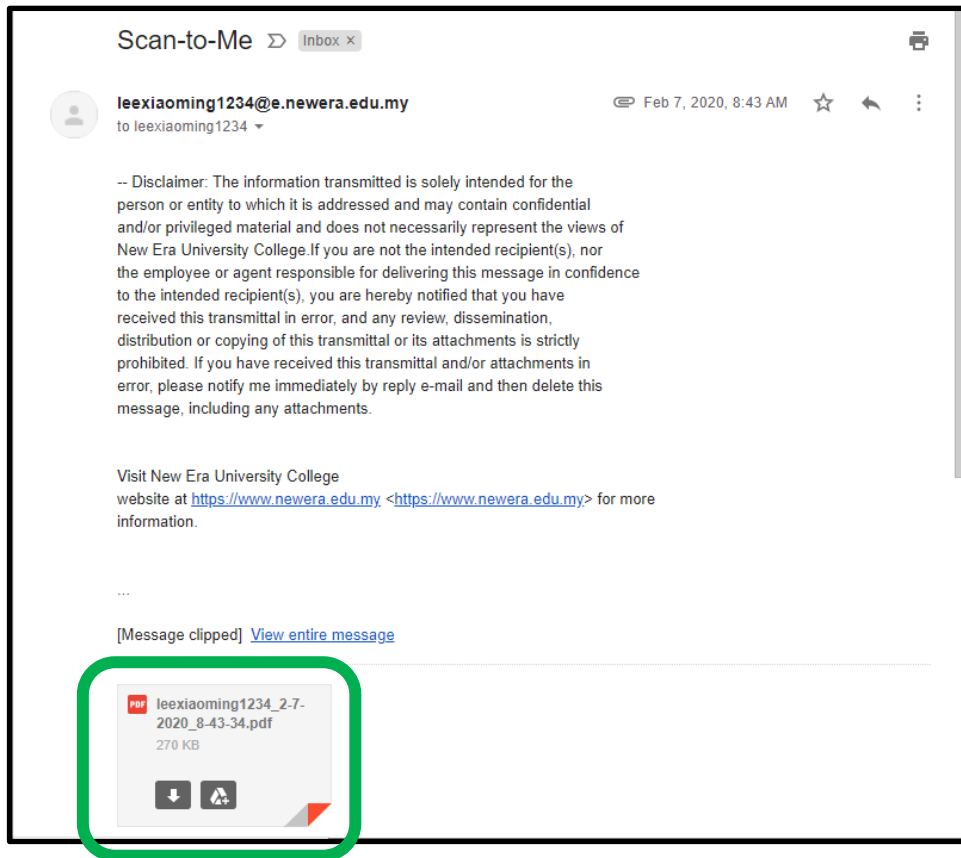
Step 6: Login to your student email (Gmail) to download your documents.



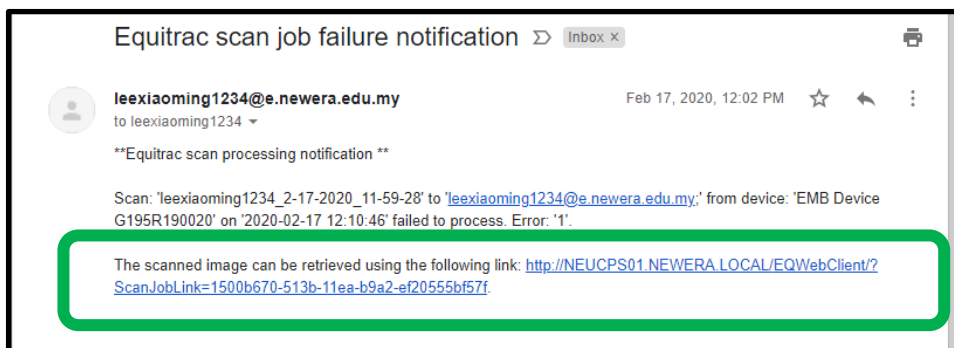
***Kindly proceed to Computer Centre, if you have login issue on email.**

Step 7: Locate your scanned document in your mailbox.

A. If your scanned file is within the permitted file size of the mailbox, you will receive an email with the PDF in attachment.



B. If your scanned file is larger than the permitted attachment file size, you will receive a “scan job failure” notification, follow the link in the email to download the scanned document. Use your e-Account to login the portal.



PS: You can only visit this link within the campus network, via VPN or Student WiFi.

Photocopy

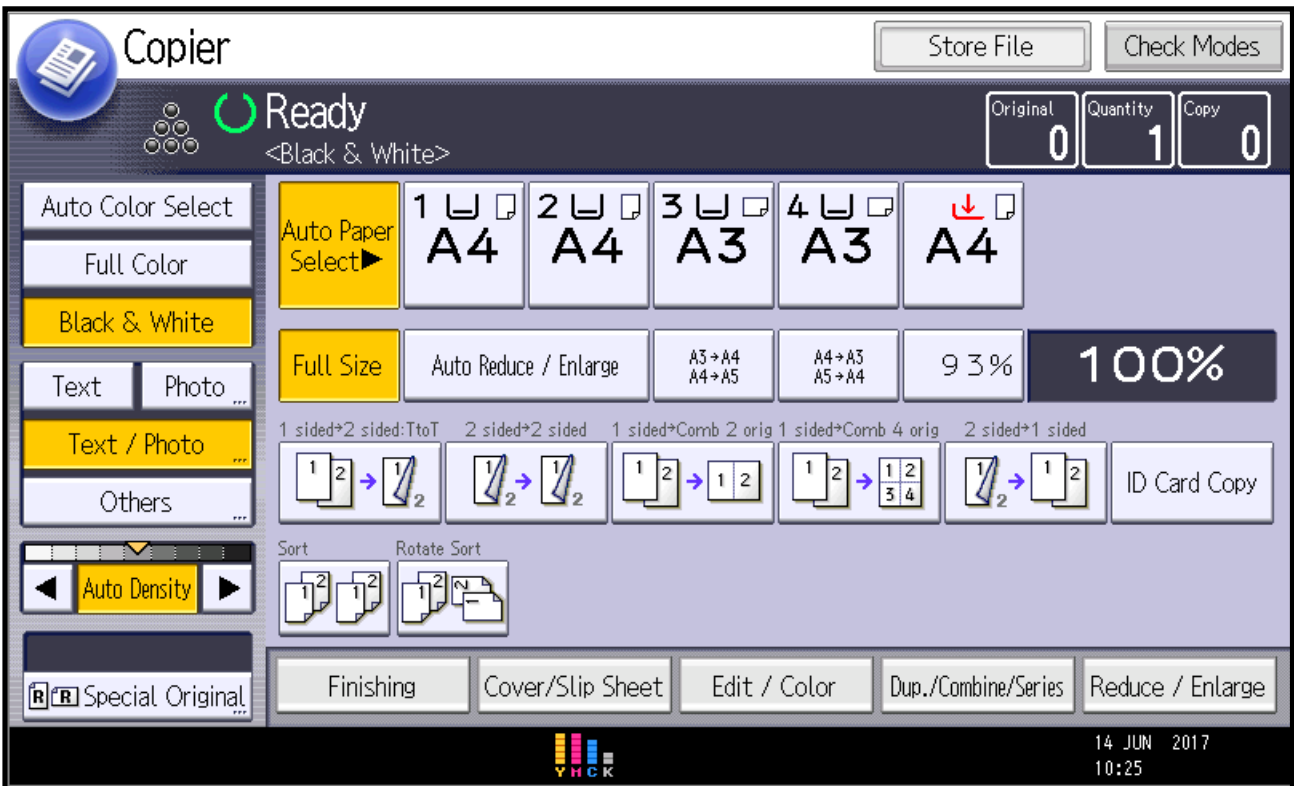
At Printing Machine

Step 1: Login to the printing machine

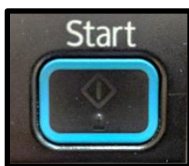
- i. Tap your Student ID card on the card reader.



Step 2: Press on “Copy” button and you will see the screen below.

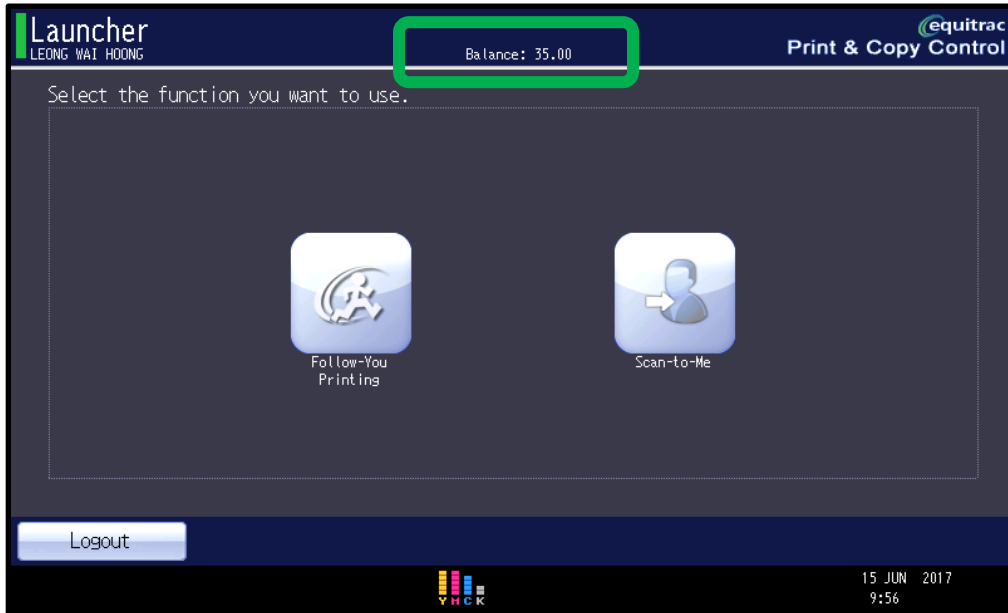


Step 3: Press on the “Start” button to photocopy your documents.



Check Balance

Option 1: Tap your Student ID card on the card reader at the printing machine.



**Option 2: Check from the website at <https://goo.gl/jw92aw>
OR Scan the below QR Code**



Option 3: Check from the library counter.

Printer Location

There are a total of 9 photocopy machine located around the campus.

Buildings	Colour Machine	Black & White Machine
Kajang Central Campus		
	<ul style="list-style-type: none"> • TKS Office 	
	<ul style="list-style-type: none"> • Lobby 	
Mewah Campus		
Block B	<ul style="list-style-type: none"> • Library lobby • 4th floor lobby 	<ul style="list-style-type: none"> • G floor lobby • 2nd floor lobby
Block C	<ul style="list-style-type: none"> • 1st floor Office of Art & Design Department 	<ul style="list-style-type: none"> • 2nd floor Office of Department of Chinese Language and Literature
MKH	<ul style="list-style-type: none"> • IIE Office 	

Charges

The charges of printing are listed below.

We only provide A3 and A4 paper.

Paper Size	Black & White	Colour
<= A4	RM 0.10 per page	RM 0.50 per page
> A4	RM 0.20 per page	RM 1.00 per page

Scanning is free-of-charge.

Top-up Location

You can top-up your printing credit at the location below:

1. Library Counter
2. Web top-up (coming soon)

For technical support,
Scan the QR code below,

or

Visit <https://bit.ly/newera-ict-support>

or

Email cc@newera.edu.my

or

Call 03-87392770 ext 153, 154, 155, 159

