

关于启用自助打印机的通知

Guidelines on Using Self-service Printer

各位外国留学生:

Dear International students:

学校正式开通了自助打印系统，现将有关事项通知如下。

Please note that Hohai University has officially initialized a self-service printing system; now, the relevant matters are notified as follows:

1. 自助服务机打印证明种类

The types of documents printed by the self-service printer

- (1) 学籍证明（含授课语言） Education Certificate (including the medium of teaching language)
- (2) 离校通知单 Clearance Form
- (3) 无犯罪记录证明 Non-Criminal Record
- (4) 中文成绩单 Transcript in Chinese
- (5) 英文成绩单 Transcript in English

以上证明每学年打印份数为 5 份，额度用完不可补。请合理安排并自行在自助打印机上出具，国际教育学院不再提供此类证明办理服务。

The above documents limit the number of printouts 5copies per year, which cannot be made up when used up.

Please make a reasonable arrangement and print them on the self-service printer. International School no longer provides such certificates.

2. 自助打印服务设备三校区放置地点

The locations of the self-service printer are as follows

西康路校区：河海馆大厅 1 台，闻天馆大厅 1 台*，学生二餐厅二楼 1 台

江宁校区：行政楼二楼 1 台，图书馆南厅 1 台*，致用楼一楼 1 台

常州校区：致正楼 1 台*，英才楼 1 台，卓越楼 1 台

Xikang Road Campus: Hall of Hohai Building, [Hall of Wentian Building*](#), 2nd floor of Student City Restaurant

Jiangning Campus: 2nd floor of the Administration Building, [South hall of Library*](#), Hall of Zhiyong Building

Changzhou Campus: [Zhizheng Building*](#), Yingcai Building, Zhuoyue Building

*该三处机器暂时无法为留学生提供证明打印服务。

*The machines in the 3 places cannot print certificates for international students temporarily.

3. 自助打印服务时间

Time for the service offered by the self-service printer:

每天上午 7:00 至下午 10:00

From 7 am to 10 pm every day.

4. 请在打印前仔细核对数据信息。如果数据有误，请联系国际教育学院。

Please check the data carefully before printing. If the data are incorrect, please contact International School.

如有问题请拨打服务电话（025）83787582 或关注“河海大学网信办”微信公众号咨询反馈问题。

If any problem, please call 025-83787582 or follow the WeChat account of the network information office of HHU (河海大学网信办)

附件：自助打印机操作方法 The operation method of the self-service printer

国际教育学院

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附件

自助打印机操作方法

The operation method of the self-service printer

步骤一：选择登陆方式

用户名：学号

密码：学号（推荐使用统一身份认证账户和密码）

Step 1: Choose a login method

Username: Student ID

Password: Student ID (It is recommended to use a unified identity authentication account and password).



步骤二：选择打印项目

Step 2: Select printing items.



步骤三：点击打印项目后就会生成对应的模板提供预览（如下图）

Step 3: After clicking the printing item, the corresponding template will be generated to provide a preview (as shown below).



步骤四：点击下一步，点击打印，然后等待打印出纸即可

Step 4: Click “下一步/Next” and “打印/Print,” then wait for the paper to be printed.

