

January 7, 2021

NanoLSI Administrative Office

Management of multifunction devices (Fuji Xerox machines)

[Management]

In promoting the WPI Project, multifunction devices are installed on the 1st, 2nd, and 3rd floors of the New Nano Life Science Institute Building.

- IC cards are distributed only to tenured and non-tenured faculties.
- Copying using the multifunction devices require IC card authentication.
- Printing from PCs is available after IC card settings are registered in the PCs in advance.
- Direct printing from a USB requires IC card authentication.
- Scanner function is available without restriction.

[Installation sites]

New Nano Life Science Institute Building

- 119 Shared Laboratory on the 1st floor, 218 Shared Laboratory on the 2nd floor, and 304 Secretarial Office on the 3rd floor

[How to use]

To use a multifunction device, submit an IC Card Request Form to NanoLSI Office and obtain an IC card.

[Precautions]

Since multifunction devices are installed in shared areas, make sure to check that no copied paper remains after use.

Fees for copying are covered by the WPI FY2020 subsidy.

NanoLSI Office counts the number of copies for each user and sums up usage and fees.

The cost burden from FY2021 on will be reviewed and determined based on actual utilization.