

## Notes for Request of Handout Printing

A. To request printing of handouts (including exams), login to the “[Handout and exam printing request system](#)”. To sign into the system:

Method 1: On the school’s website, select “Electronic forms” and then “Sign-in system”

Method 2: Directly access the sign-in system through:

<http://system10.ntunhs.edu.tw/workflow/modules/main/mainpage.aspx>

B. Printing should be reserved for teaching material and not for teaching plans, questionnaires, evaluations, etc. Please use the **eCampus Information Network** and the **iLMS Action Learning Network** to upload teaching materials or set up online questionnaires so that students can download them.

C. To save energy, have an environmentally friendly campus, and attain our goal of decreasing the amount of paper used, please follow the rules below:

1. Page limits of original documents: **Each class is limited to 10 pages per semester.**
2. Copy number: Limited to the number of students in each class.
3. Meeting agendas and addendums for administrative purposes are **limited to 10 pages per print job.**

D. Before sending the handouts for printing, teachers should consider the total number of students in each class for each printing job, and clearly note the number of manuscripts and the number of copies required to avoid repeated printing and paper consumption.

E. **If the original copy is on paper, please print out the receipt (B copy) and send it together with the paper original to the Academic Affairs Office before noon on the day after the request**, or it will not be completed.

F. Please submit requests for the printing of handouts **three work days** ahead of when they will be needed. For midterm and final exams, submit requests **five work days** ahead. Print jobs will be completed in the order of application and will not be fulfilled if they are received after these deadlines. For instance, if planning on collecting midterm exams on November 3<sup>rd</sup> (Tuesday), please submit on October 27 (Tuesday) at the latest.

G. Teachers should submit printing requests for their own course material. [To collect the printed materials, they may select “Collect by requester” or “Collect by other teacher” \(must note their name and phone number\).](#)

H. To collect printed materials:

1. For handouts: The teacher or substitute signs for and collects the printed materials from the **printing room rack**.
2. For quizzes: The teacher or substitute signs for and collects the printed materials from the **front cabinet** of the **Academic Service Section** in the **Academic Affairs Office**.

3. For midterms and final exams, collect from the **Academic Service Section** in the **Academic Affairs Office**.

(1) Collect in person: bring **receipt (A copy)**.

(2) Substitute:

a. If a substitute was indicated when the job was requested: bring **substitute ID** and **receipt (A copy)**.

b. Emergency substitute: bring **receipt (A copy)** and show **proof of commission**.

**Exam papers should be collected from the Office of Academic Affairs prior to 8 pm. If pickup times change, notify the office in advance.**

I. In order to respect copyright and encourage teachers to design their own teaching materials, the handouts sent for printing must not be copied illegally or violate the relevant provisions of the Copyright Law. If copyright law is violated, the teacher sending the print job shall be held liable.

J. For any additional questions, call (02)2822-7101\*2330, 2360.

**※ Notes:**

**A. Reminder for teachers: printing is in black and white. Using color to emphasize points may result in a less than ideal print job where the highlighted portion will not be visible. We suggest using bolding or underlining as markers. Thank you for cooperating.**

**B. Please check the quality of the original draft. If it is not clear, for example, if it has uneven shading, a messy background, or stains, the results will not be good.**

**C. If using IE, ensure that pop-ups have been allowed. Details are as follows:**

1. Open the IE browser
2. Select “Tools” in the top right corner
3. Select “Internet options”
4. Go to the “Privacy” tab
5. Under “Privacy”, select the “Settings” button under “Pop-up blocker”
6. Under “Address of website to allow”, enter the URL of the printing request system

<http://system10.ntunhs.edu.tw/workflow/modules/main/mainpage.aspx> and click “Add” and then “Close”

7. Click “Apply” and then “OK”

**D. If using Google Chrome, ensure that pop-ups are allowed. Details are as follows:**

1. Open the Chrome browser
2. Click the menu in the top right corner 
3. Click “Settings”
4. Click “Advanced” to show advanced settings

5. Click “Site settings” under “Privacy and security”
6. Under “Pop-ups and redirects”, select “Add” and enter the URL of the printing request system (<http://system10.ntunhs.edu.tw/workflow/modules/main/mainpage.aspx>) and then “Add”
7. Done

**E. If unable to select the exam times for later semesters (i.e., in later months), click “Tools” followed by “Compatibility view” then “Add request system URL”.**