

Quick Guide to FUJIFILM MFP Printing

1. On your computer

① Choose the appropriate print driver from your application's print dialogue box:

For black and white printing, select **POLYU_LIB_BW**

For colour printing, select **POLYU_LIB_COLOUR**



② The **SmartPay Print Client** will then pop up.

③ Create a set of **Login Name & Password** for your print job.

④ Select the appropriate FUJIFILM printer from the printer scroll list.

⑤ Press **Submit** to send print job to the printer.



2. On FUJIFILM printer SmartPay terminal

① Locate the FUJIFILM printer to print your submitted job(s).



② Press **Print** button for printing service.



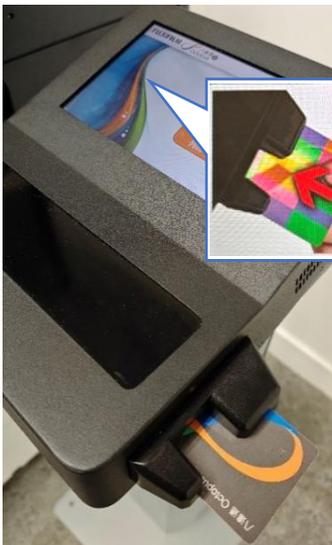
3. Choose payment method



Press **Login By Account** to select payment method.

Octopus payment

① Press **Use Octopus**



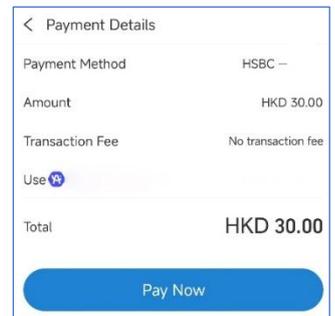
② Insert Octopus Card & press **Confirm**.

Alipay HK payment

① Press **AlipayHK**

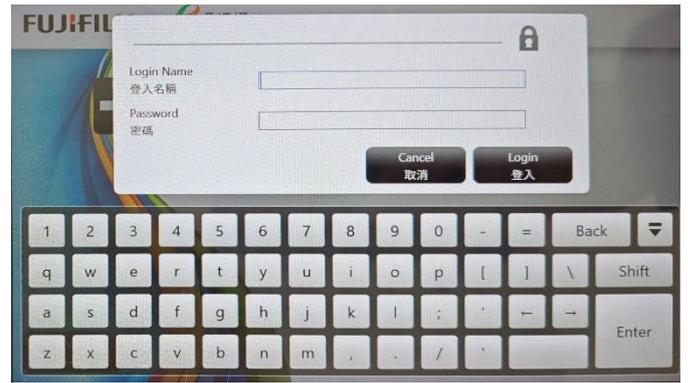


② Open AlipayHK app to scan the QR code appears on the terminal & pay a fixed amount deposit of HK\$30. (Printing charge will be deducted from the deposit.)



4. Printing

① Enter the **Login Name & Password** you created in step 1.3.



② Press **Web Print** button.

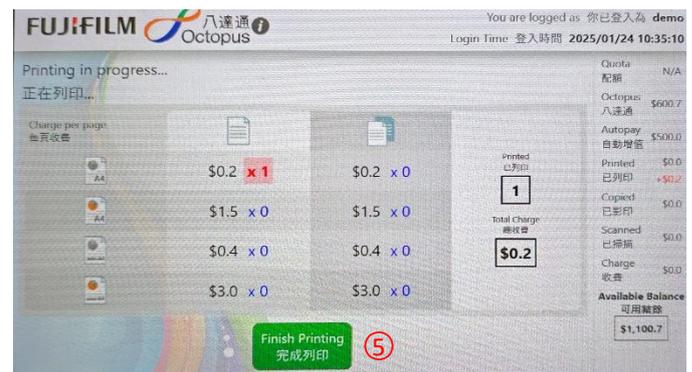


③ Select file(s) to be printed.



④ Press **Confirm to Print** (確認列印) to start printing.

⑤ When printing is finished, press

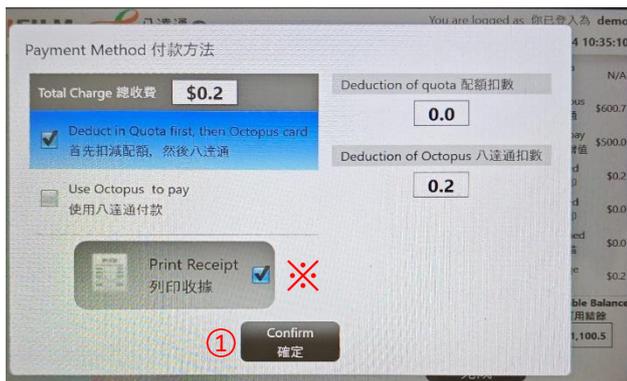


⑥ Remember to press **Complete and Logout** (完成並登出) to complete the transaction & log out of the SmartPay terminal.



5. Complete payment (& optional receipt printing)

Octopus payment



① Press **Confirm** to confirm payment.

✘ If receipt is need, check the Print Receipt checkbox.



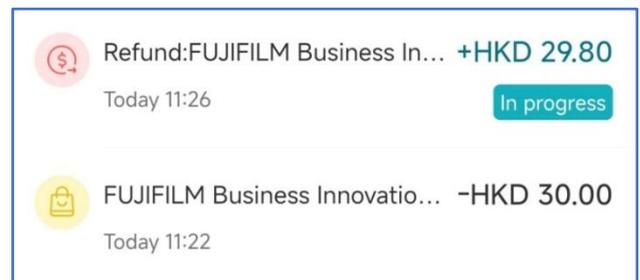
② Remember to get back your Octopus card.

Alipay HK payment



① Press **Confirm** to confirm payment.

✘ If receipt is need, check the Print Receipt checkbox.



② Unused deposit will then be refunded to your AlipayHK account.



③ Collect receipt from the output tray if you have selected the Print Receipt option.