

Printing in the Library

Quick Guide

Print using Library PCs

Step 1: Send the file to selected printers by clicking "Print".

Nearest printer has been set as default for your library computer.

Print					×
Printer					
Name:	L303P		\sim	Properties	
Status:	Ready	Selected printer	name		

Step 2: You will be required to set the print job ID and PIN.

Set your own job ID and PIN so that you can use the same info to retrieve your print job in Step 5.

to 8 alphanumerics [a-z,A-Z,0-9,"_",".","-","/",":"]
0.001
Idnot

Step 3: Go to the designated printer and insert an Octopus card to pay.

- Step 4: Call out the print job by keying in job ID/PIN.
- Step 5: Get back your Octopus card Don't forget!



Printers are available on **every floor** of the library. ← Scan to check the printers nearby!

> Print from your own **notebook**? Scan here! →



For more information about printing, please approach Technical Support Desk on 4/F for assistance.