

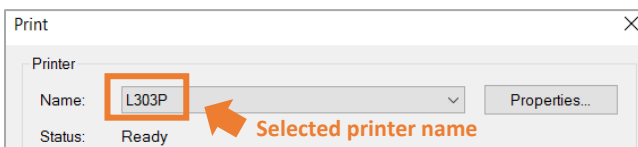
Printing in the Library

Quick Guide

Print using Library PCs

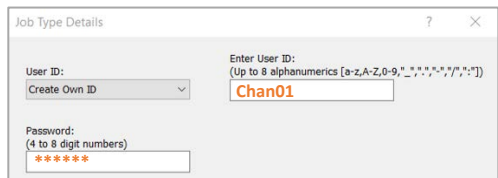
Step 1: Send the file to selected printers by clicking “Print”.

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



Step 2: You will be required to set the User ID and Password.

Create your own User ID and Password so that you can use the same info to retrieve your print job in Step 4.



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

Step 4: Call out the print job by selecting User ID, then key in the Password.

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.