

User Guide for Network Print

Before Printing

1. Locate a Multi-Function Photocopier (MFP) nearby that is in service.

At Library PC

 In application Print dialog box, select the printer "CUHK_LIB_BW" (black & white) or "CUHK_LIB_COLOUR" (A), if necessary, select print options (B), then click "Print" (C).



Remark: The Print dialog box of some applications may have a separate control for "Color". Please ensure it aligns with the print queue for the expected outcome.

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Î	Print	1 sheet o	f paper	_
	Destination	CUHK_LIB_BW	•	简
	Pages	All	•	
	Copies	1		
	Layout	Portrait	•	
	Color	Black and white	•	
	More settings		~	



3. Then the print client dialog box appears. Set a "Login Name" and "Password" (D) for identifying the print job on the MFP, and select the MFP you have located (E), then click "Submit".

	Download 避免出白網	I All Pages before printing t 低,請下載所有網頁後才打印	o avoid blank page
	Login Name: Password:		
Doc	ument Name:	Microsoft Word - User guide.doc	x
2	Select Printer:	University Library - G4 (G/	F) ~
		Submit Cancel	

Retrieve Printout

4. Operate on the console next to the Multi-Function Photocopiers (MFP).





5. Select "Print" on the console.



6. Select "Network Print".



7. Select payment method.





8. Insert Octopus Card and tap "Continue".



9. Input "Login Name" and "Password", then tap "Login".

FUJ	IFIL	M		-	-						- 6	a	
		L <u>s</u>	.ogin Na 登入名稱 Password 密碼	me									
							-	Cancel 取消		Lo. 登	gin 入		
1	2	3	4	5	6	7	8	9	0	-	=	Ва	ick 두
q	w	е	r	t	у	u	i	0	р	[]	Λ.	Shift
а	s	d	f	g	h	j	k	1	;	•	+	-	Entor
z	x	с	v	b	n	m	,	•	1	•			Enter

10. Select file(s) for printing, then tap "Next".





11. The printing charge is calculated. If the calculation is correct, tap "Confirm to Print".



12. The printed page count appears during printing.

FUJ¦FILM 🌈	Citan € Citan		You are logged Login Time 登入時間	as 你已登入為 user1 2025/05/06 11:00:50
Printing in progress 正在列印				Quota N/A 配額 N/A Octopus \$99.7
Charge per page 每頁收費				八達通 Autopay 自動增值 \$250.0
A4	\$0.1 x 0	\$0.1 x 0	Printed 已列印	Printed \$0.0 已列印 +\$0.1
A 4	\$0.1 x 1	\$0.1 x 0	Total Charge	Copied \$0.0 已影印
	\$0.1 × 0	\$0.1 x 0	總收費 \$0.1	Scanned 已掃描 \$0.0
non-A4	¢0.1 × 0	¢0.1 × 0	4011	Charge \$0.0 收費
an A	50.1 X 0 Finish Pi 完成3	əʊ.1 X U rinting 利印		Available Balance 可用結餘 \$349.7

13. After printing, the total charge is displayed. Tap "Complete and Logout".





14. Tap "Print Receipt" if necessary, then tap "Confirm".

	i通 ① Jus	You are logged as 你已 Login Time 登入時間 202	登入為 12345678 5/06/06 10:26:21
	Payment Method 付款方法		Quota 配額 N/A
	Total Charge 總收費 \$0.2	1	Octopus 八達通 \$100.0
		-	Autopay 自動增值 \$250.0
	● Use Octopus to pay 使用八達通付款		Printed 已列印 \$0.2
		-	Copied 已影印 \$0.0
	Print Receipt		Scanned 已掃描 \$0.0
	シリロリ4又加速	,	Charge 收費 \$0.2
181	Confirm #=		Available Balance 可用結餘
	唯足	Finish	\$349.8
		完成	

15. Get back Octopus Card. Tap "Confirm".

Octopus Transacted 八達通交易	Please get back to your Octopus Card.	Dctopus Card No. 八達通卡號碼
Amount	請取回你的八達通卡。	12345678
收費		Octopus Device No. 八達通閱讀器機號
Balance		(
顾祖		Fransaction Date / Time 交易日期 / 時間
Last Add Value by AAVS		2025/06/06 10:17:43
上一次於 2017-10-27 自國	b ·	Receipt No. 收據號碼
		3377
	Continu	Print Console 控制台
	在 在 定	Console01
The chargeable amount is rounded to the closes	t 10 cents for the limitation on Octopus Lard	

16. Finally tap "Finish".

