

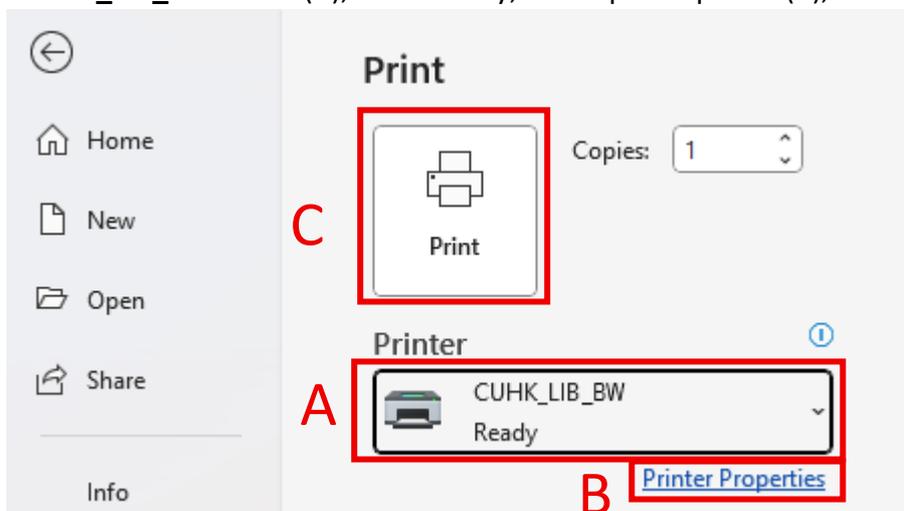
# User Guide for Network Print

## Before Printing

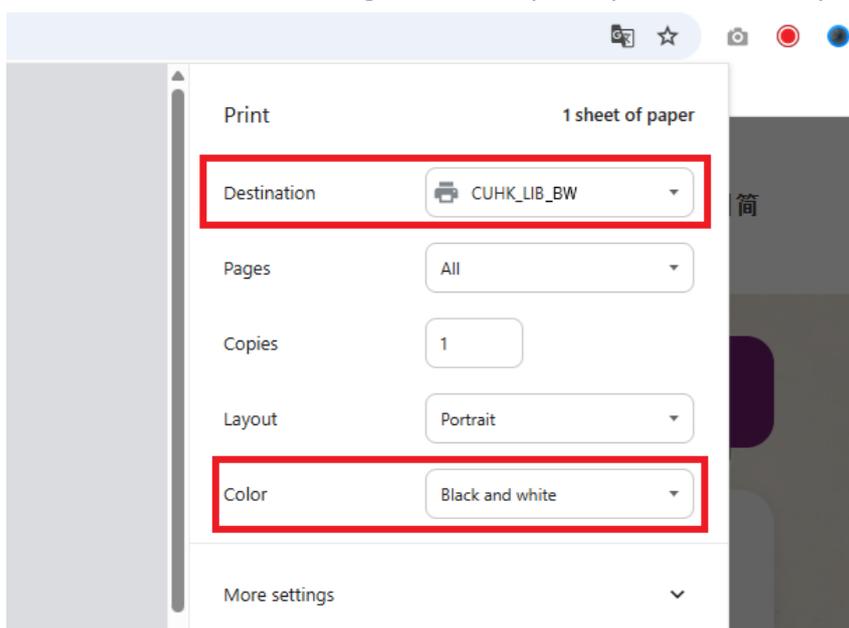
1. Locate a Multi-Function Photocopier (MFP) nearby that is in service.

## At Library PC

2. 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.



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**”.



## 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”.



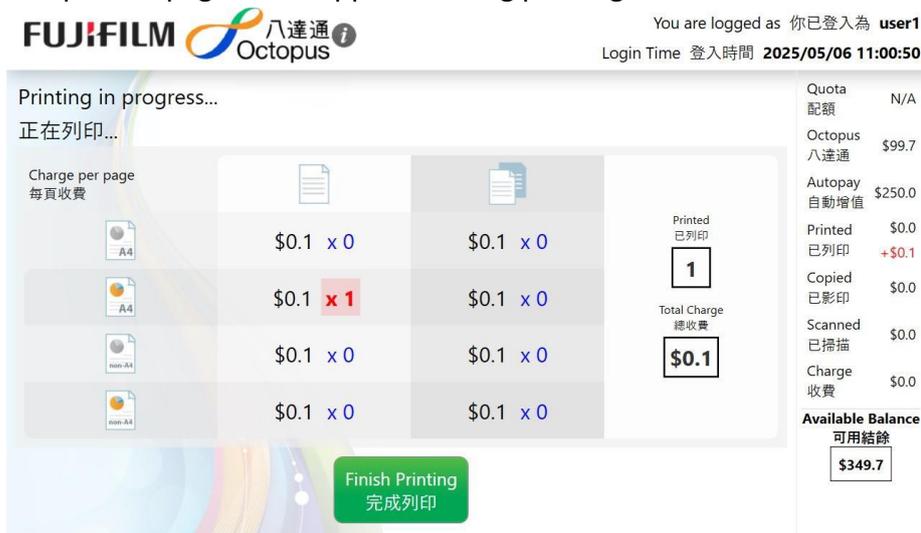
10. Select file(s) for printing, then tap “Next”.



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



12. The printed page count appears during printing.



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



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



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



16. Finally tap "Finish".

