



Pick up your Print Job at WMY LC Self-Service Print Station 1 & 2

Your print jobs will be stored in the print station for 4 hours. If you do not release them within the time limit, they will be removed permanently.

Note to Wifi SSID=CUGuest users: WMY Learning Commons is exclusive to University staff and students.

1. Go to the WMY LC Self-Service Print Station 1 or 2.



2. On the Octopus Payment Machine, choose “Traditional Chinese” or “Simplified Chinese” for the display language.



3. Press “Secure Print”.



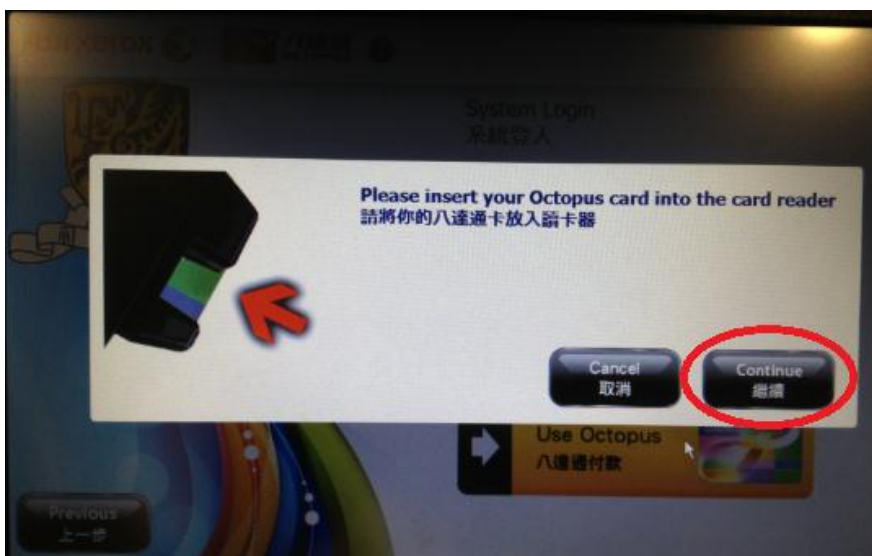
4. Press “Use Octopus”.



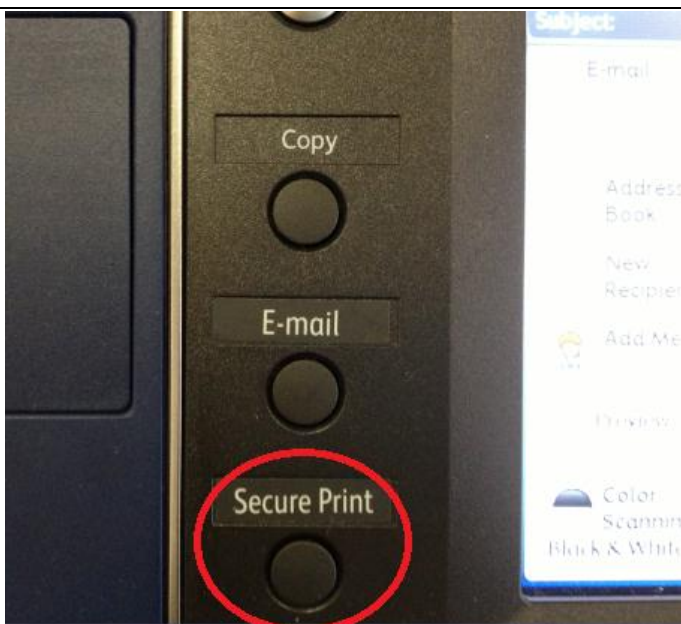
5. Remove the plastic protection cover (if any) and insert the Octopus Card into the payment machine.



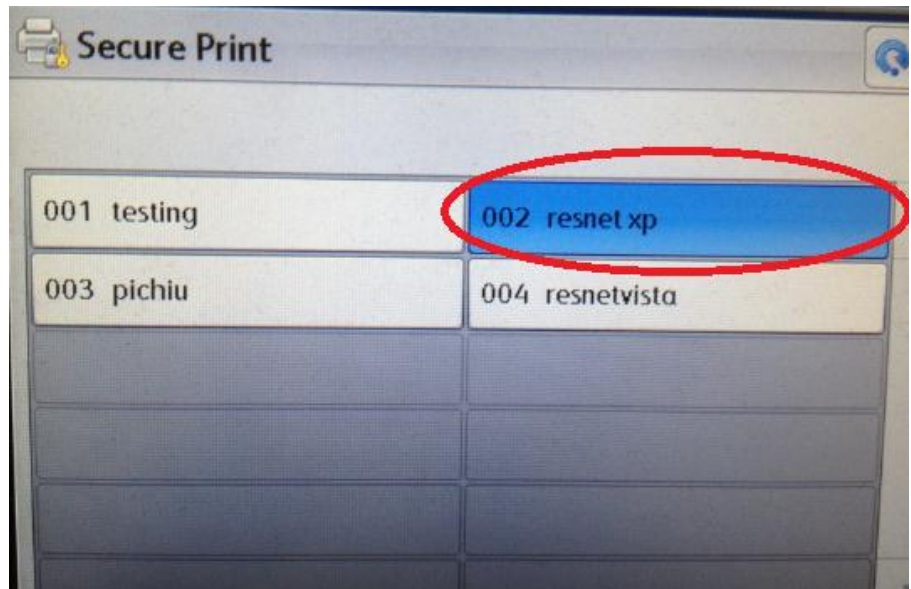
6. Press "Continue".



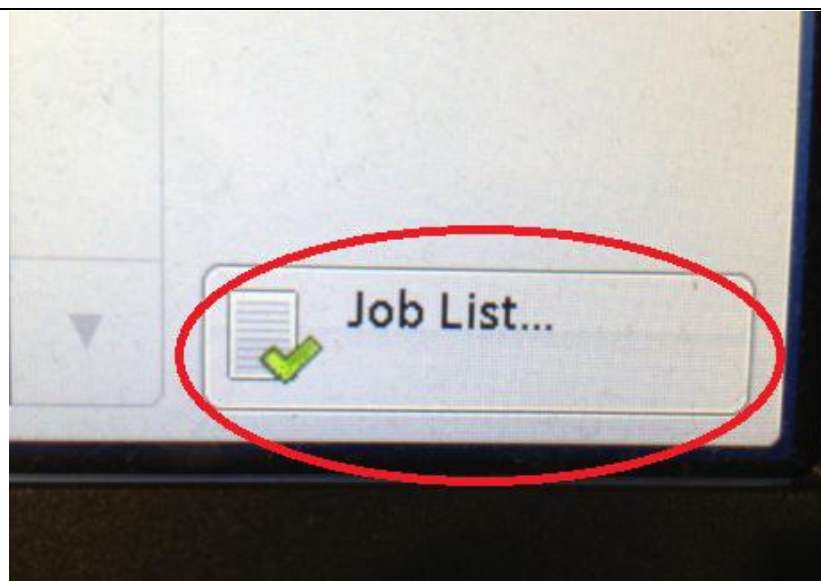
7. Press "Secure Print" on the left of the screen of the printer.



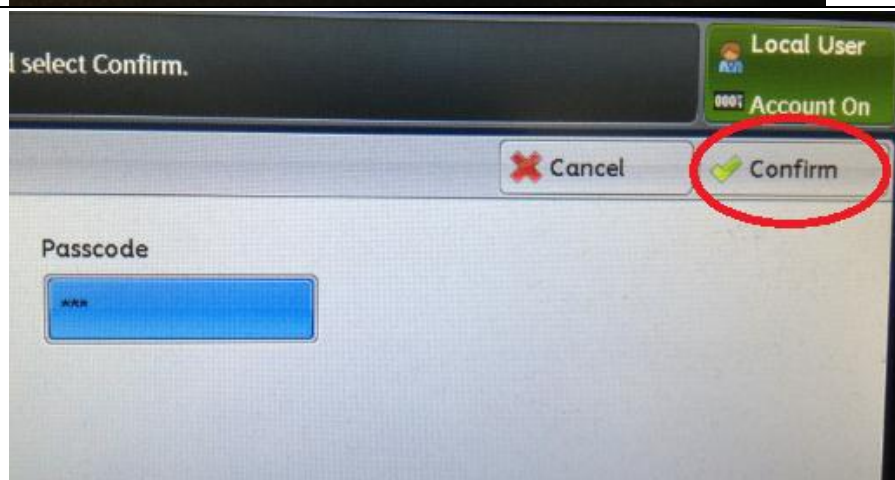
8. Select your user ID.



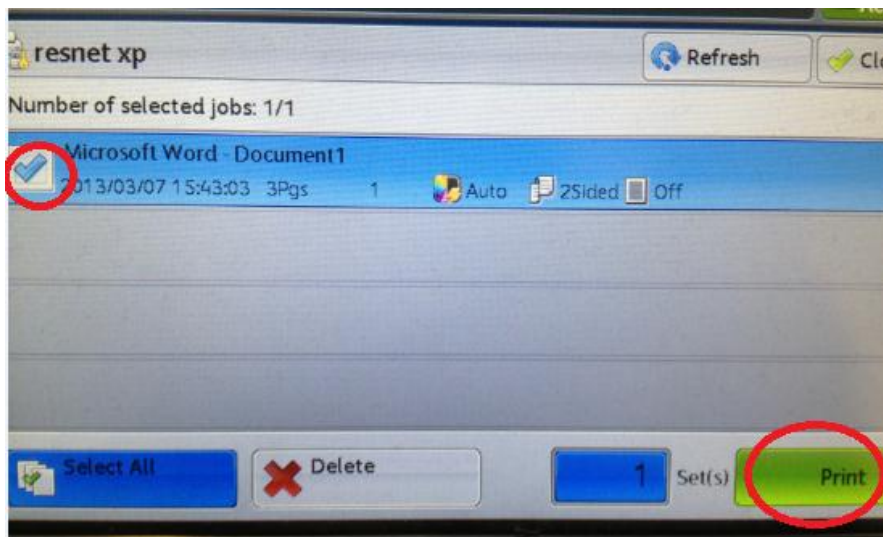
9. Press "Job List"



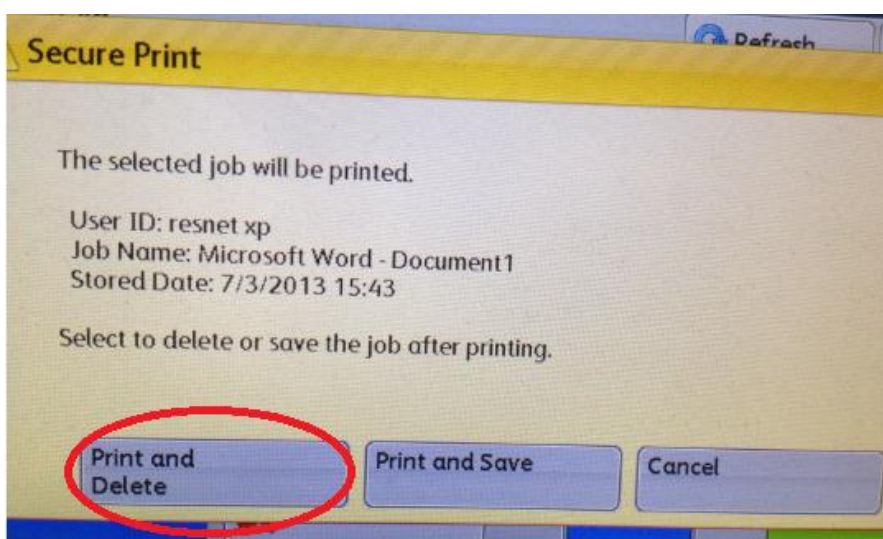
10. Enter pass code you have set, press "Confirm"



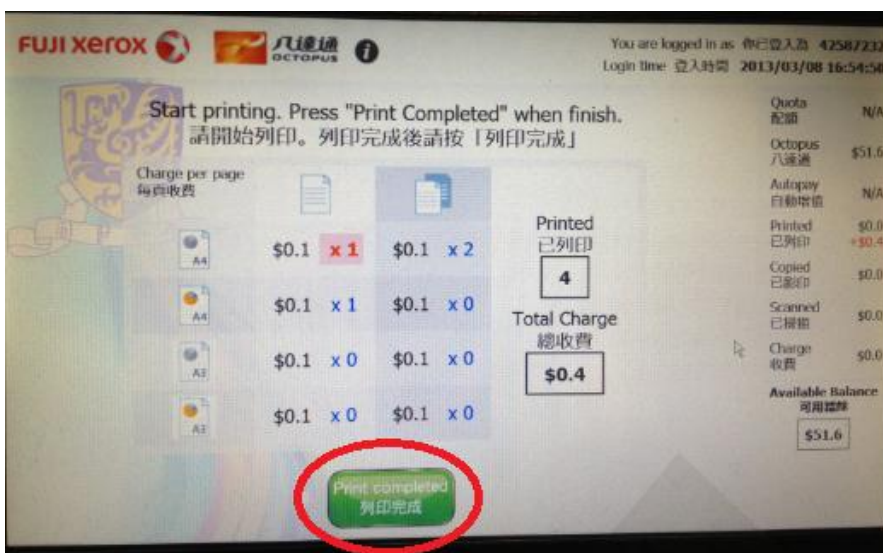
11. Select print jobs you want to print, press "Print"



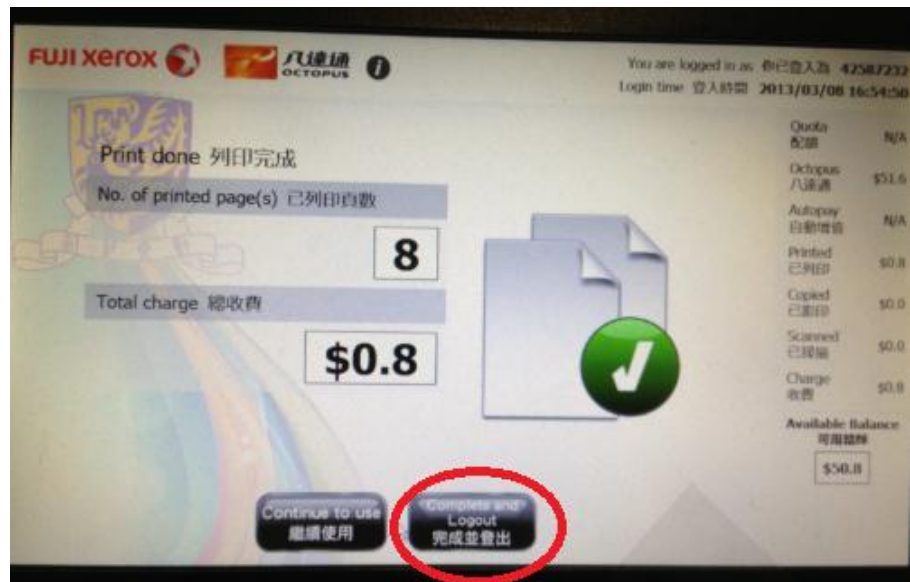
12. Press "Print and Delete"



13. After printing, charge will be shown on the Octopus machine. Press "Print completed" to finish the printing.



14. Press “Complete and Logout”



15. Press “Confirm” and get your Octopus card.



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