香港中文大學·資訊科技服務處
Information Technology Services Centre, CUHK

Send Print Job to WMY LC Self-Service Print Station 1 & 2

1. Select "Start"→"Devices and Printers". 2. Make sure you have installed the driver for WMY LC Self-Service Print Station 1 or 2.	
3. Select the printer and right click. Select "Printer Preferences".	

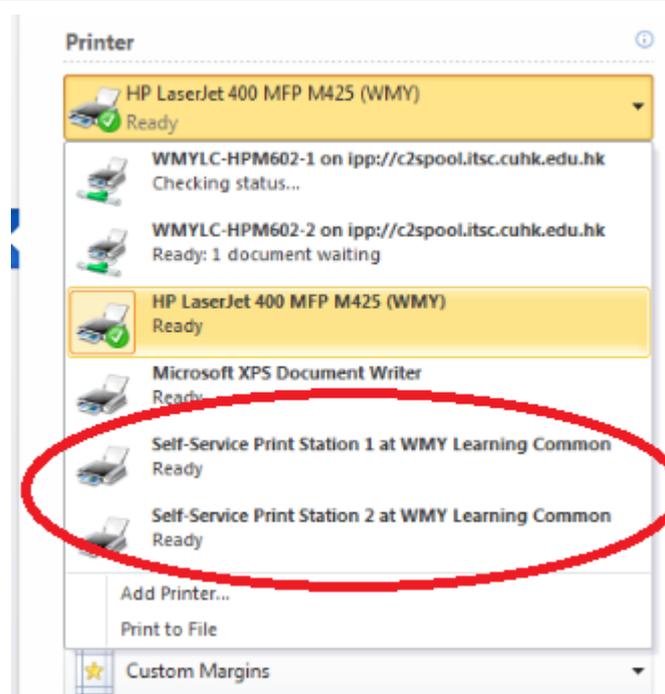|	
4. If you did not set User ID before, a warning will pop, press "OK"	
5. If you set User ID before and you want to change it, click "Setup" under "Paper/Output" tab	
6. Enter your user ID and passcode. This is for you to identify and release your job when you collect it at print station.	
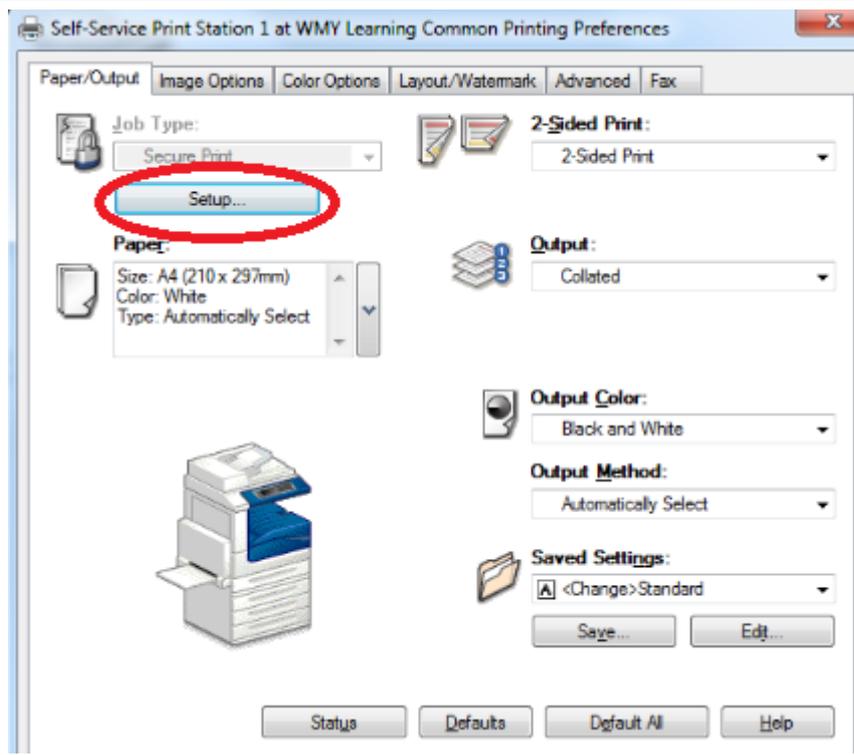
7. When you print, choose the printer WMY LC Self-Service Print Station 1 or 2.	

Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station located at Learning Commons, 6/F Wu Ho Man Yuen Buliding and follow the step shown in "Pick up your Print Job" to release and collect your print job.

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