

## WMY LC Self-Service Print Station 3 & 4

### Pick up your print Job

1. 從下列網站下載並安裝驅動程式  
Download and install the driver onto personal computer from  
<http://www.itsc.cuhk.edu.hk/en-gb/all-it/it-facilities/learning-commons/self-service-printing-in-learning-commons-user-areas>



2 發送打印工作並設定  
**Billing Code and Passcode**  
Send your print job with  
**Billing Code and Passcode.**



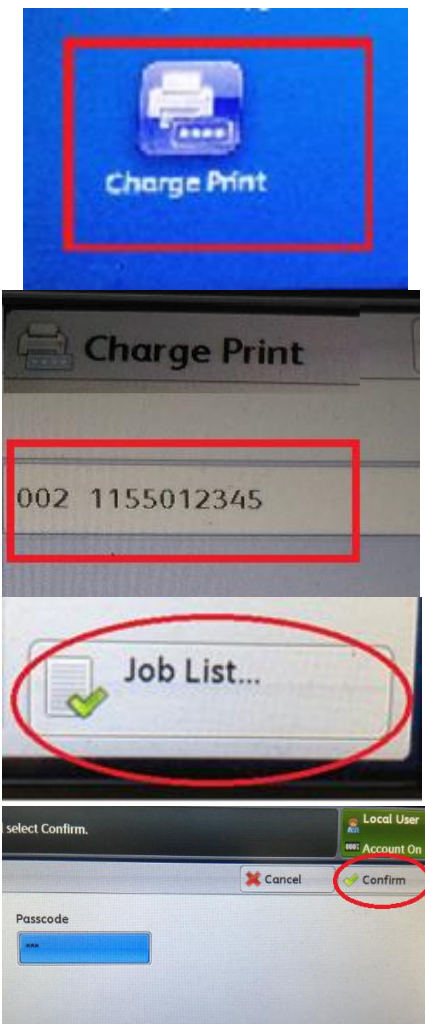
3. 前往 Self-Service 打印機  
Go to the print station.



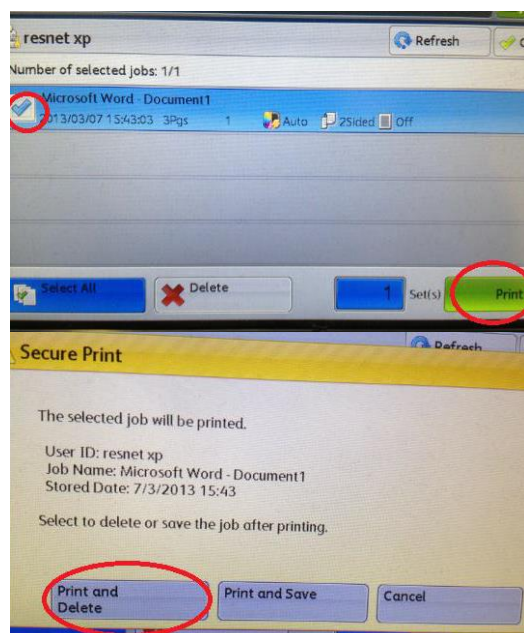
4. 插入八達通卡  
Insert your Octopus.



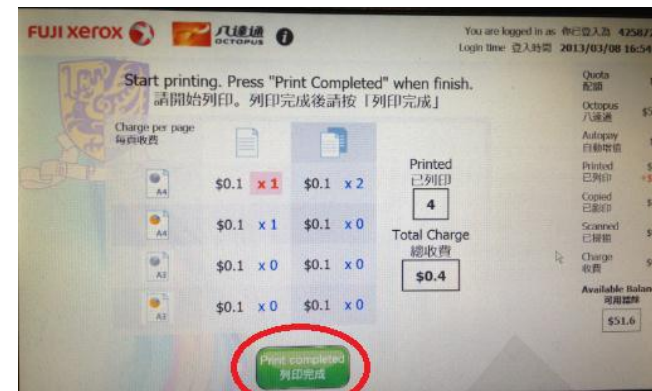
5. 按 **Charge Print**  
選取 user ID,  
然後輸入密碼  
**Press Charge Print**  
Select your user ID and  
input the passcode.



6. Select your print job and  
print.  
選取打印工作，打印文件



7. 確認收費，取回八達通卡  
**Confirm the charging and  
collect your Octopus.**



### Important notes: 重要事項

1. 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. 所有打印工作只會保存**四小時**
2. All transactions are directly charged through Octopus card and all printing charges are **non-refundable**. 所有交易均透過八達通卡直接收取。打印一經處理，均**不設退款**
3. Remember to get back your Octopus card after use. 使用後謹記取回八達通卡 For any enquiry, please submit your case to ITSC Service Desk at <http://servicedesk.itsc.cuhk.edu.hk>  
如有任何查詢，請透過電子服務台與我們聯絡 <http://servicedesk.itsc.cuhk.edu.hk>