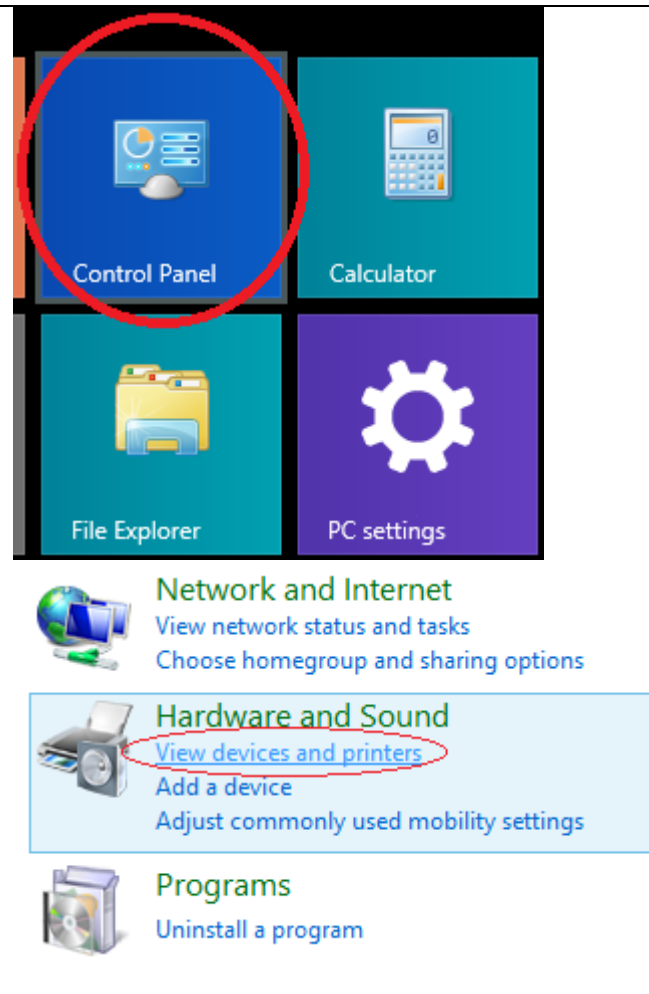




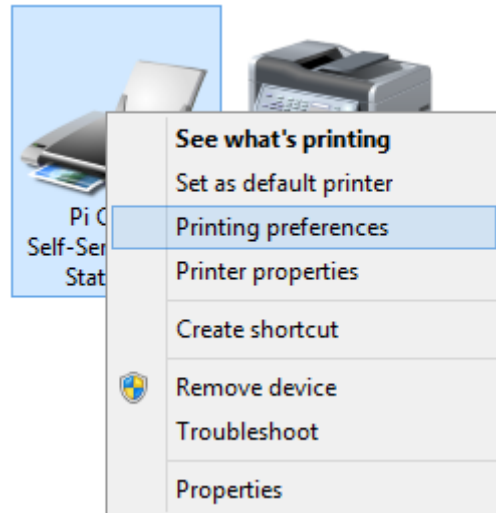
Send Print Job to Pi Chiu Self-Service Print Station 2 (For Windows 7 / 8 / 10 Users)

(Illustrated in Windows 8 and similar screens could be applied to Windows 7 and Windows 10)

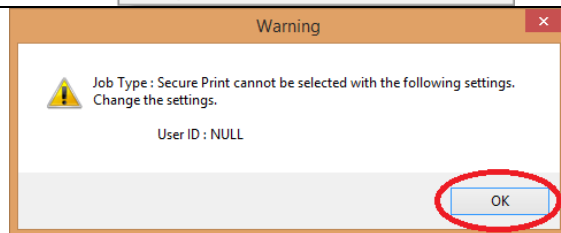
1. Open “Control Panel” and select “View devices and printers”.



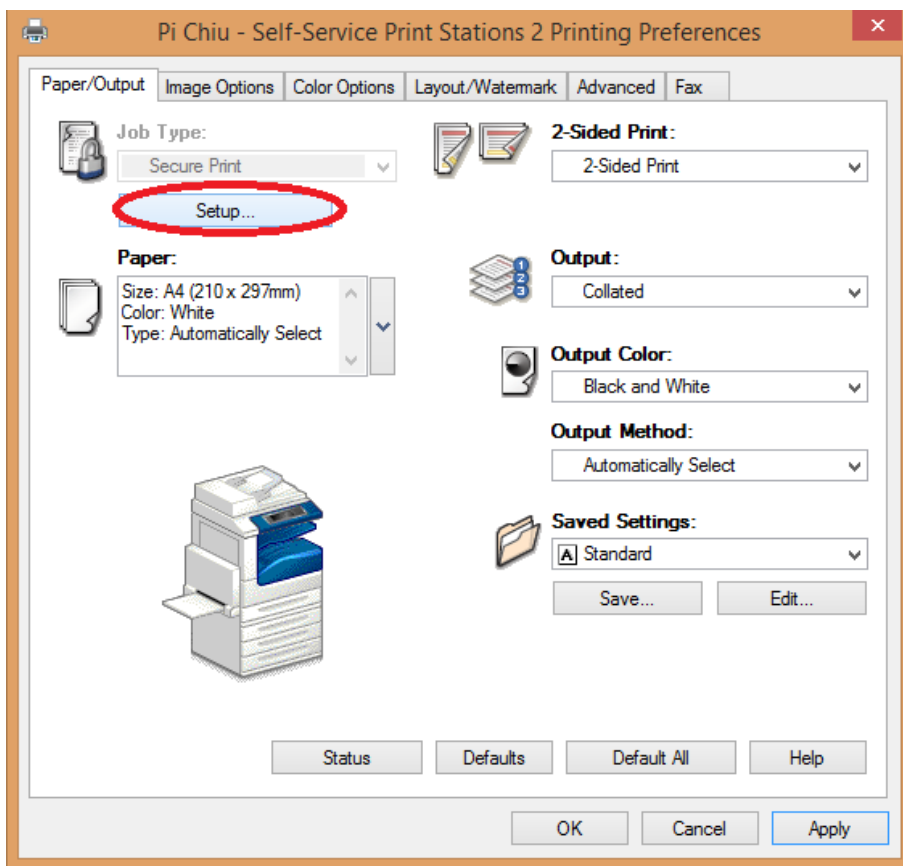
2. Right click “Pi Chiu – Self-Service Print Station 2”, then select “Printing Preferences”.

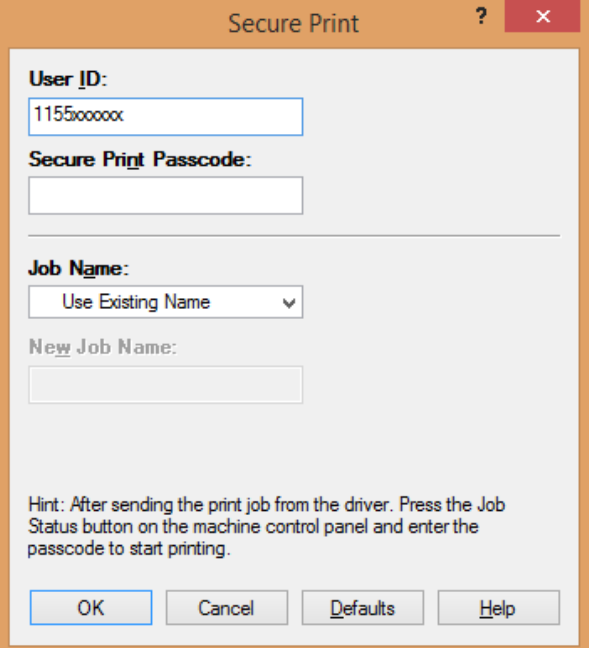
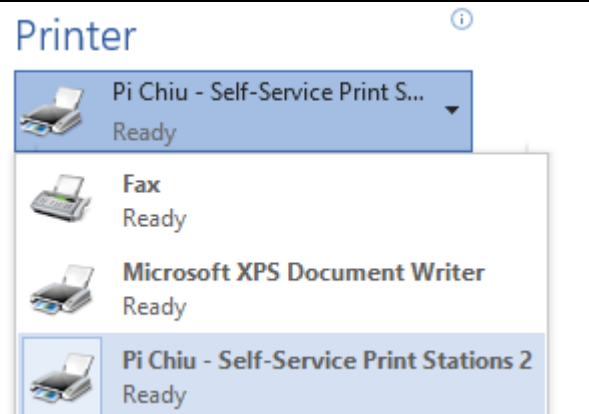


3. If you did not set User ID before, a warning will pop, press “OK”.



4. If you set User ID before and you want to change it, click “Setup” under “Paper/Output” tab



<p>5. Enter your user ID and passcode. This is for you to identify and release your job when you collect it at print station.</p>	
<p>6. When you print, choose the printer Pi.Chiu - Self-Service Print Stations 2.</p>	

Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station 2 located at 1/F Pi Chiu Building and follow the Notice of "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

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Last Update: August 2015

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