

Send Print Job to Pi Chiu Self-Service Print Station 2

(For Windows 7 / 8 / 10 Users)



2.	Right click " Pi Chiu – Self- Service Print Station 2 ", then select " Printing Preferences ".							
					See what's printing			
					Set as default printer			
			Pi C Self-Ser		Printing preferences			
			Stat		Printer properties			
					Create shortcut			
				۲	Remove device			
					Troubleshoot			
					Properties			
3.	If you did not set User ID before, a	Warning						
warning will pop, press "OK".			Job Type : Secure Print cannot be selected with the following settings. Change the settings. User ID : NULL					
 If you set User ID before and you want to change it, click "Setup" under "Paper/Output" tab 								
	Pi Chiu - Self-Service Print Stations 2 Printing Preferences							
	Paper/Output Image Options Color Options Layout/Watemark Advanced Fax							
	Job Type: Secure Print V Setup							
	Paper: Size: A4 (210 x 297mm) Color: White	S	Outpu	t : llated				

Paper: Size: A4 (210 x 297mm)	Output: Collated	~
Color: White Type: Automatically Select	Output Color: Black and White	
	Output Method:	
	Automatically Select Saved Settings: A Standard Save	zt ∨ V Edit
Status	Defaults Default All	Help
	OK Cancel	Apply

5.	Enter your user ID and passcode. This is for you to identify and release your job when you collect it at print station.	Secure Print ? ×					
1		User ID:					
		1155000000					
		Job N <u>a</u> me: Use Existing Name ✓					
		New Job Name:					
		Hint: After sending the print inh from the driver. Press the Joh					
		Status button on the machine control panel and enter the passcode to start printing.					
		OK Cancel Defaults Help					
6.	When you print, choose the printer Pi.Chiu - Self-Service Print Stations 2.	Printer					
-		Pi Chiu - Self-Service Print S					
		Fax Ready					
		Microsoft XPS Document Writer Ready					
		Pi Chiu - Self-Service Print Stations 2 Ready					

Your print job is sent to the print station and waiting there for you to release. Go to the selfservice 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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