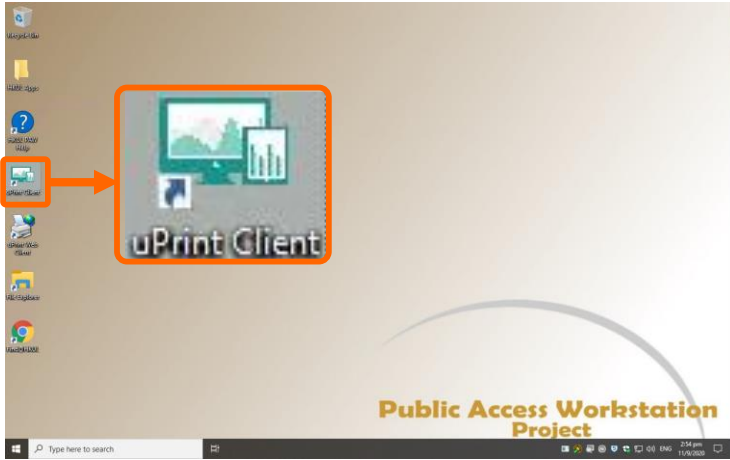


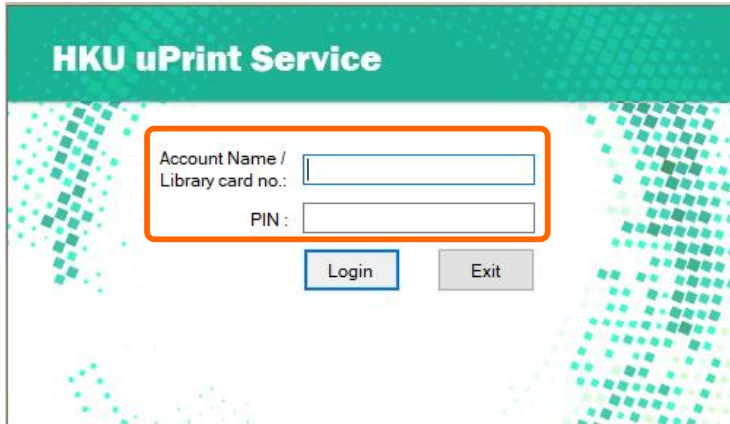
**Print**

**At Library PC:**

1. Run the **uPrint Print Client** from the **Windows Desktop**.



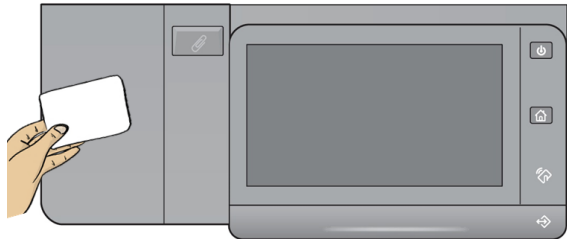
2. Login by using **HKU Portal a/c** or **Library a/c**.



3. Send print by selecting one of the **uPrint print queues**.

**At Copier:**

1. Please place your **Staff/Student card** on the **card reader** to login.

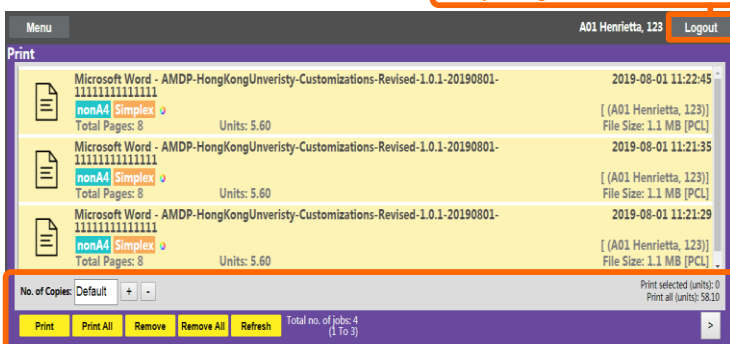


2. Select **"Print"** on the panel.



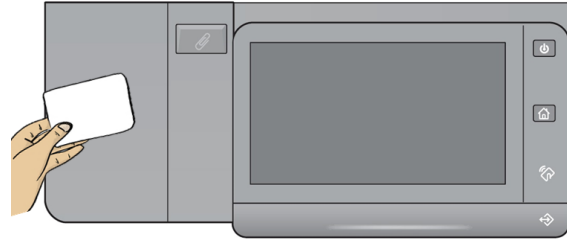
3. Select the document(s) to print by **"Print"** or **"Print All"**. For unwanted documents, you can select **"Remove"**.

**Tap "Log Out" after use.**



**Quota**

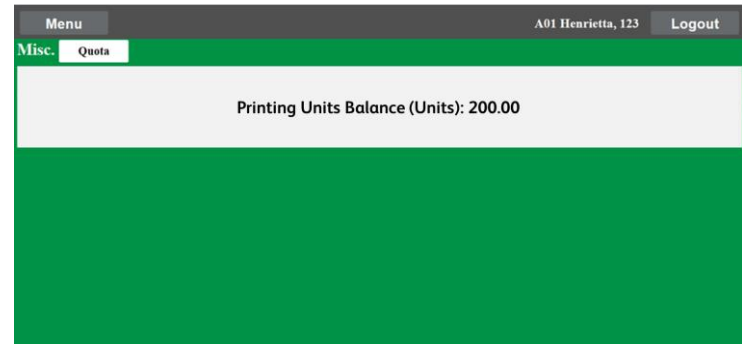
1. Please place your **Staff/Student card** on the **card reader** to login.



2. Select **"Quota"** on the panel.



3. The printing units balance will be shown.



**Notes**

**B/W print jobs** > collect from any **B/W printers**

**Color print jobs** > collect from any **color printers**

**All printouts from color printers will be charged at color printing rates.**



**Don't Pull the Cover and Trays. They are locked!!**

**Need Assistance?!  
Please call 3917-2202**