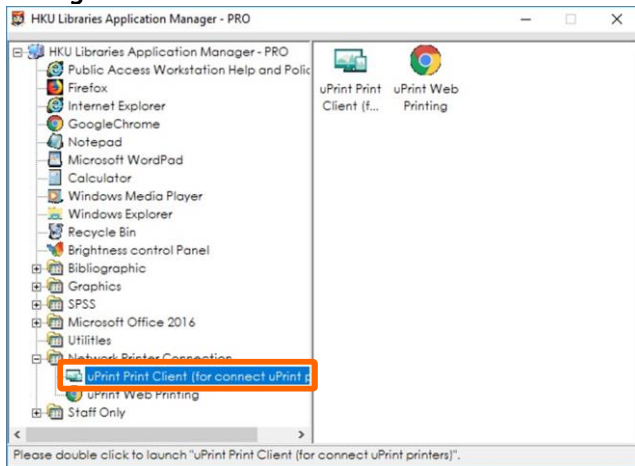


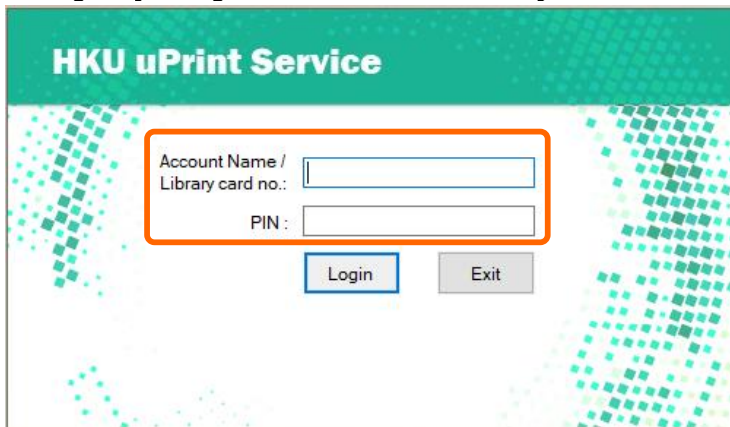
Print

At Library PC:

1. Run the **uPrint Print Client** from Library Application Manager.



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.

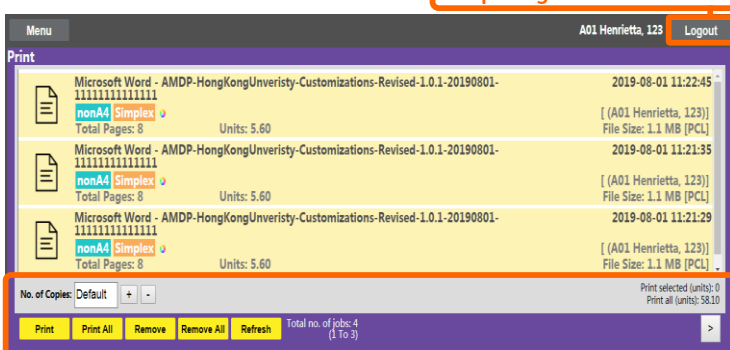


2. Select "Print" on the panel.



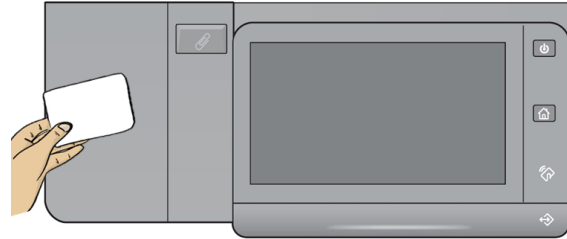
3. Select the document(s) to print by "Print" or "Print All". For unwanted documents, you can select "Remove".

Tap "Log Out" after use.



Quota

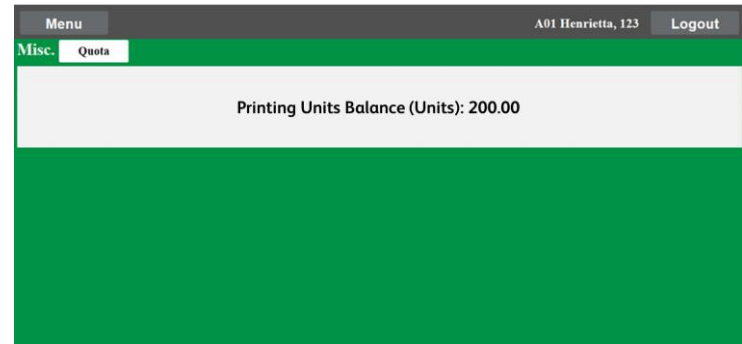
1. Please place your Staff/Student card on the card reader to login.



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.

Need Assistance?
Please call 3917-2202