



Picking up your Print Jobs at Pi Chiu Self-Service Print Station 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.

Note to Wifi SSID=CUGuest users: Pi Ch'iu User Area is exclusive to University staff and students.

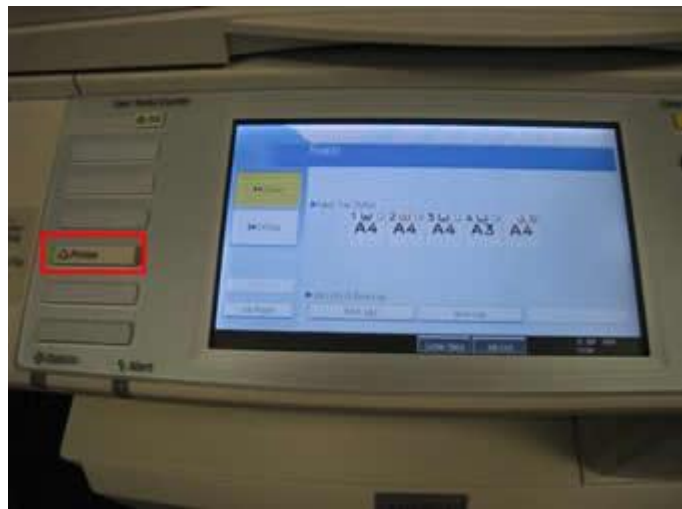
1. Go to the **Self-Service Print Station 1 at ITSC** located at User Area, 1/F, Pi Chiu Building



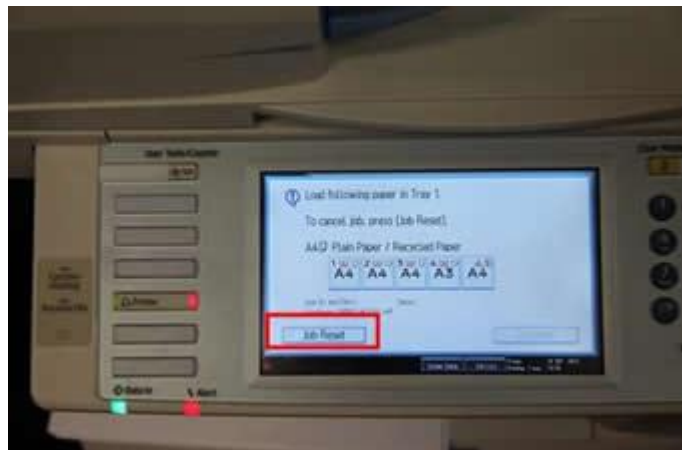
2. Press **Printer** button



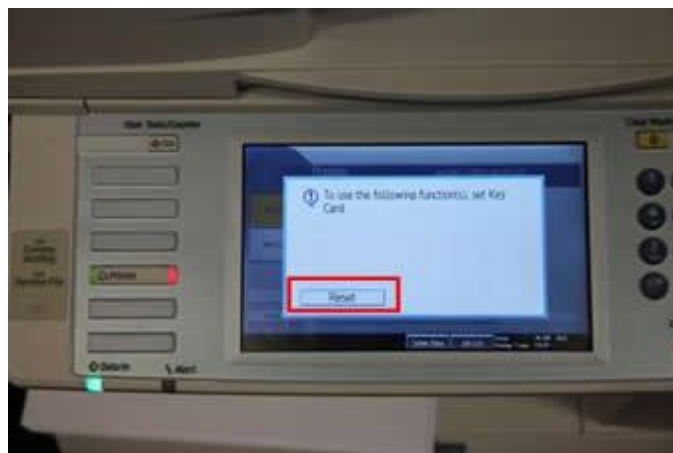
3. If the screenshot on the right is shown, press **Printer** button again. If not, proceed to Step 4.



4. Press **Job Reset** on the touch panel to reset the printer.



5. Press **Reset** on the touch panel to reset the printer.



6. If a black screen is shown on the panel, Press **Printer** button until it shows up.



7. Press **Local Job** on the touch panel, find the **User ID** you have set from the panel.

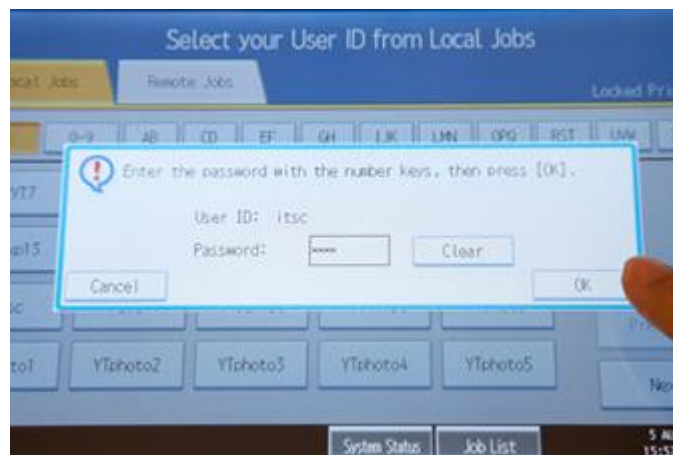
You can filter the User ID by **selecting the first character of the User ID from the buttons above the User ID.**

Press the **User ID** to proceed.



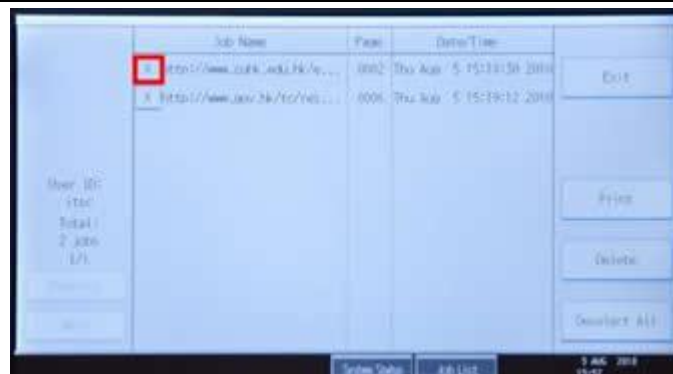
8. Input the **password** from the **number pad** on the right of the panel.

Press **OK** on the touch panel to proceed.



9. All the print job that are sent by the same User ID and Password will be shown.

Note: Print jobs marked with "X" will be printed. If you are not going to print a particular print job, you can press the "X" to uncheck the box.



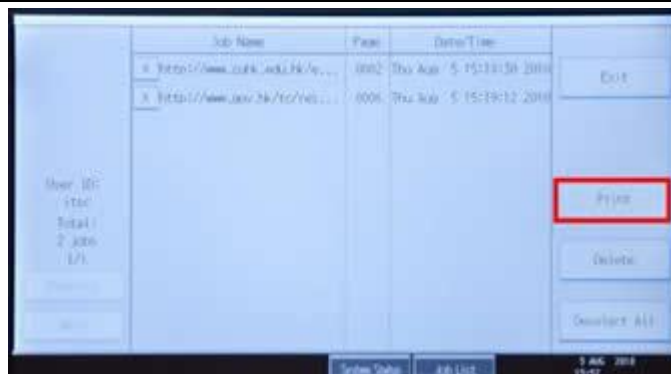
10. Remove the plastic protection cover (if any) and Insert the Octopus Card into the Payment Machine.



11. Make sure the balance shown on the payment machine is adequate for printing the print job.



12. Press "**Print**" on the touch panel to print the selected print job(s) if Octopus Card is ready.



13. The print job(s) will come out one by one.

Wait for all print job(s) have come out.
Press the blue button to release the Octopus Card.

Notes: DO NOT remove the Octopus Card while the print station is printing the job(s).



14. The **green light** will light up when the card is ready for release.
 Check the balance deducted and get your Octopus Card and your print job(s).



Prepared by: User Support Division, Information Technology Services Centre

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Information Technology Services Centre , The Chinese University of Hong Kong