



Send Print Job to Pi Chiu Self-Service Print Station 1(Macintosh)

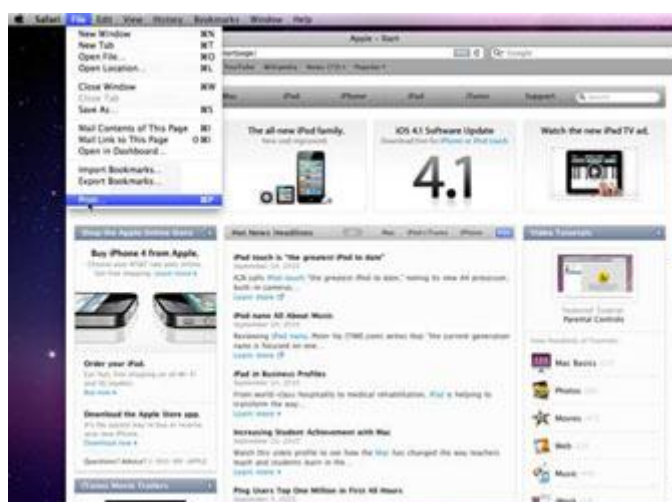
The Self-Service Printing provides a printing service for CUHK students to print from their personal computers using Octopus for payment. With proper printer driver installed, students may connect their computers to the campus network using CUHK Wi-Fi Network or ResNet in hostel and print to print station of the Self-Service Printing service.

For using the Self-Service Printing in Macintosh, different program may have different interface. This webpage provides the procedures of sending print jobs for 3 common programs (Safari, Microsoft Word, Keynote).

1. [Safari](#)
2. [Microsoft Word](#)
3. [Keynote](#)

1. Safari

1. Select **"File"**.
select **"Print"**.



2. Click "Presets"

Select "**Locked Print – BW & Two-sided**" or "**Locked Print – Color & Two-sided**"

Click "**Print**".

Note: Please refer to Configuration of Mac OS X for how to preset Locked Print – BW & Two-sided and Locked Print – Color & Two-sided.



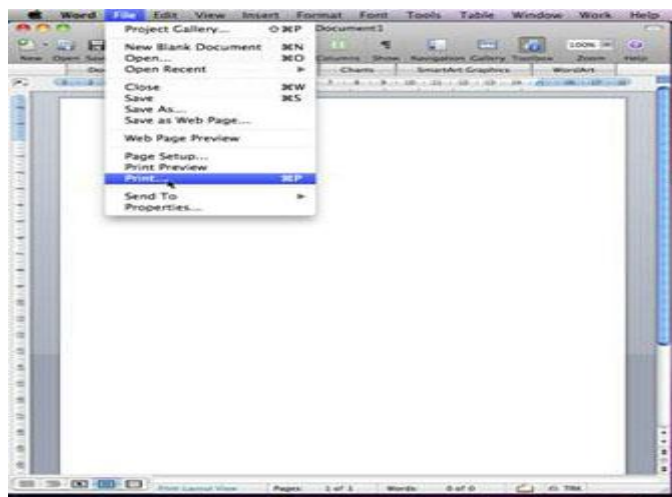
3. Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station located at **User Area, 1/F, Pi Ch'iu Building** and follow the step shown in "**Pick up your Print Job**" to release and collect your print job.

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.

2. Microsoft Word

1. Select "File".

select "**Print**".



2. Click "Presets"

Select "**Locked Print – BW & Two-sided**" or "**Locked Print – Color & Two-sided**"

Click "**Print**".

Note: Please refer to Configuration of Mac OS X for how to preset Locked Print – BW & Two-sided and Locked Print – Color & Two-sided.



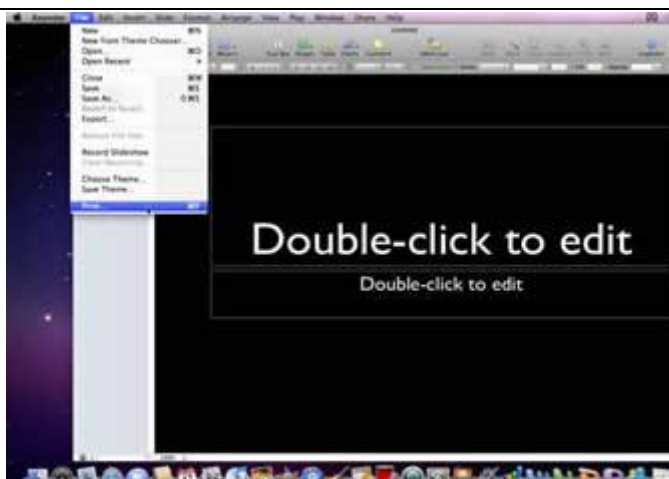
3. Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station located at **User Area, 1/F, Pi Ch'iu Building** and follow the step shown in "**Pick up your Print Job**" to release and collect your print job.

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.

3. Keynote

1. Select "**File**".

select "**Print**".

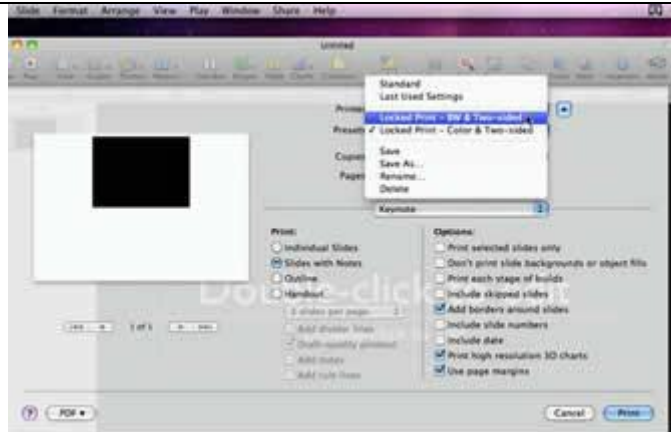


2. Click "**Presets**"

Select "**Locked Print – BW & Two-sided**" or "**Locked Print – Color & Two-sided**"

Click "**Print**".

Note: Please refer to Configuration of Mac OS X for how to preset Locked Print – BW & Two-sided and Locked Print – Color & Two-sided.



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Prepared by: User Support Division, Information Technology Services Centre

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Information Technology Services Centre , The Chinese University of Hong Kong