FUJI XEROX

Print

At Library PC:

1. Run the uPrint Client from the Windows Desktop.
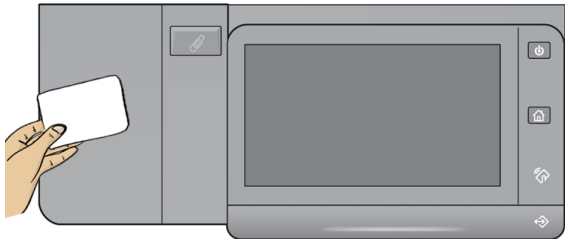

Public Access Workstation Project
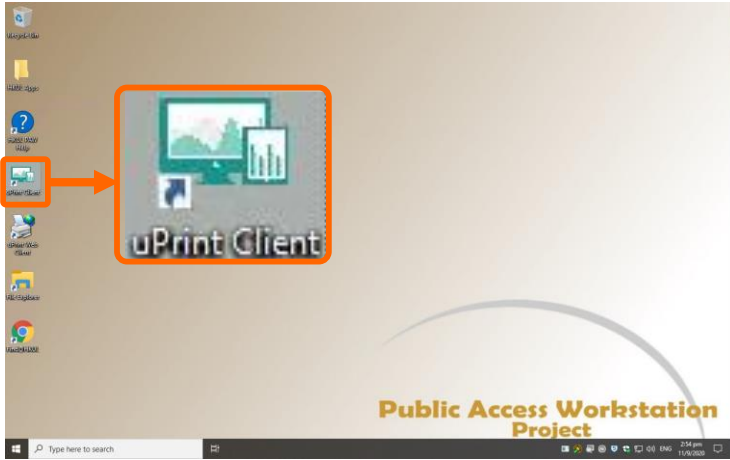
2. Login by using HKU Portal a/c or Library a/c.

HKU uPrint Service

Account Name / Library card no.:
PIN :

Login   Exit
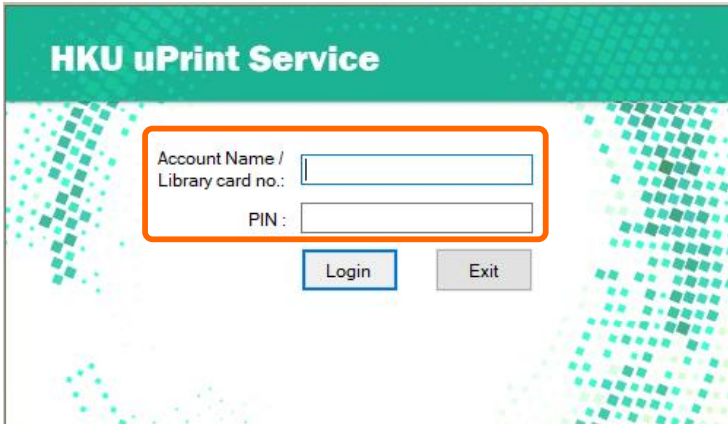
3. Send print by selecting one of the uPrint print queues.

At Copier:

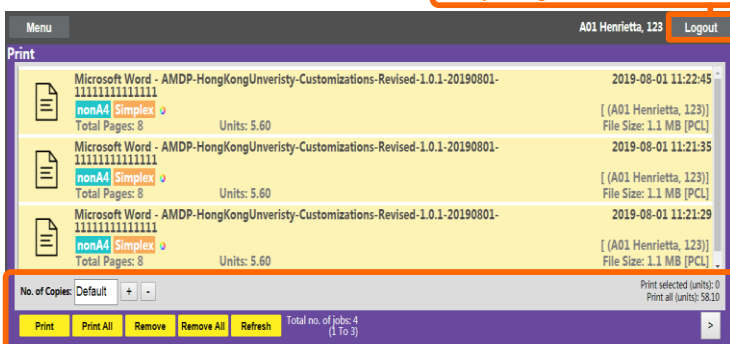**1. Please place your Staff/Student card on the card reader to login.**

2. Select "Print" on the panel.
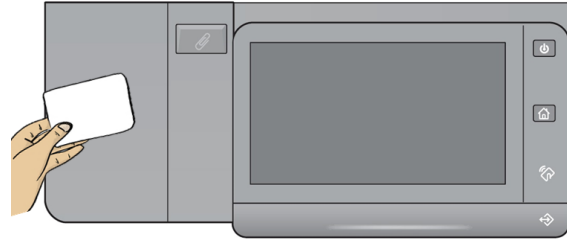

Copy   Copy (Simple)   Print   Quota

Job Status

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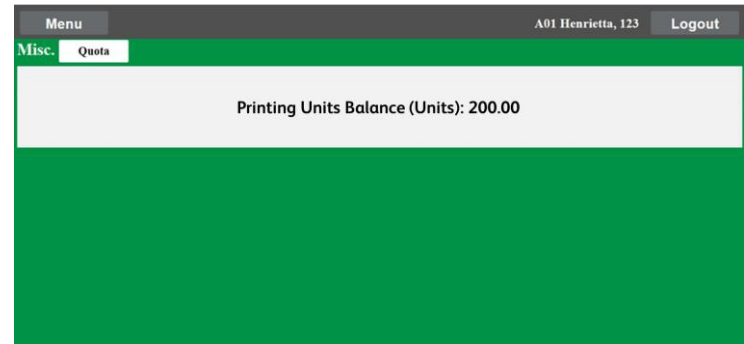
Tap "Log Out" after use.

Quota

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

2. Select "Quota" on the panel.

Copy   Copy (Simple)   Print   Quota

3. The printing units balance will be shown.

Menu   A01 Henrietta, 123   Logout

Misc.   Quota

Printing Units Balance (Units): 200.00

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**