

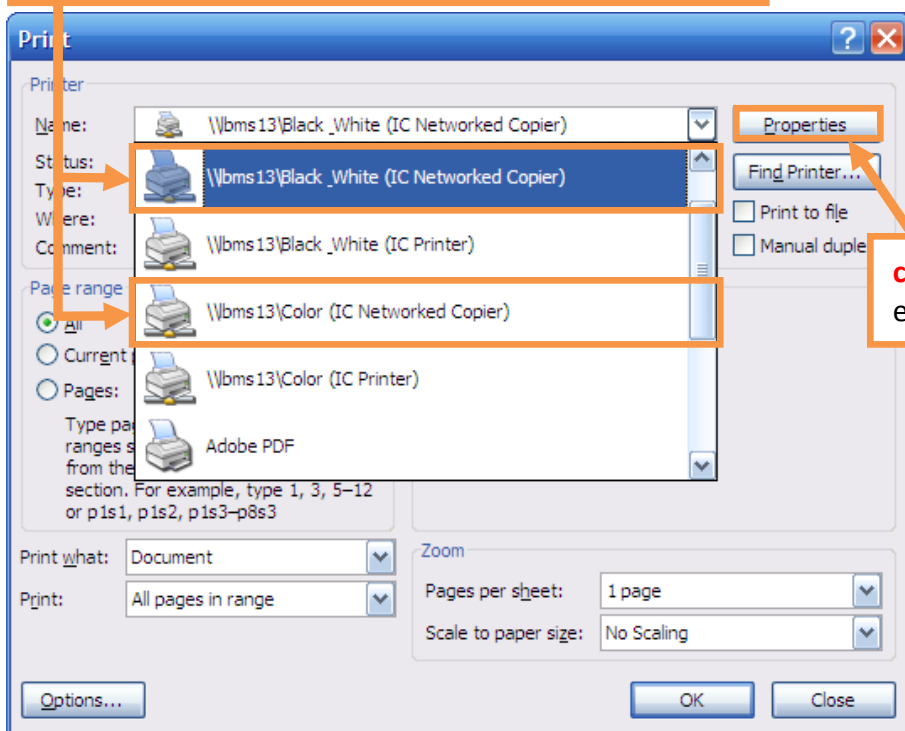
Printing @ Information Commons

(IC Networked Copier)

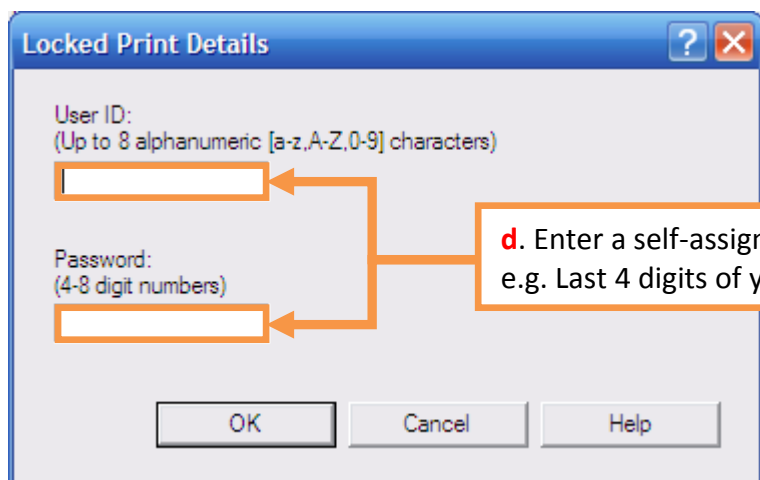
Step 1: Send to print (At the workstation)

a. Select "Print" from application

- b. Select a printer:
- "\\lbs13\Black & White (IC Networked Copier)"
 - "\\lbs13\Color (IC Networked Copier)"



c. Change print layout
e.g. Duplex printing, 4-in-1 printing



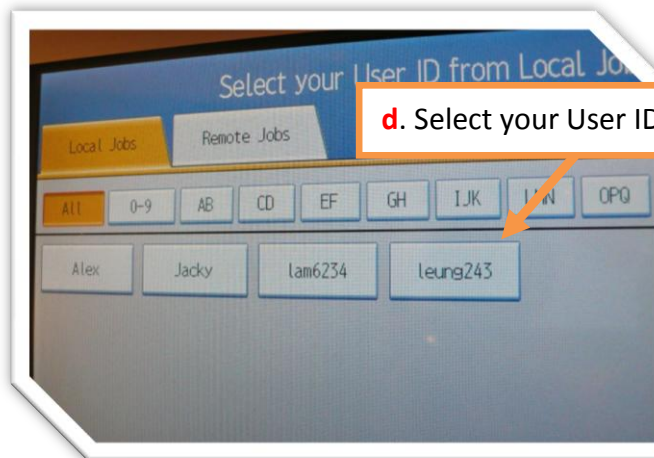
d. Enter a self-assigned User ID and Password
e.g. Last 4 digits of your University ID

Step 2: Retrieve printed documents (At IC Networked Copier)

a. Check the copier for red light alert, if red light is on, please approach helpdesk for assistance



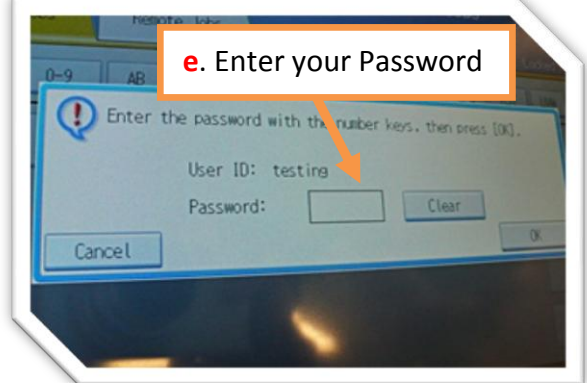
b. Insert Octopus Card
Notes: please remove all card jacket



d. Select your User ID

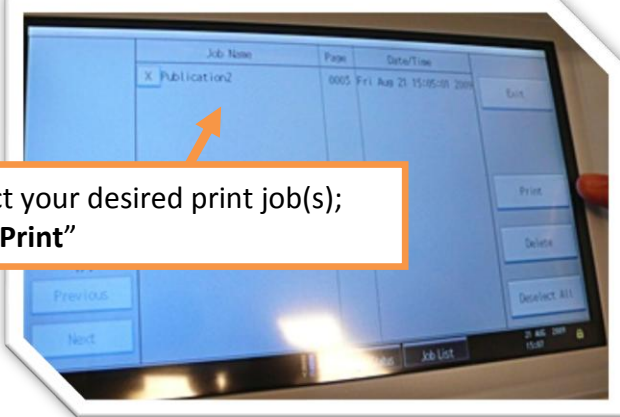


c. Press "PRINT"

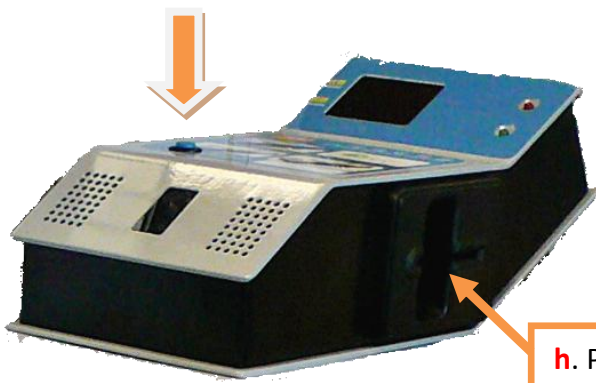


e. Enter your Password

f. Select your desired print job(s);
Press "Print"



g. Pick up printed document(s)



h. Press button; take out Octopus Card