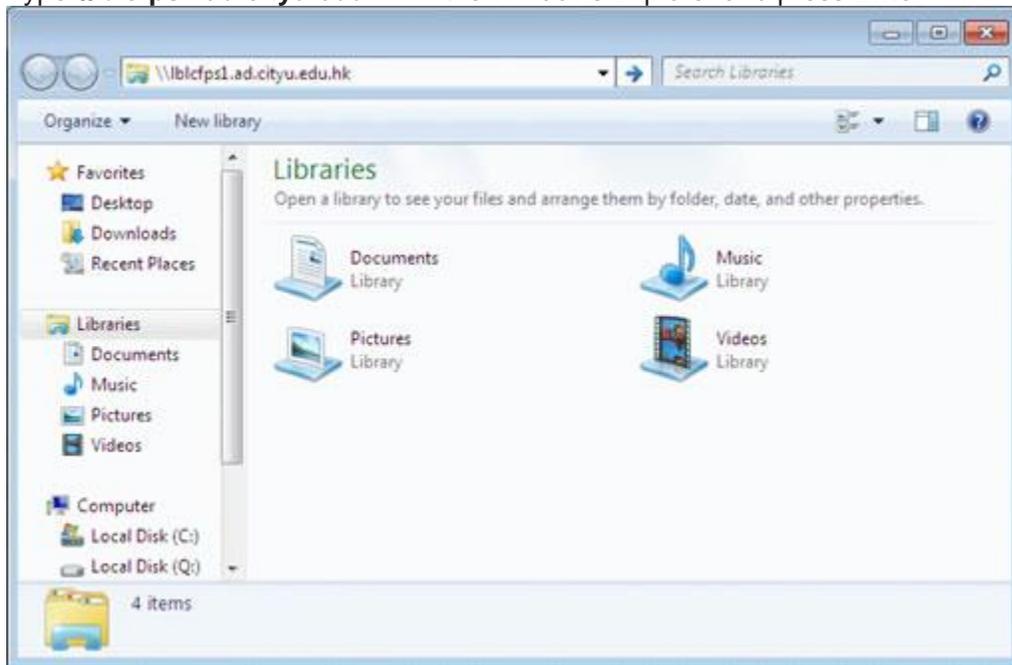


Steps for printing:

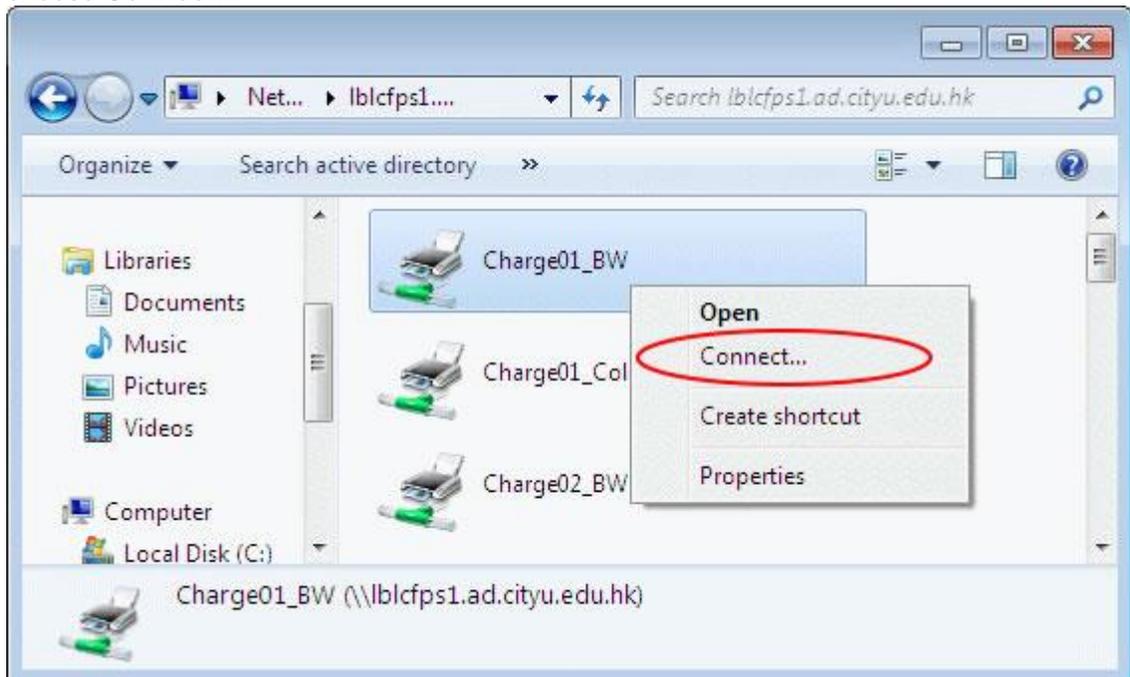
1. Connect to the print queue for fast printing
 - i. Type `\\blcfps1.ad.cityu.edu.hk` in the Windows Explorer and press **Enter**



- ii. Enter your EID and Password to logon the server (The syntax for the "User name" should be "xxxxx@ad.cityu.edu.hk", xxxxx is your EID) and then click **OK**

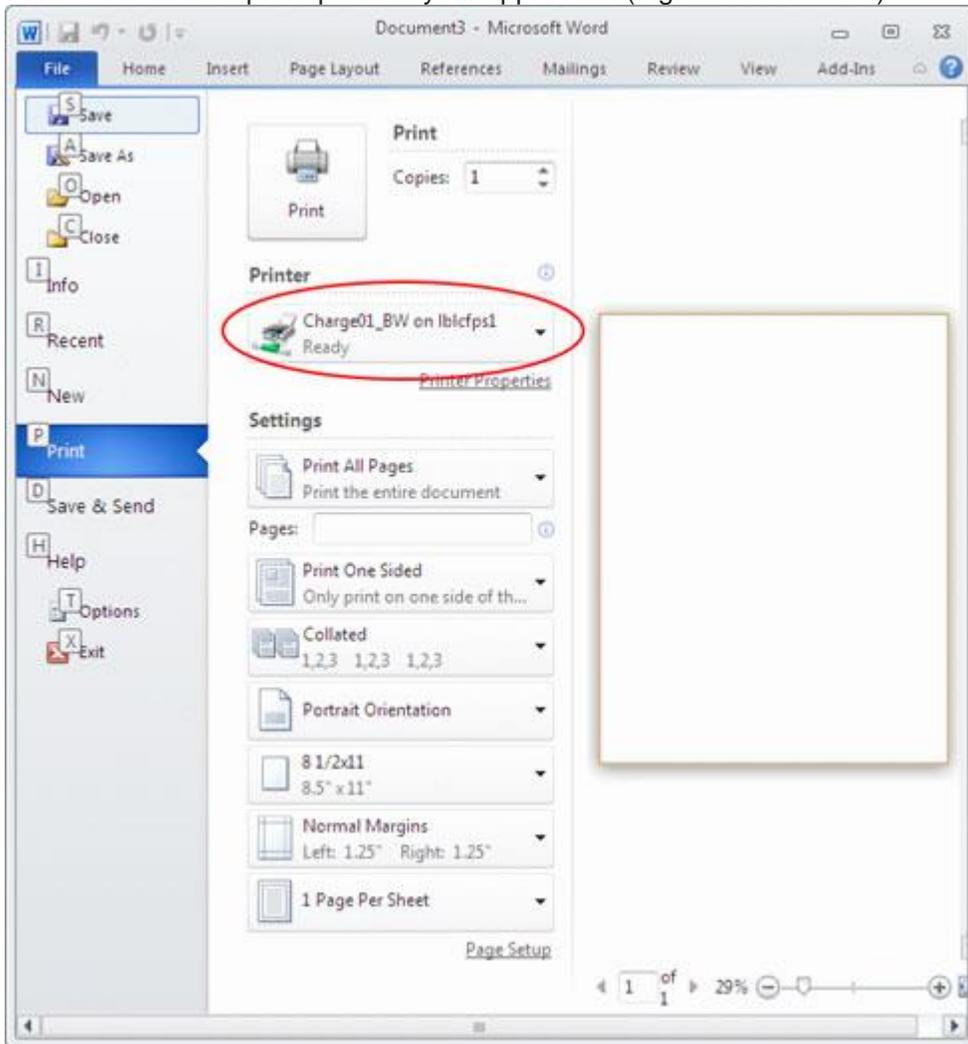


- iii. Select the print queue you want to add, press the right button of the mouse and then choose **Connect...**

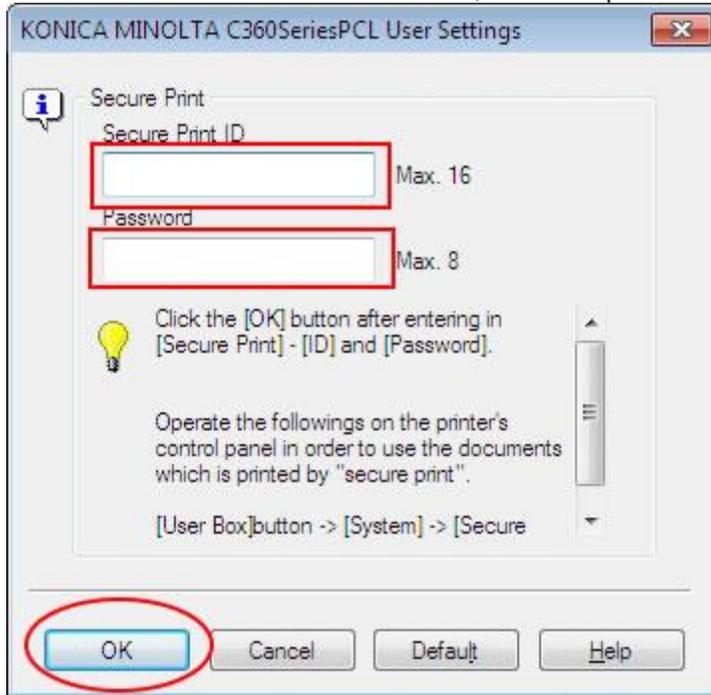


- iv. The print queue for Fast Printing Service will be created on your machine

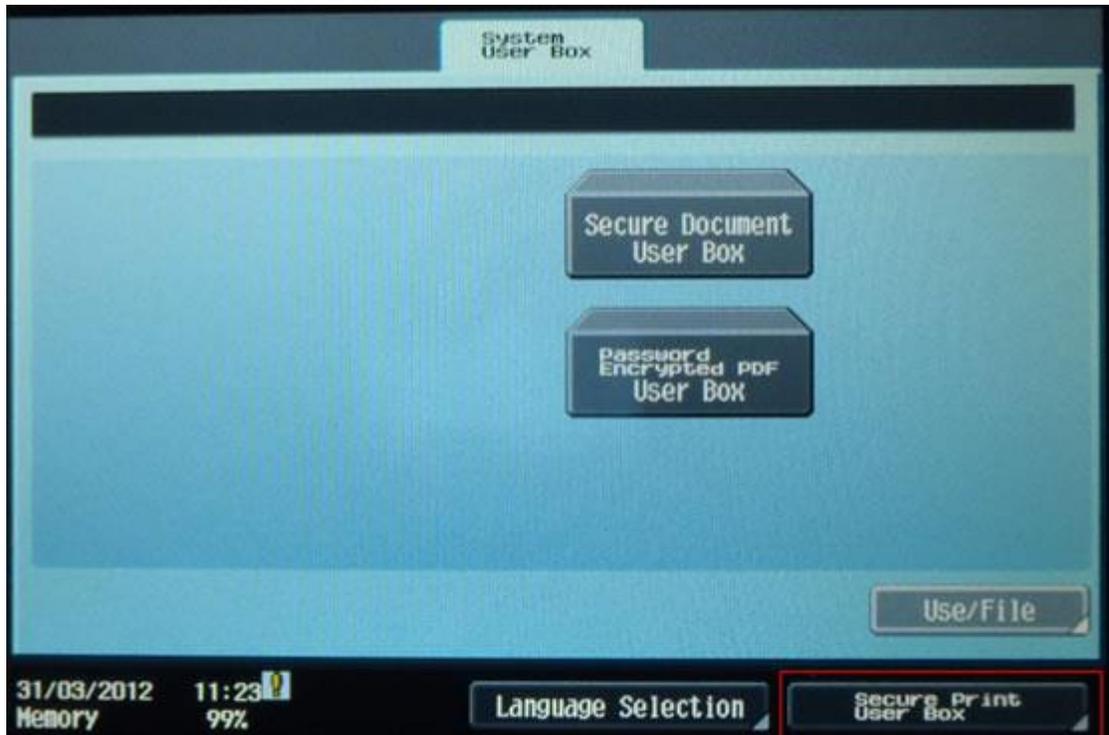
2. Print to the desired print queue in your application (e.g. Microsoft Word)



- i. Enter **Secure Print ID** and **Password**, and then press **OK**



3. Release print jobs at the printer
 - i. Go to the printer you printed to
 - ii. Insert Octopus Card
 - iii. Press **Secure Print User Box**



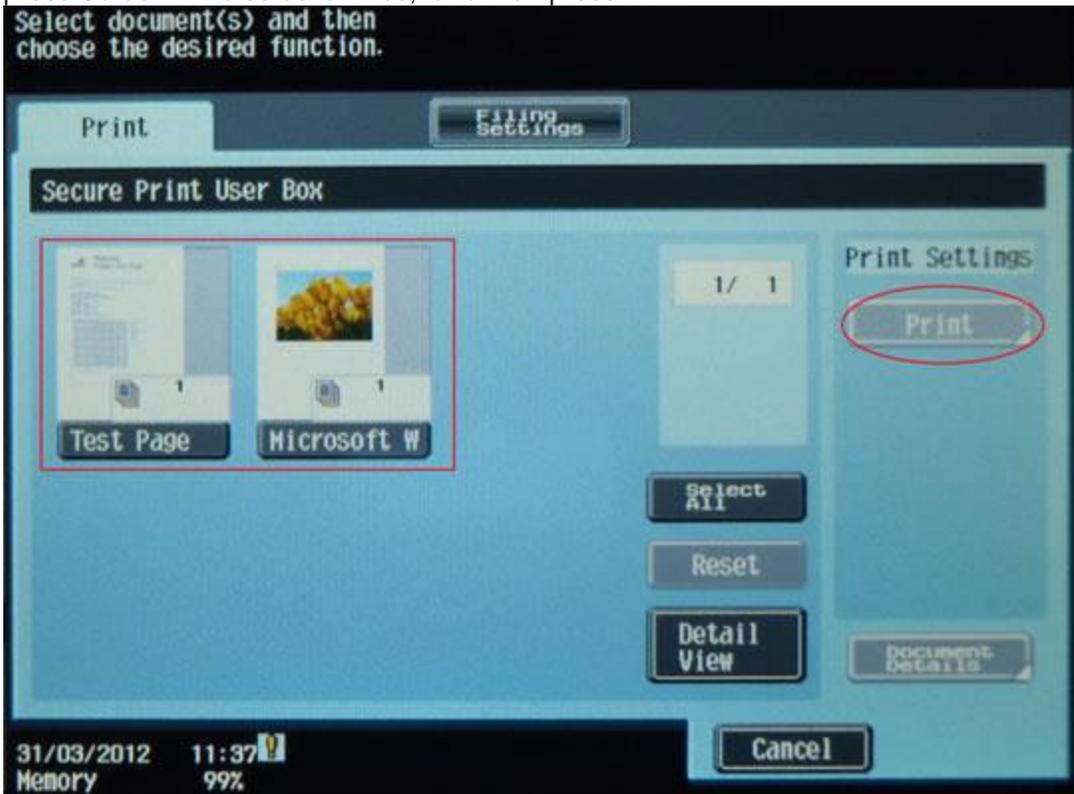
iv. Input **ID** (=Secure Print ID) and then press **OK**



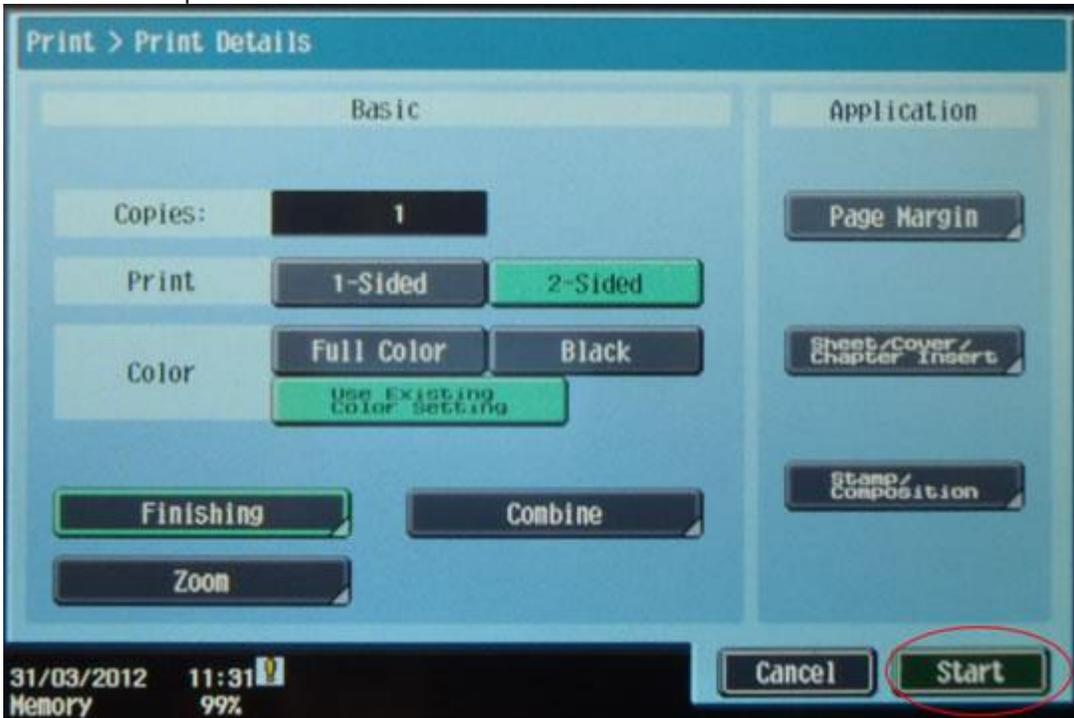
v. Input Password and then press **OK**



- vi. The file of the Secure Print ID you entered will be shown. Select file to print or press **Select All** to select all files, and then press **Print**



- vii. Press **Start** to print



- viii. Remove Octopus Card