Steps for printing: (For macOS 10.14)

- 1. Add printer for Quota Controlled Fast Print Queue
 - a. Choose System Preferences from the Apple menu.
 - b. Choose Printers & Scanners from the View menu.
 - c. Click the + button to add a printer.
 - d. Press the Control key while clicking the "Default" icon (or any other icon on the toolbar), then choose Customize Toolbar from the contextual menu that appears.
 - e. Drag the Advanced (gear) icon to the toolbar.
 - f. Click Done.
 - g. Click the Advanced icon that was added to the toolbar.
 - h. Choose Windows printers via spoolss from the Type pop-up menu.
 - i. In the URL field, type smb://ccstung1.ad.cityu.edu.hk/csc_quota_queue
 - j. In the Name field, type **csc_quota_queue**.
 - k. In the Print Using field, select Choose Generic Postscript Printer.
 - I. Click Add.

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m. Tick the **Duplexer** checkbox, then click **OK**.

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 Print to the print queue in your application (Choose "csc_quota_queue")

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Mac will prompt for your name and password. Please choose "**Registered User**" and enter your name as "**cityumd\<EID>**" and then your password. (where <EID> is your EID)

Enter your na " csc_quota_	me and password for the printer _queue ".			
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Go to Step 3 for the procedures of releasing print jobs at Release Station.

Steps for printing: (For Mac OS X 10.9 or below)

1. Add printer for Quota Controlled Fast Print Queue (Followings are the setup steps for Mac OS X 10.8. The steps will be different for different versions of Mac System)



a. Go to http://localhost:631 through Safari

c. Click "Add Prir	וter"
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Add RSS Subscription						

d. Authenticate if requested

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e. Select "Windows printer via spoolss" and press "Continue"

f. Type
 "smb://cityumd;LOGIN:PASSWORD@ccstung1.ad.cityu.edu.hk/csc_quota_queue
 "in the "Connection" field and press "Continue" (replace LOGIN with your EID and



PASSWORD with your password)

g. Type a name in the "**Name**" field, for example **csc_quota_queue** and press "**Continue**"

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h. S	elect "Generic"	as the	printer	manufacturer	from the	"Make"	list and	press	"Continue"
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i. Select "Generic Postscript Printer" as the printer model from the "Model" list and press "Add Printer"

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j. Set the "Media Size" to A4 and then click "Options Installed"

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k. Set "Duplexer" to "Installed" and press "Set Default Options"

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I. "Printer default options have been set successfully" will be shown

2. Print to the print queue in your application

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Printer: csc	c_quota_queue				
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Cc	opies & Pages				
	Copies: 1 Collated Pages: All Current page Selection From: 1 to: 1 Page range:				
••• 1 of 1 ••• Show Quick Preview Page Setup	Enter page numbers and/or page ranges separated by commas (e.g. 2, 5–8)				

3. Go to the Release Station, place your CityU ID Card on the smart card reader



4. Click "Print" on the job you want to release

SityU Print Release Station						
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5. Click "Done" to exit

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