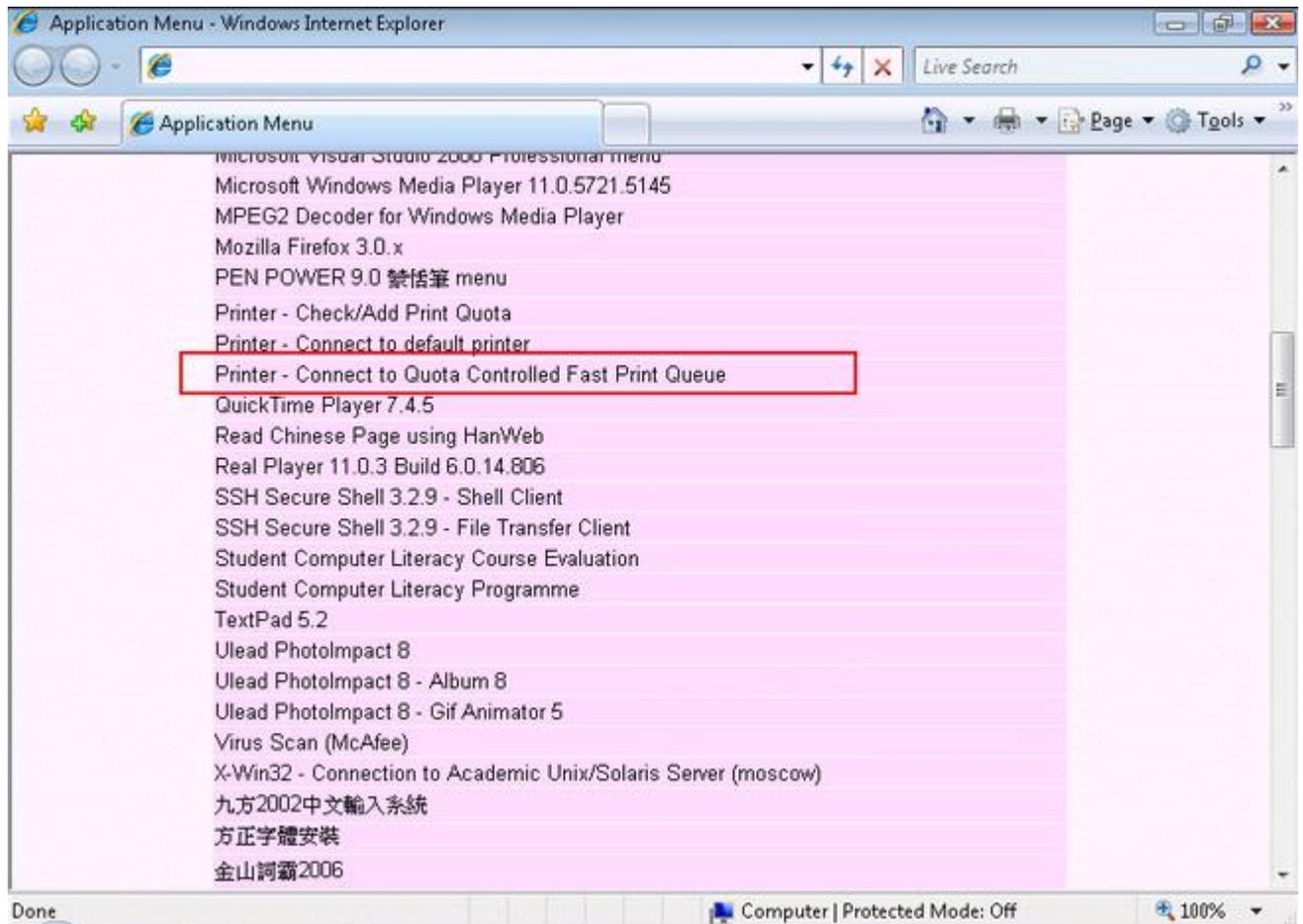


Steps for printing:

1. Connect to the central print queue of this service through Work Desk Menu (Choose the item **"Printer – Connect to Quota Controlled Fast Print Queue"**)



2. Print to the print queue in your application (e.g. Microsoft Word) (Choose **"csc_quota_queue"**)
3. Go to the Release Station, place your CityU ID Card on the smart card reader



CityU Print Release Station

Place your CityU ID card on the reader

Username

OK

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



CityU Print Release Station

Release All

Cancel All

Refresh

Your balance: 92

Time	Document	Pages	Action
11:12:44	Microsoft Word - Document1		Print Cancel

Done

5. Click "Done" to exit



CityU Print Release Station

Release All

Cancel All

Refresh

Your balance: 92

Time	Document	Pages	Action
11:12:44	Microsoft Word - Document1	1	Print Cancel

Done