Steps for printing:

- 1. Print at workstation
 - 1. Connect to Charged Print Queue through the Work Desk Menu

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	Printer - Connect to default printer Printer - Connect to Quota Controlled Fast Print Queue (Fuji Xerox at CMC) Printer - Connect to Quota Controlled Fast Print Queue (Konica Minolta at CSC, AC2 and Library) Printer - Connect to Quota Controlled small printer in Teaching Studio/Terminal Area Printer - Connect to Charged Print Queue (Charge01_BW) Printer - Connect to Charged Print Queue (Charge01_Color) Printer - Connect to Charged Print Queue (Charge02_BW) Printer - Connect to Charged Print Queue (Charge02_Color)	-
	GuickTime Player 7.6.9 Read Chinese Page using HanWeb Real Player 14.0.4.652 or higher version SAS 9.3 SAS 9.3 - Enterprise Guide 4.3 Scanner - HP Scanjet 8300 Software version 13.0 SSH Secure Shell 3.2.9 - File Transfer Client SSH Secure Shell 3.2.9 - Shell Client	



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

	Max. 16
	Password
	Max. 8
	Click the [OK] button after entering in [Secure Print] - [ID] and [Password].
	Operate the followings on the printer's control panel in order to use the documents which is printed by "secure print".
	[User Box]button -> [System] -> [Secure

3. Enter Secure Print ID and Password, and then press OK

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



18te + -9 0 3 6 2 q e t u 0 p ſ . ٧ đ \$ d g h k 1 Ĵ Shift . V b Space 11:24 99% SAN SAlarge Cancel 0K 31/03/2012 Hemory Input Password and then press OK Secure Print Document Password Sete -X. 0 P q e d g j đ Shift v b z C Space

> 11:25 99%

31/03/2012 Hemory Cance1

OK

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

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vi. The file of the Secure Print ID you entered will be shown. Select file to print or



Remove Octopus Card viii.

vii.