Steps for printing:
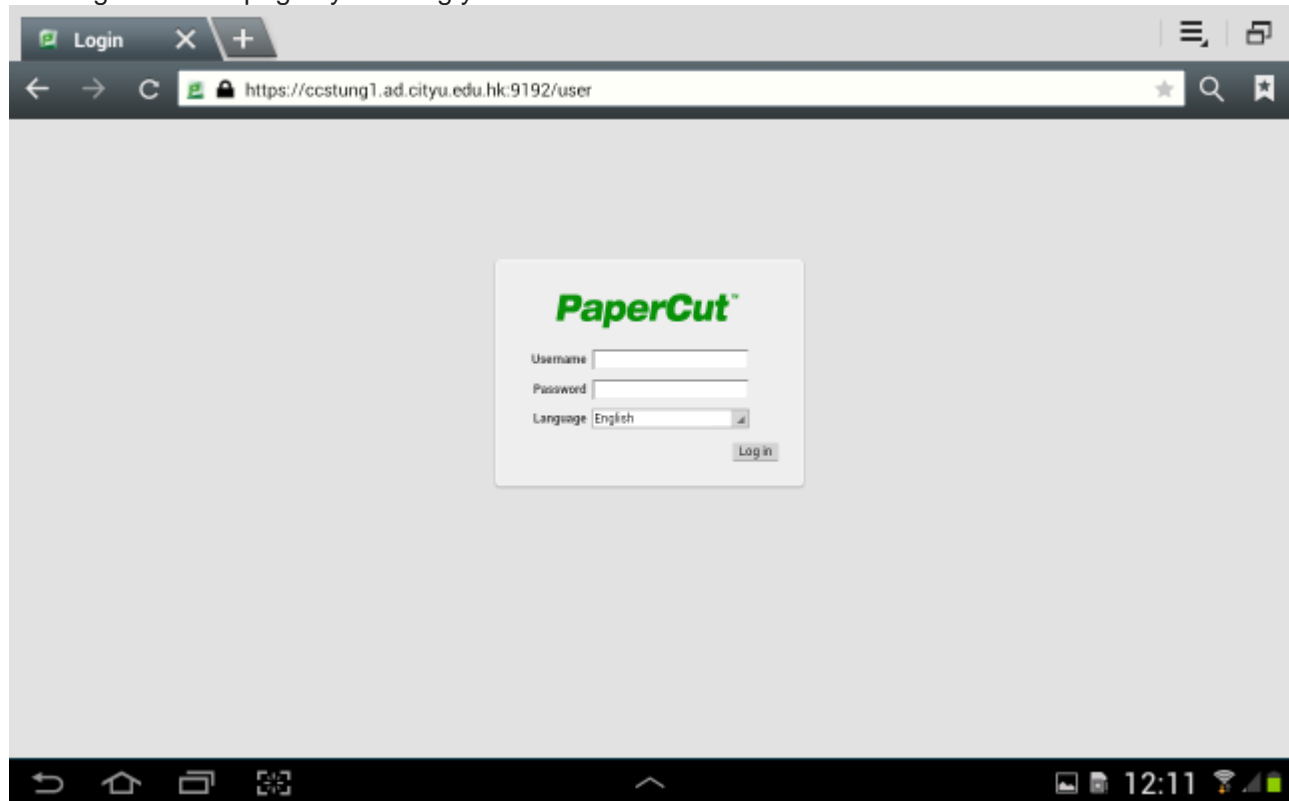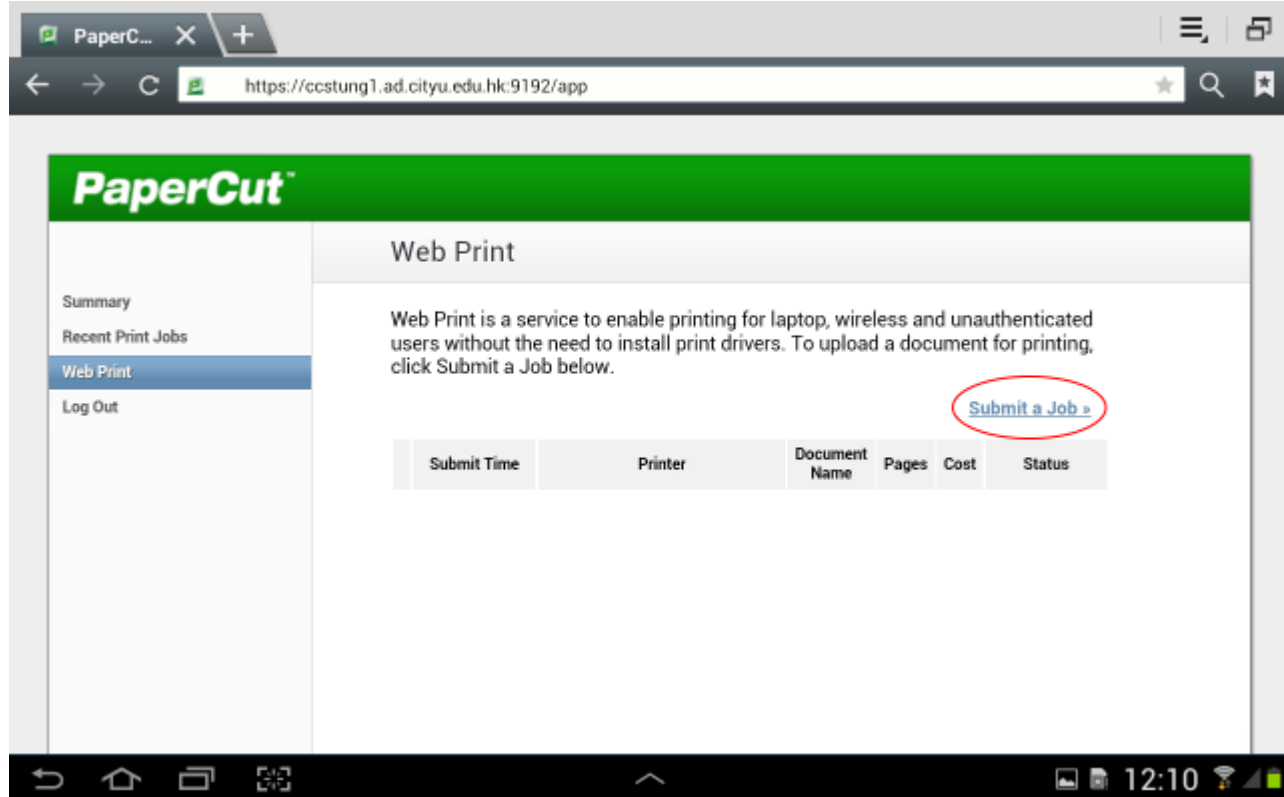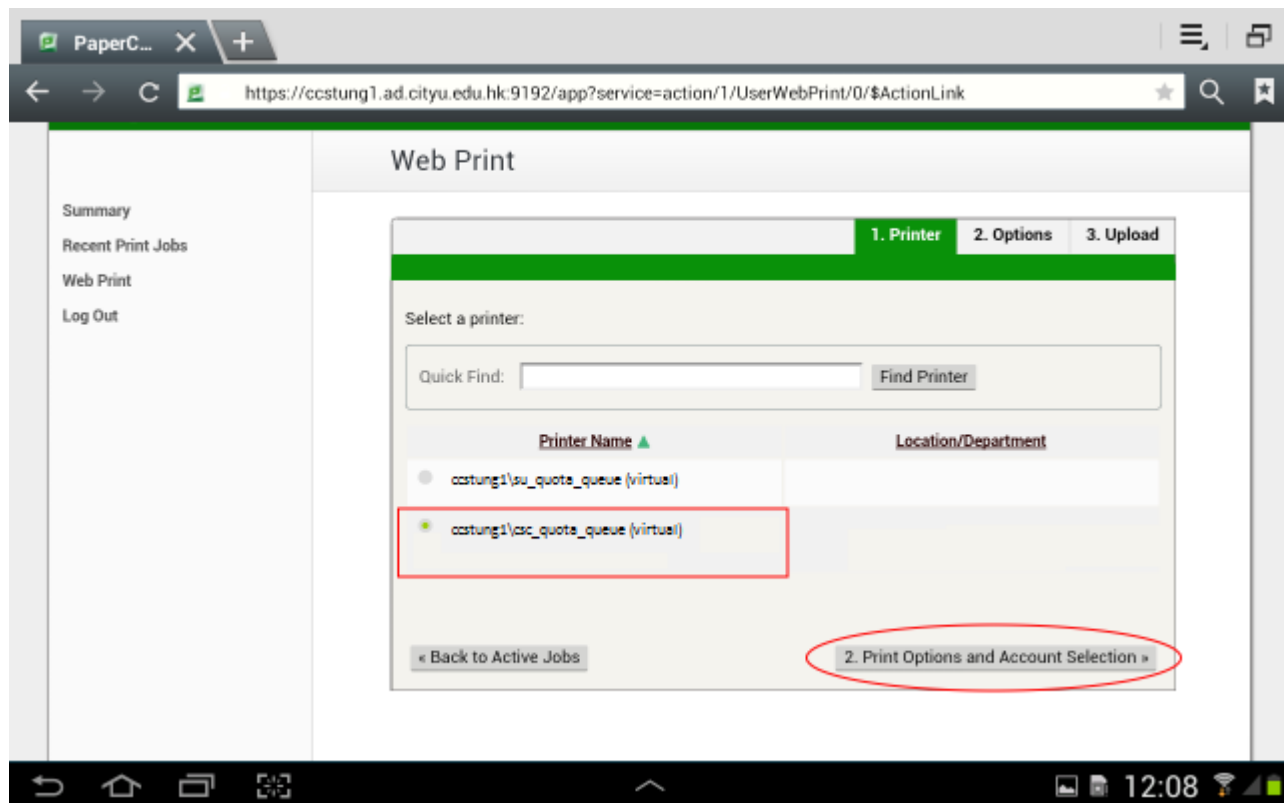
1. Upload files to the central print queue through the web page
   a. Connect to **https://ccstung1.ad.cityu.edu.hk:9192** in the browser of the device, and then login the web page by entering your EID and Password
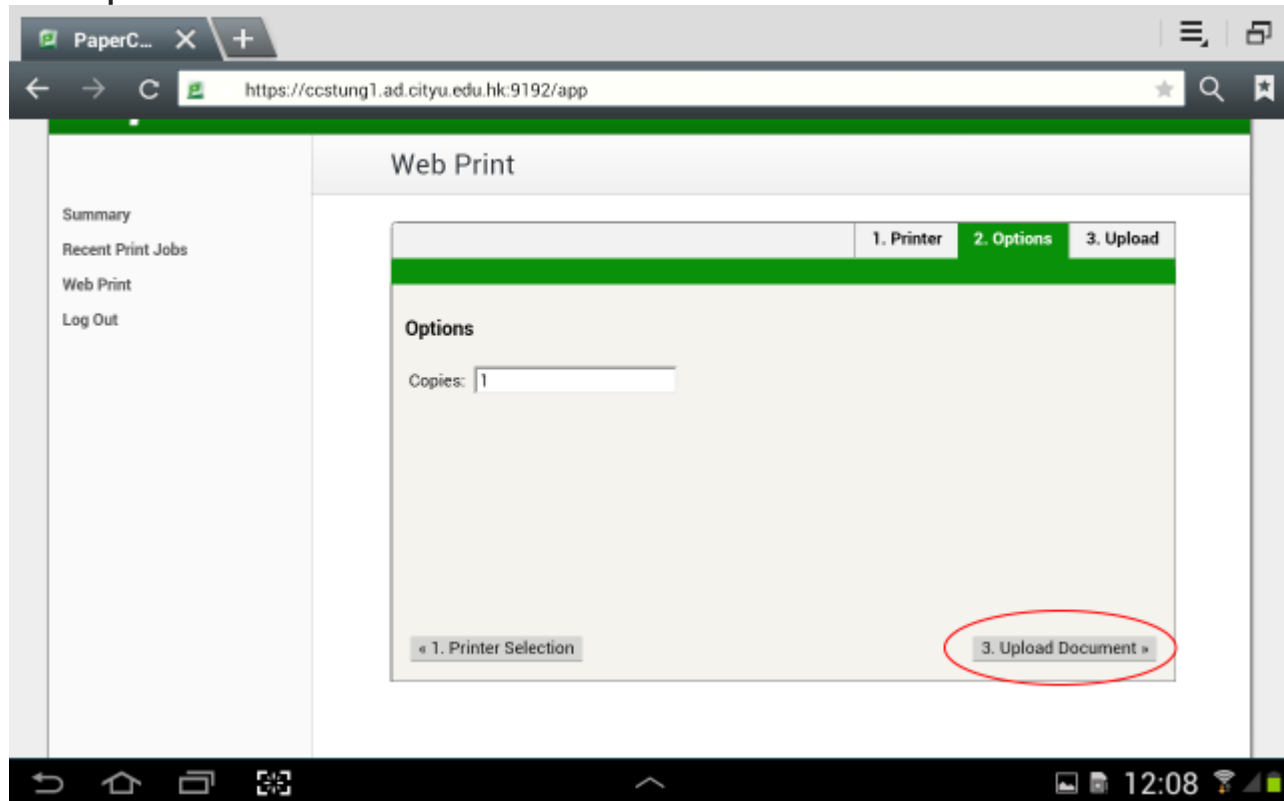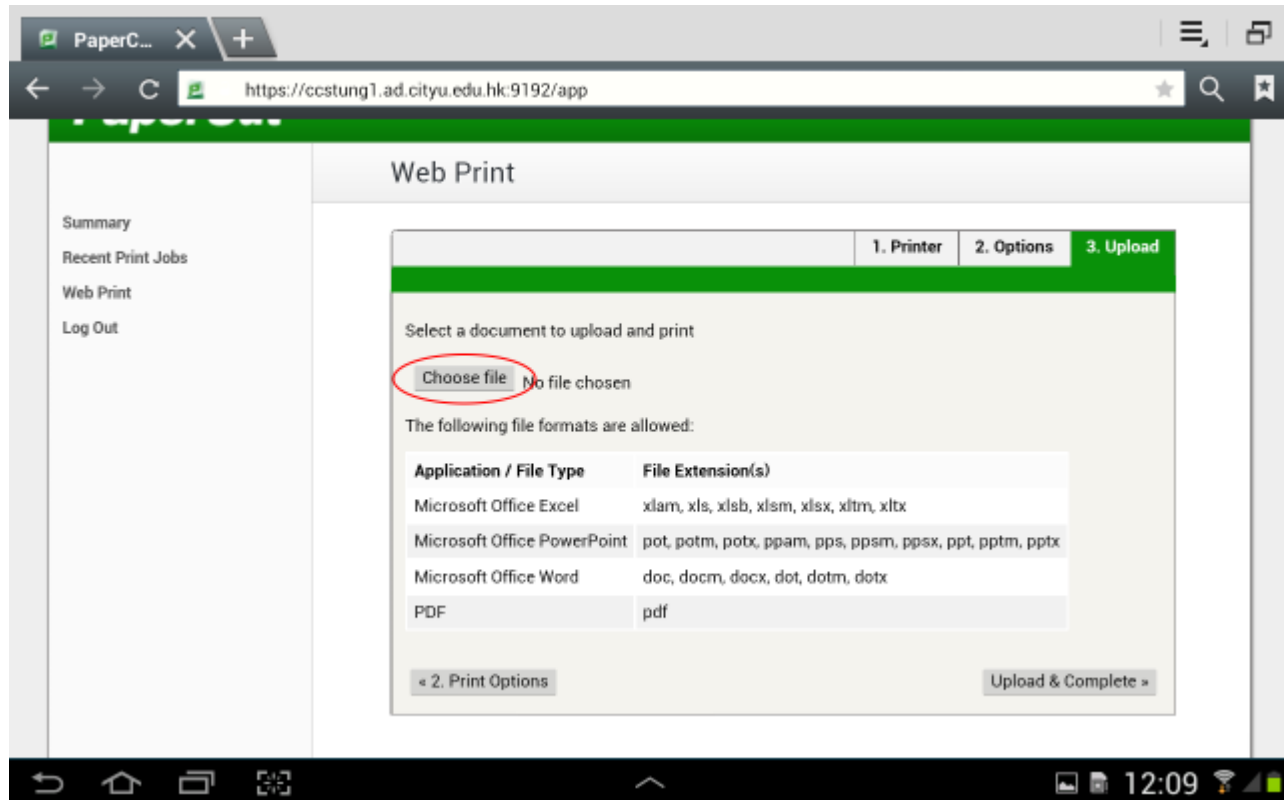
b. Click "**Submit a Job**"

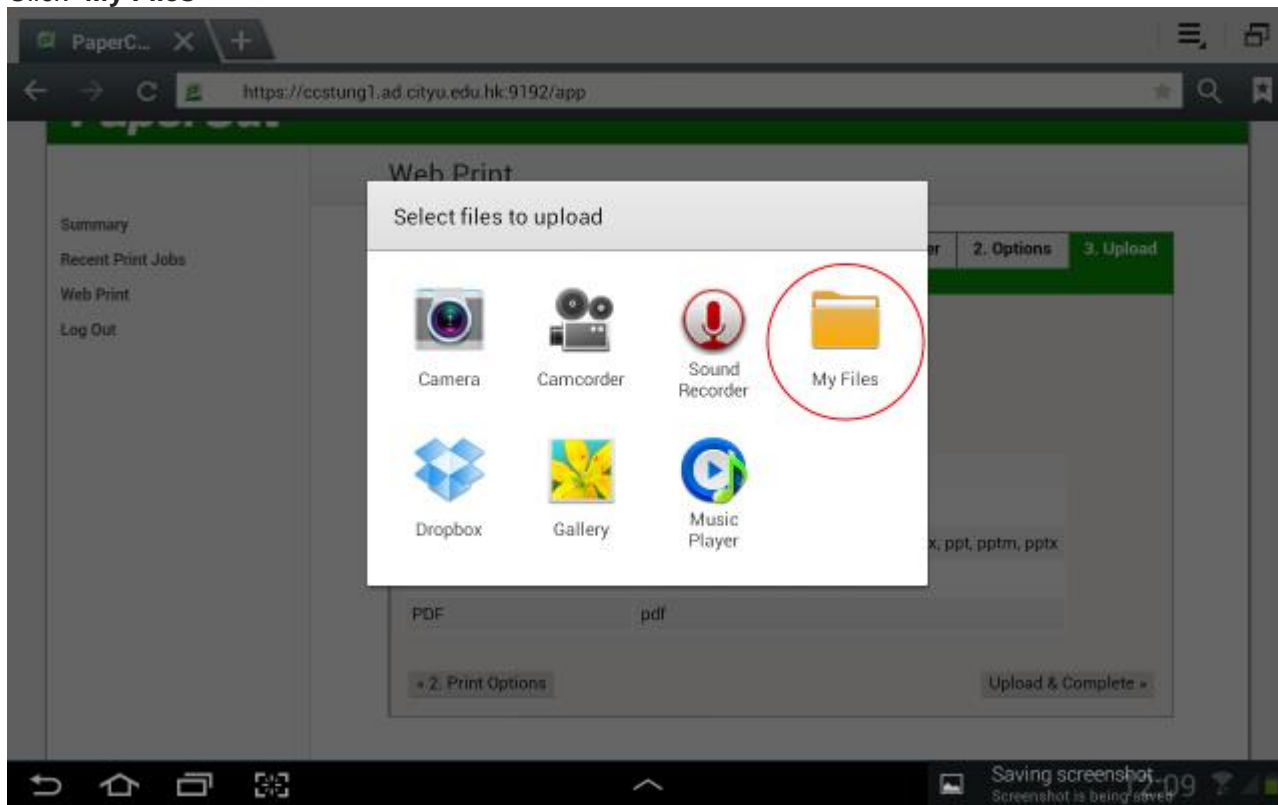c. Select "**csc_quota_queue**" and then click "**Print Options and Account Selection**"
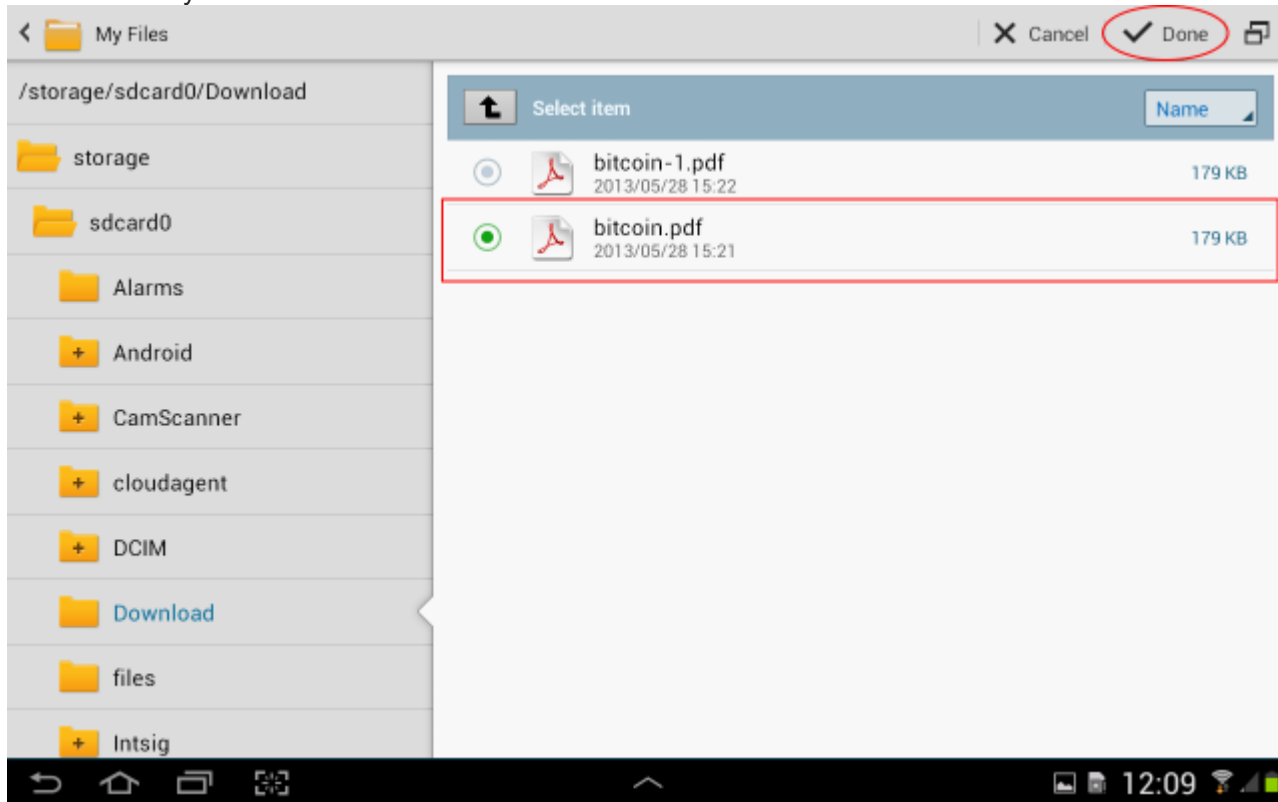
d.   Click "**Upload Document**"
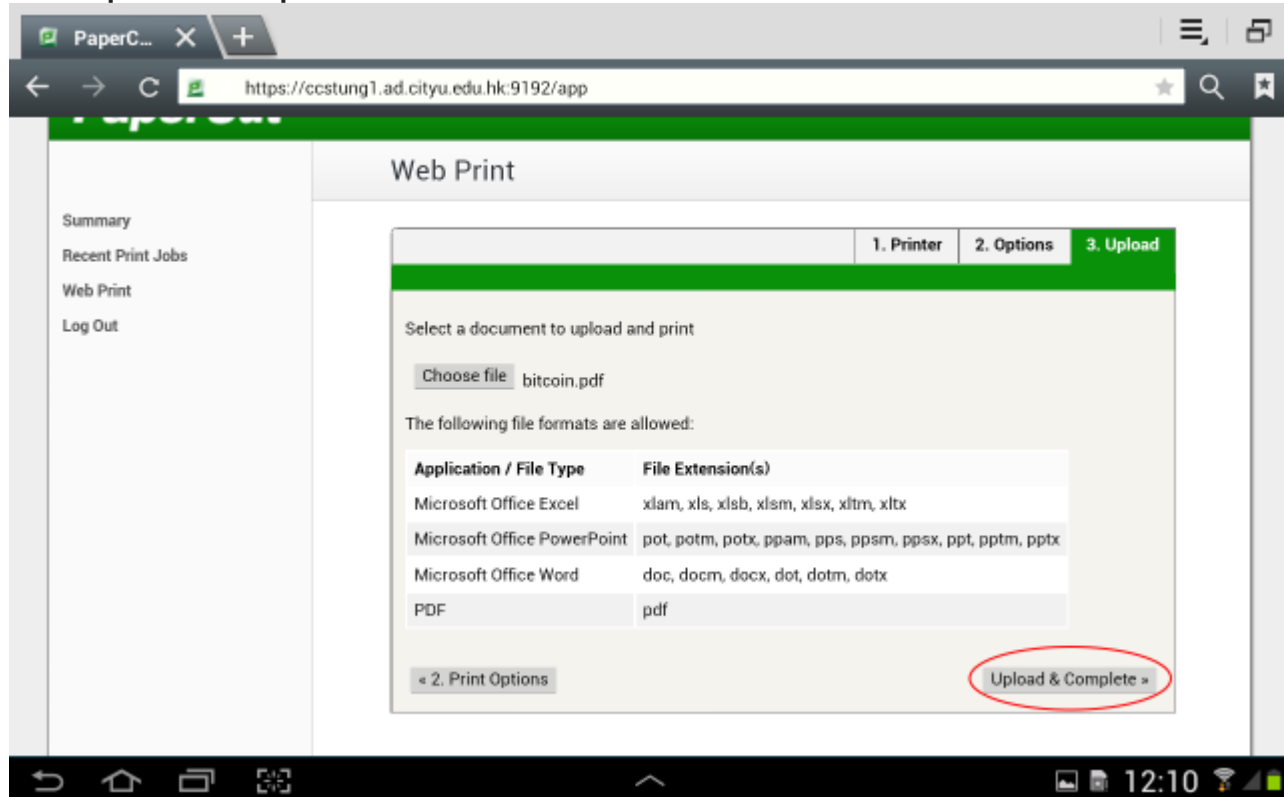

e.   Click "**Choose file**"
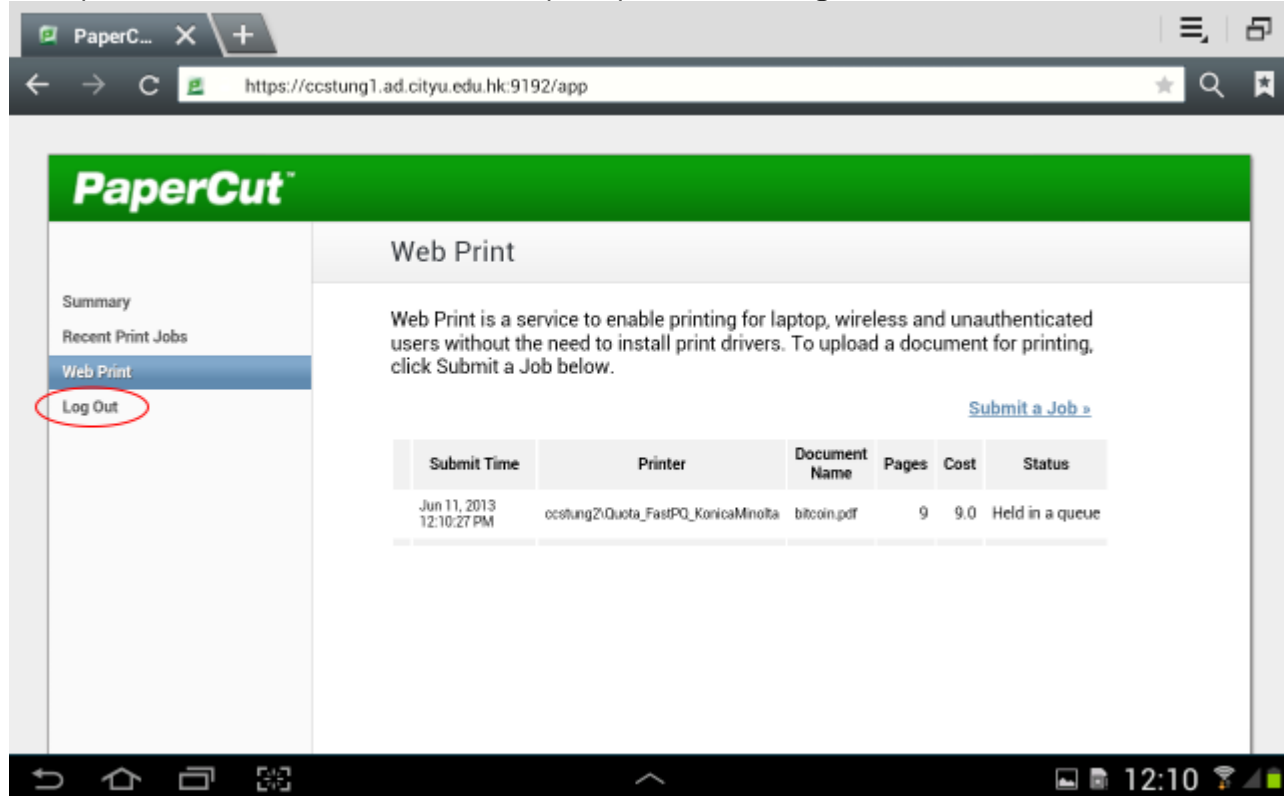
f. Click "**My Files**"

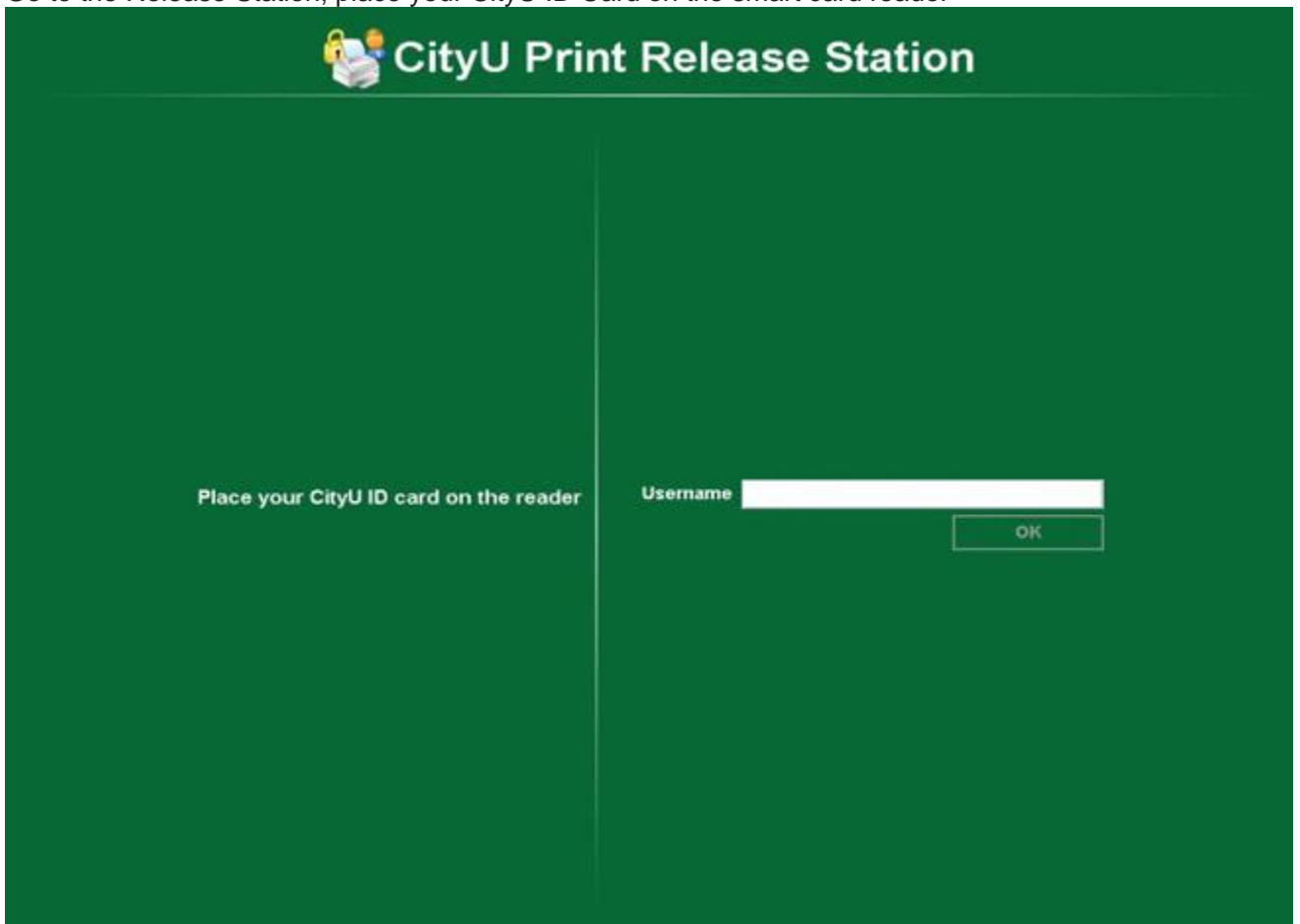g. Select the file you want and then click "**Done**"
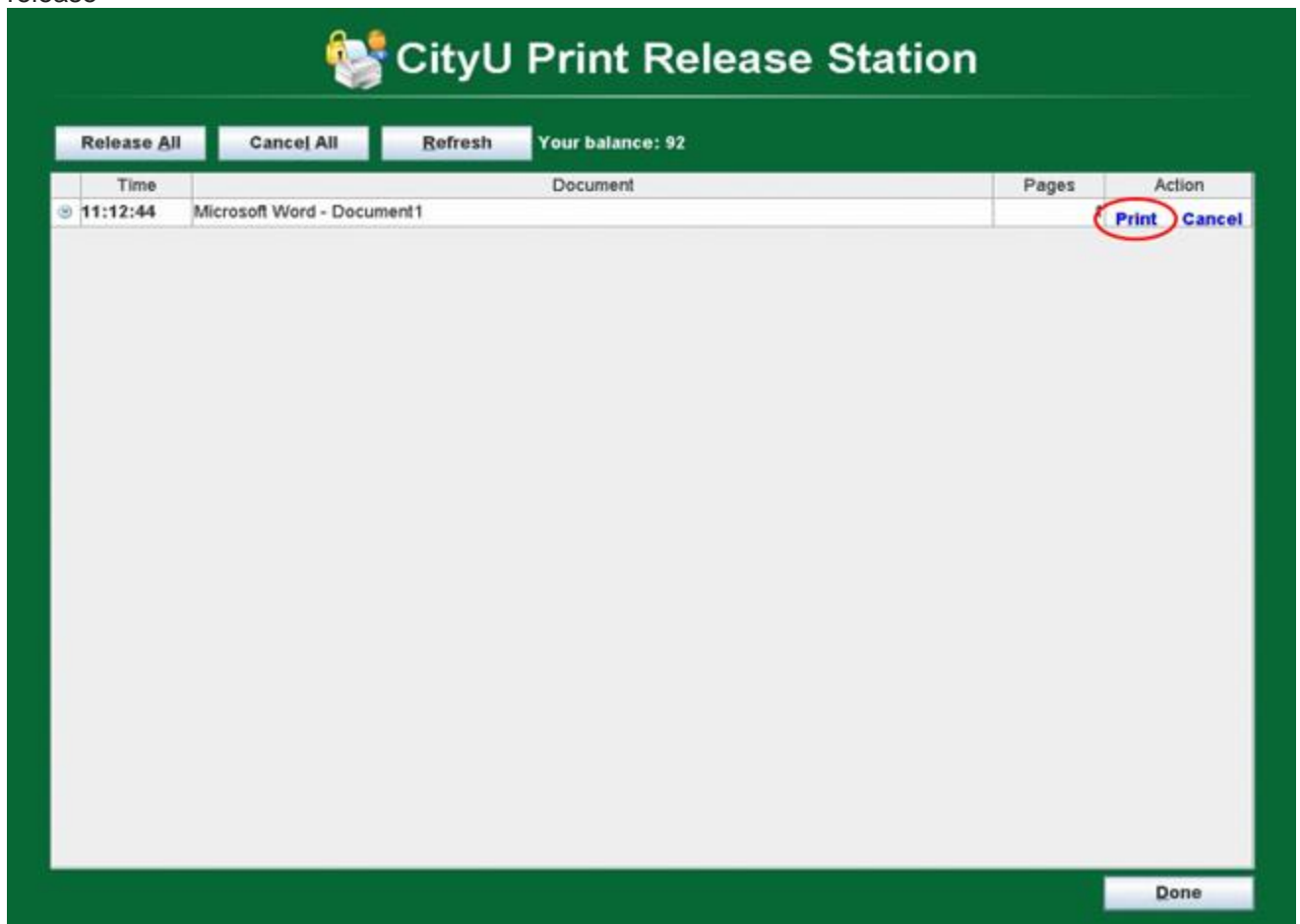
h. Click "**Upload & Complete**"

i. The uploaded file will be held in the central print queue. Click "**Log Out**" to leave

2. 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

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

4. 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