Steps for printing:

1. Connect to the central print queue of this service

1. Type \\ccstung1.ad.cityu.edu.hk in the Windows Explorer and press Enter



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

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Password:	•••••
	OK Cancel

3. Select "csc_quota_queue", press the right button of the mouse and then choose "Connect...".



4. The print queue of Quota Controlled Fast Printing will be created on your machine

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

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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

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5. Click " **Done**" to exit

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