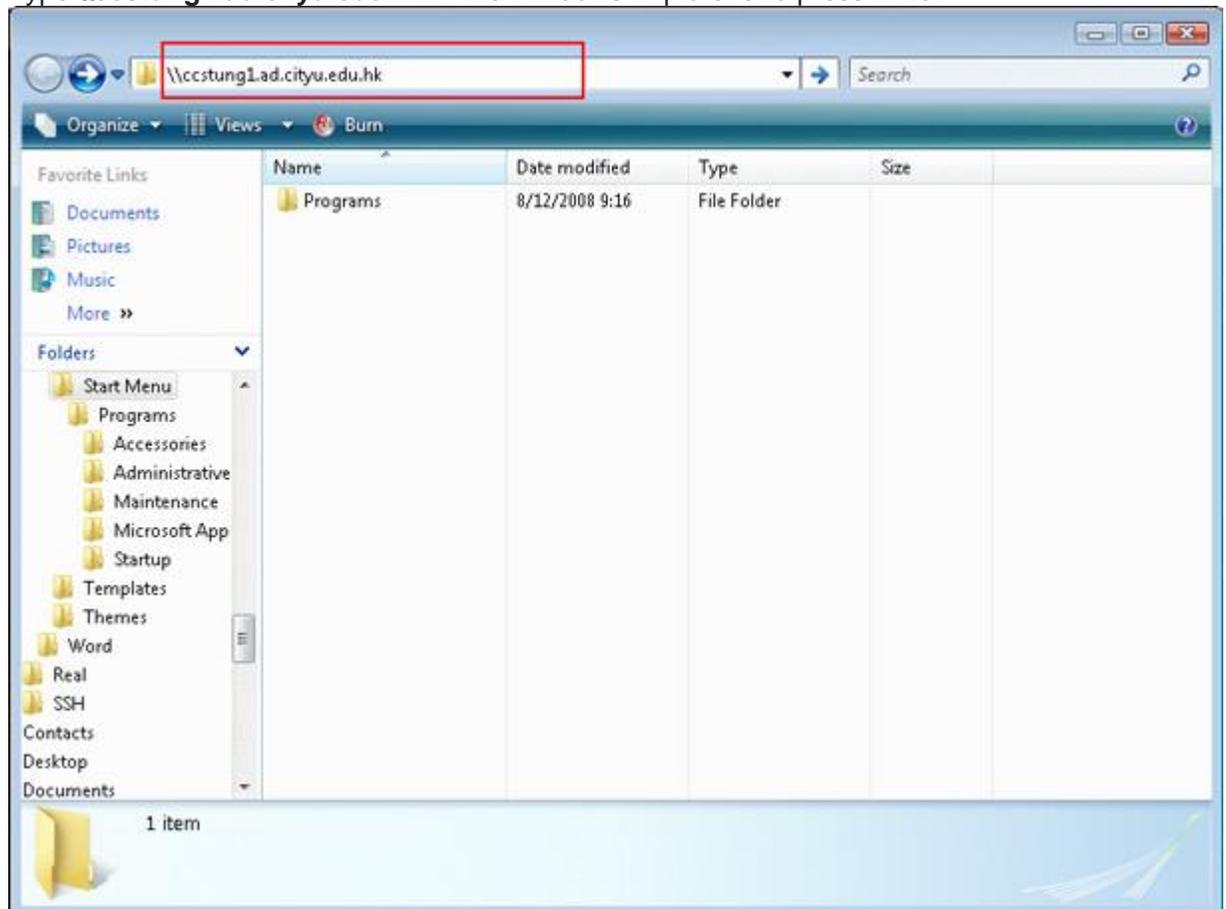


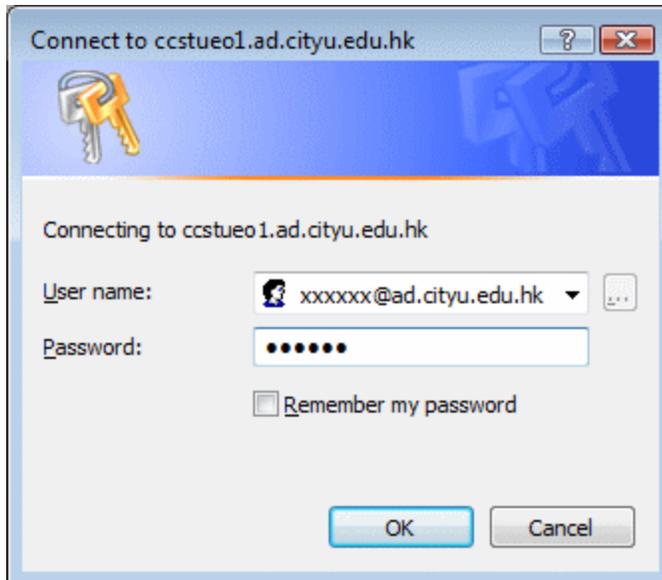
Steps for printing:

1. Connect to the central print queue of this service

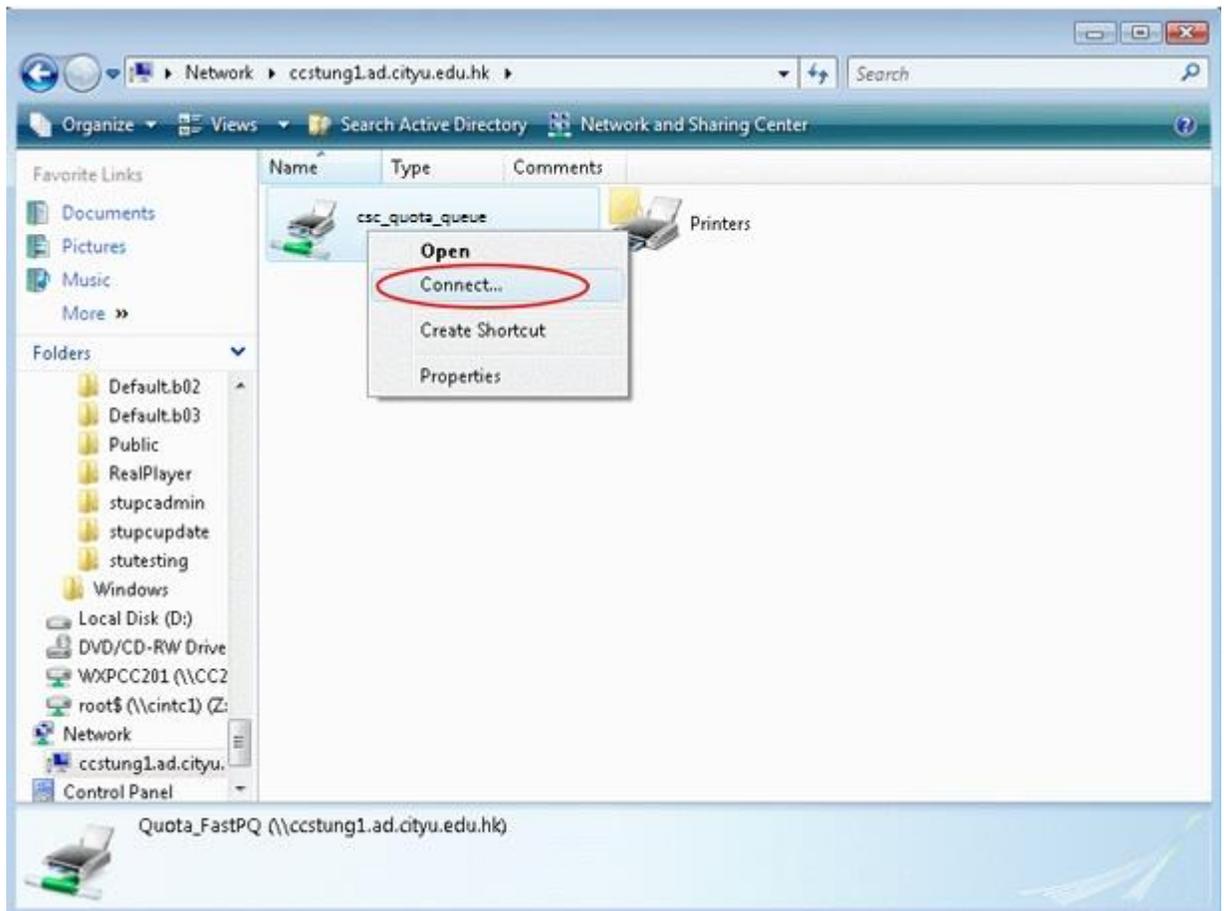
1. Type `\\ccstung1.ad.cityu.edu.hk` in the Windows Explorer and press **Enter**



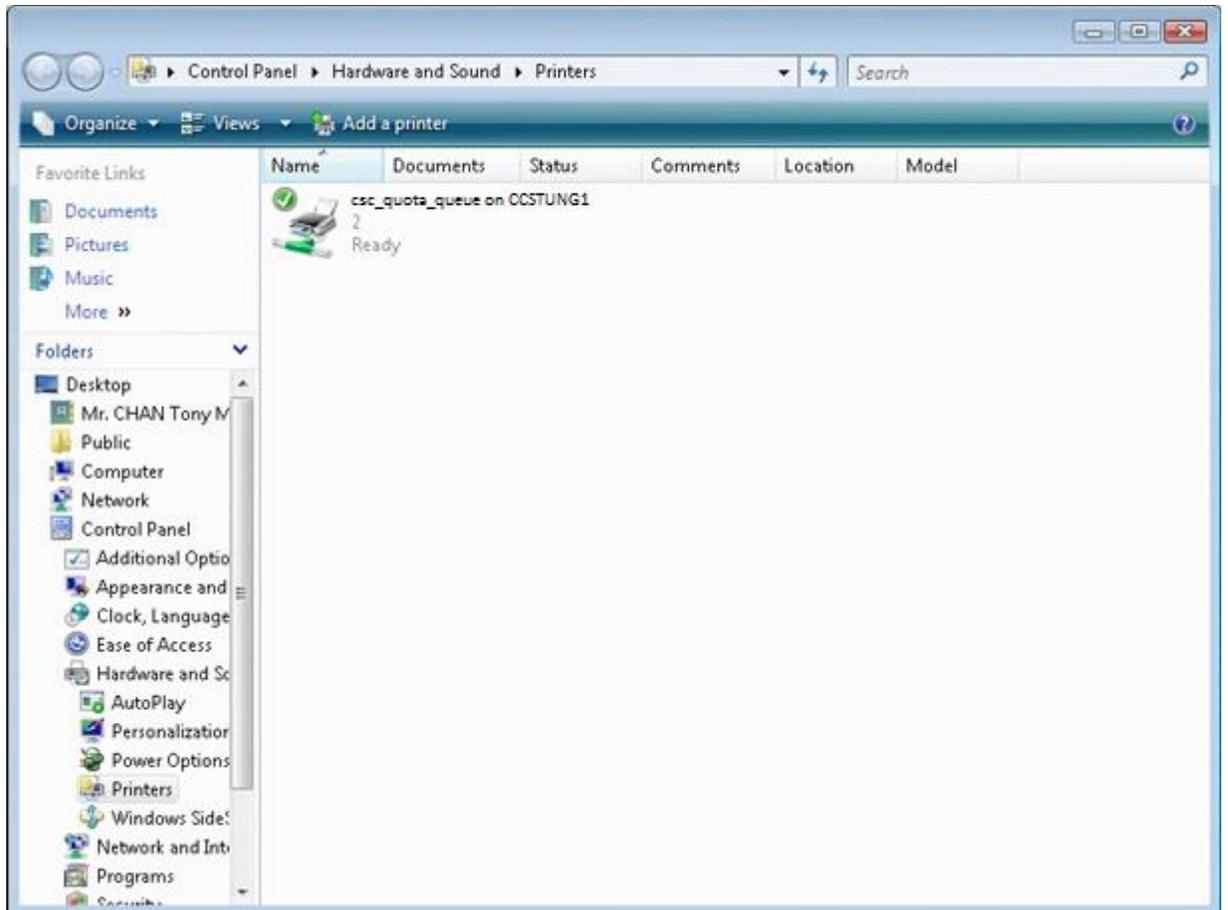
2. Enter your EID and Password to logon the server (The syntax for the "User name" should be "xxxxxx@ad.cityu.edu.hk", xxxxxx is your EID) and then click **"OK"**



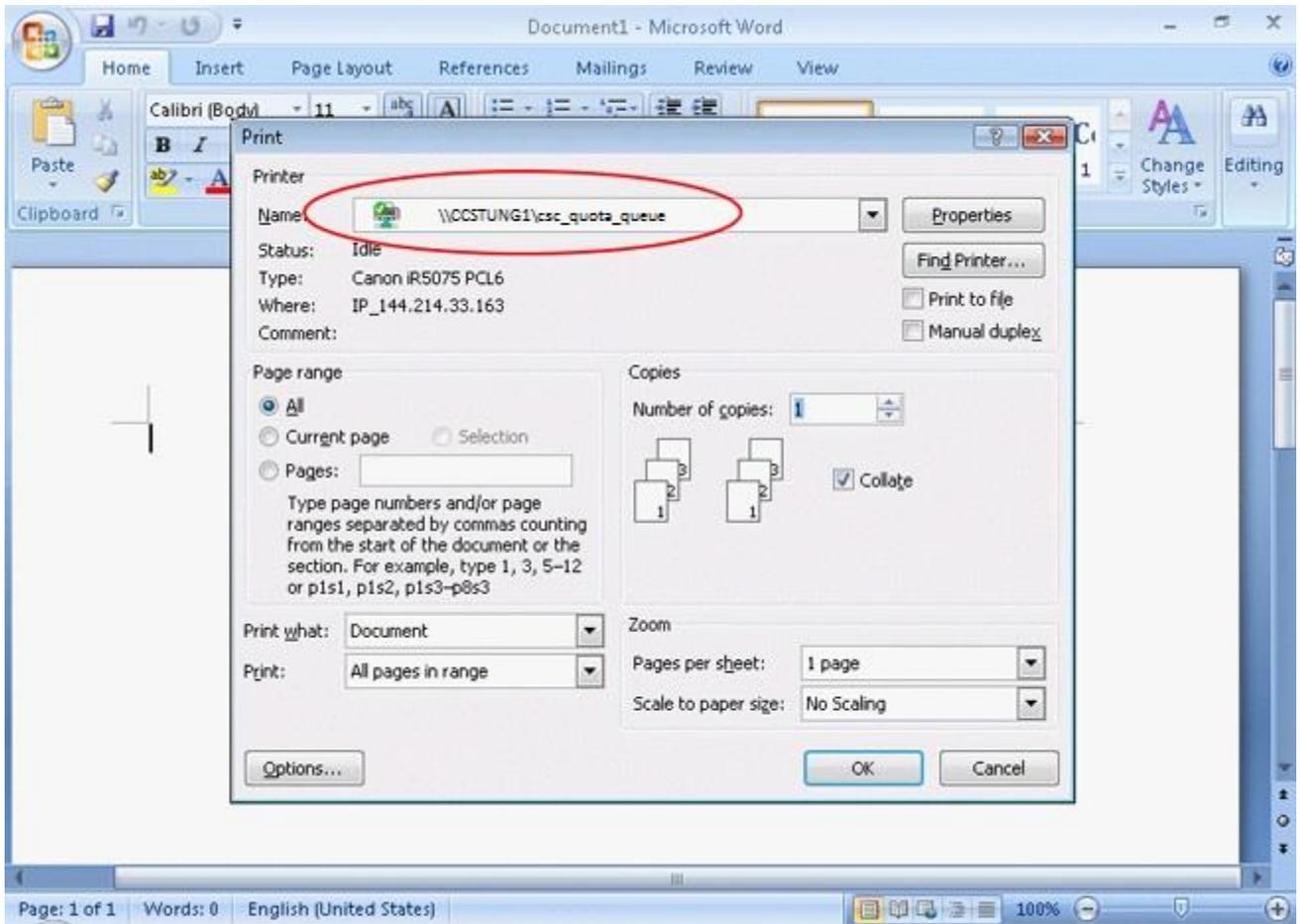
3. Select "**csc_quota_queue**", press the right button of the mouse and then choose "**Connect...**".



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



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