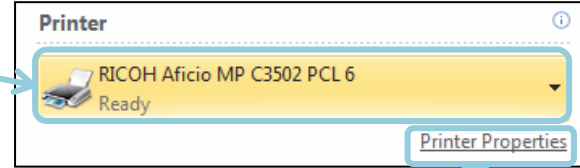


Printing @ Lee Yan Fong Library

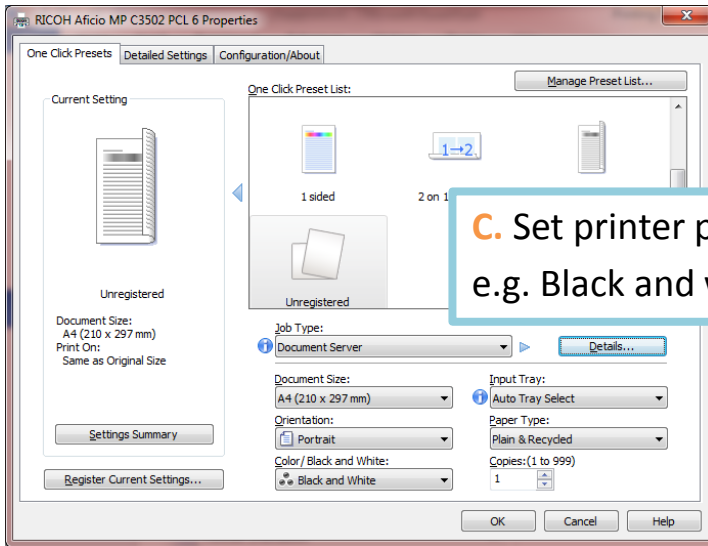
Step 1: Send print request to printer (at PC workstation)

A. Select “Print” from application.

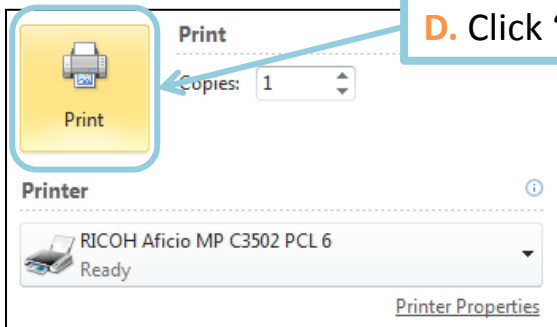
B. Select printer “RICOH Aficio MP C3502 PCL 6”.



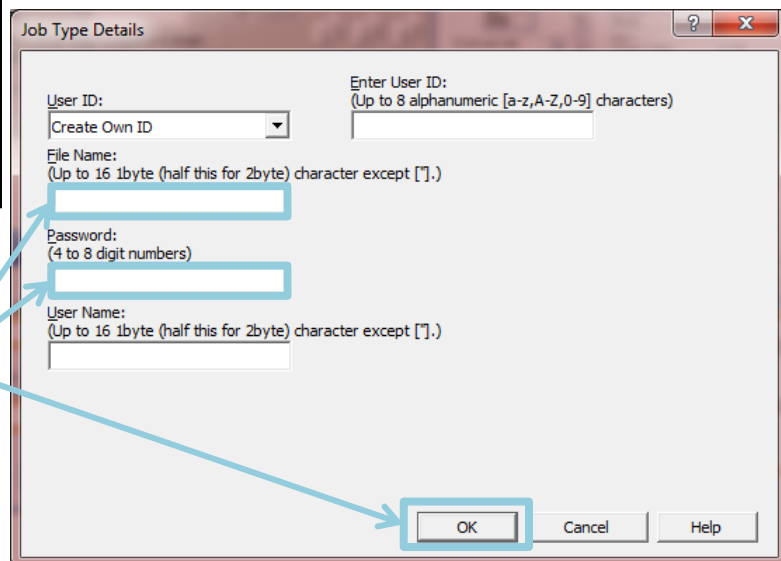
C. Set printer properties e.g. Black and white/colour, size (A3, A4), etc.



D. Click “Print”



E. Set file name and password, click “OK”



Printing @ Lee Yan Fong Library

Step 2: Print the job out (at printer)

A. Insert your Octopus card

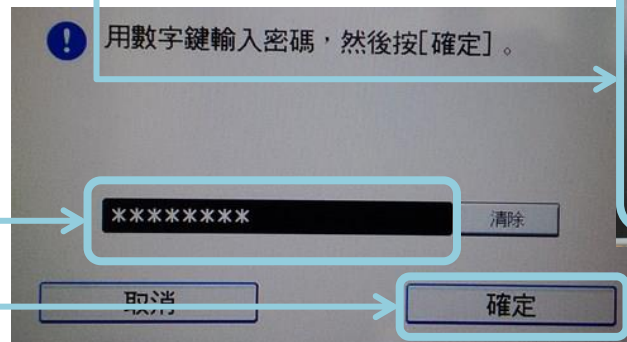
B. Select "Document Server (文件伺服器)"



C. Select print job according to your preset document name



D. Input your password, choose "OK(確定)"



F. Choose "Start" to print

G. Collect your printout



Printout Charges:

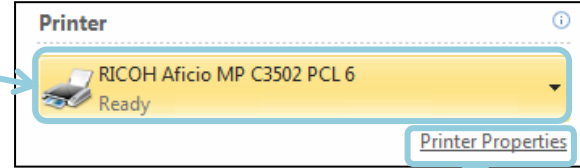
Black & White	HK\$0.2 per page (A4)
	HK\$0.2 per page (A3)
Colour	HK\$2.0 per page (A4)
	HK\$2.0 per page (A3)
Duplex printing charge as 2 pages	

列印 @ 李印芳圖書館

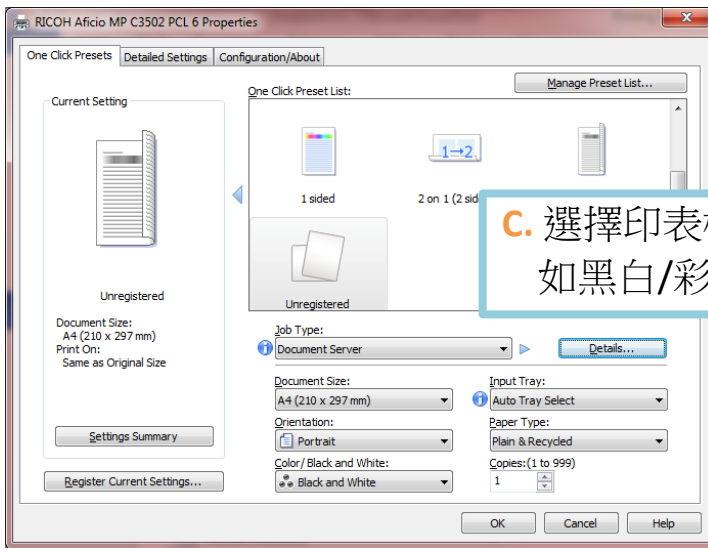
1.: 提交列印工作至印表機 (於電腦)

A. 從應用程式選擇“列印(Print)”

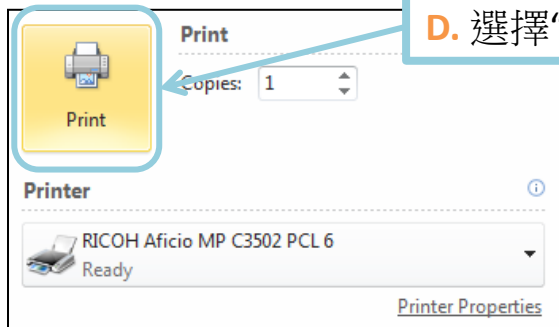
B. 選擇印表機
“RICOH Aficio MP C3502 PCL 6”



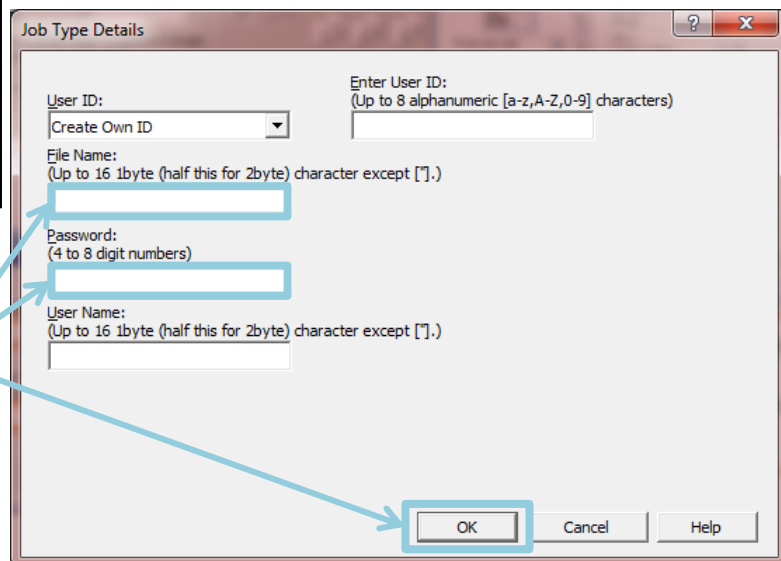
C. 選擇印表機內容(printer properties)
如黑白/彩色, 紙張大小(A3, A4) 等等



D. 選擇“列印(Print)”



E. 設定文件名稱(file name)
及密碼(password), 選擇“確
定(OK)”



列印 @ 李印芳圖書館

2: 列印 (於印表機)

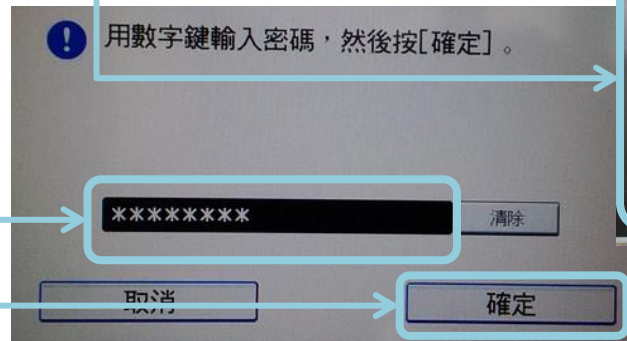
A. 插入八達通卡

B. 選擇“文件伺服器”



C. 根據你的自選文件名稱選擇相應的列印工作

D. 輸入你的密碼, 選擇“確定”



F. 選擇“開始(Start)”

G. 取出你的列印文件



列印費用:

黑白	每張 港幣 \$0.2 (A4)
	每張 港幣 \$0.2 (A3)
彩色	每張 港幣 \$2.0 (A4)
	每張 港幣 \$2.0 (A3)
雙面列印等同兩張單面列印文件計算	