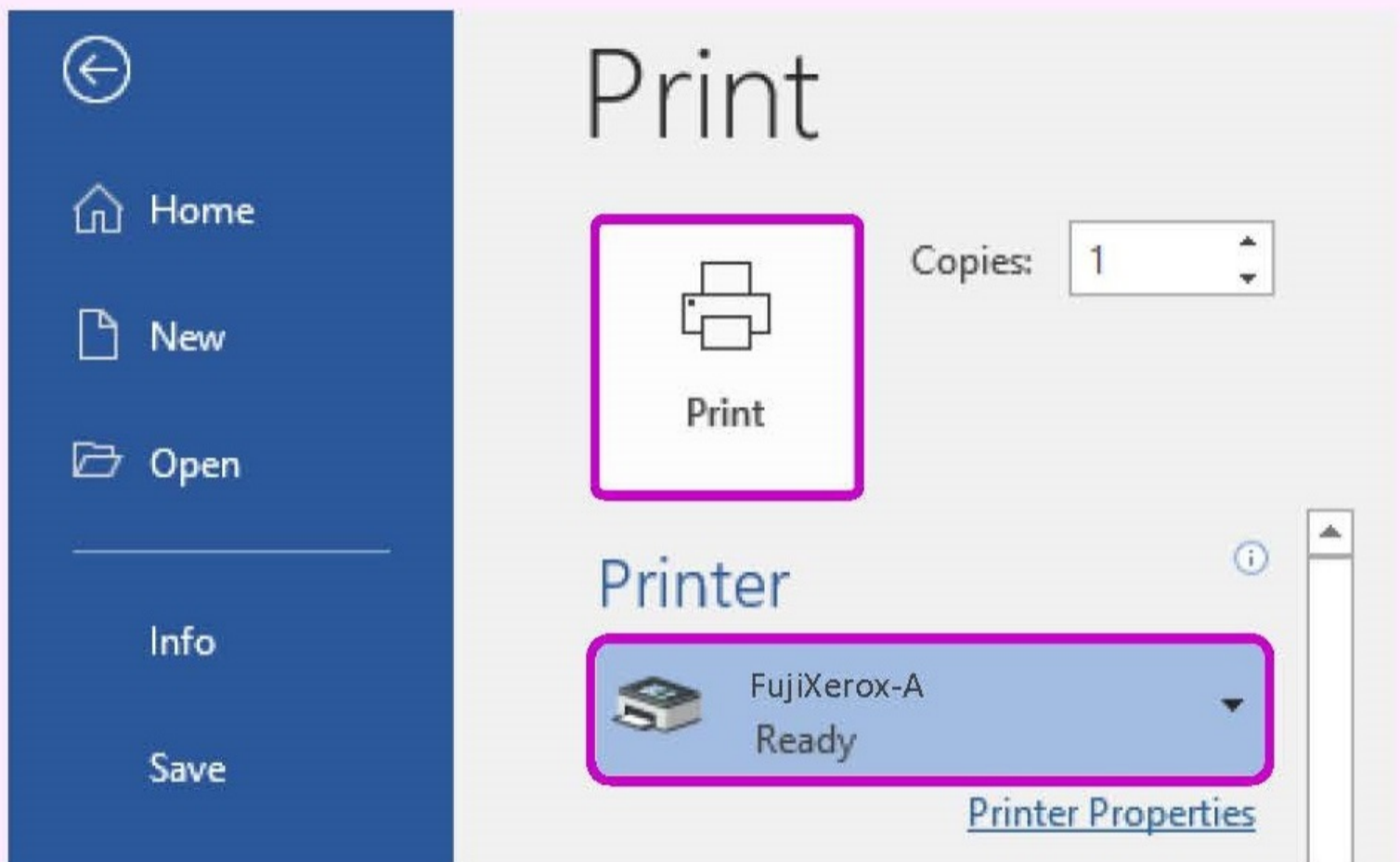


# Print (Charge Print)

## At Library PC:

1. Open the file to be printed, Select “**Print**”, select **The Print Queue you need**, and then click “**Print**”.

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2. Create a user ID and enter it into the “**User ID**” and input “**Passcode**”, and then select “**Submit**”.



# Retrieve print job

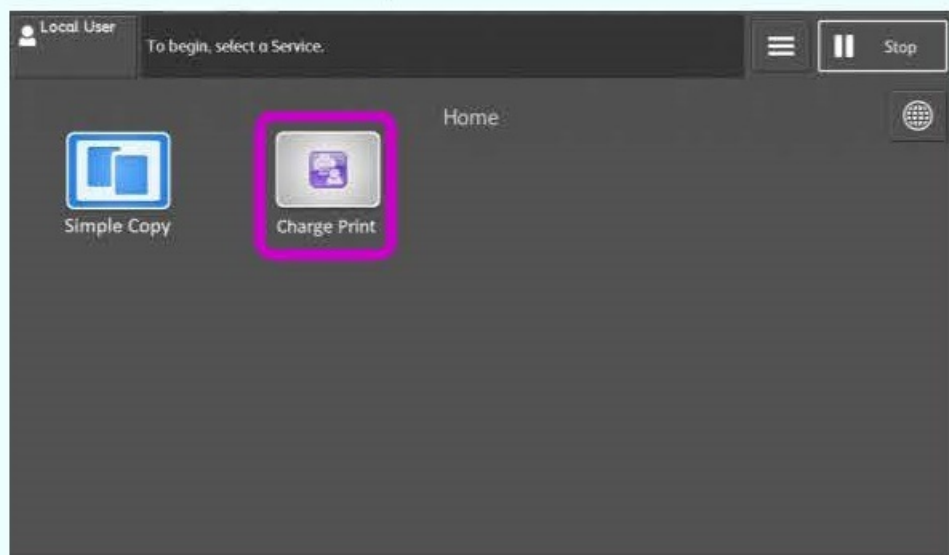
1. Select “Use Octopus”.



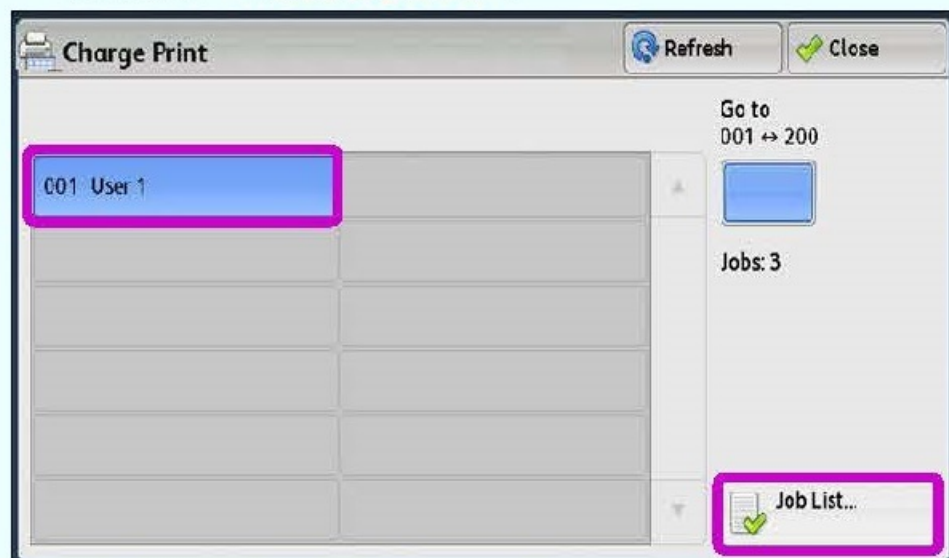
2. Insert Octopus card and select “Continue”.



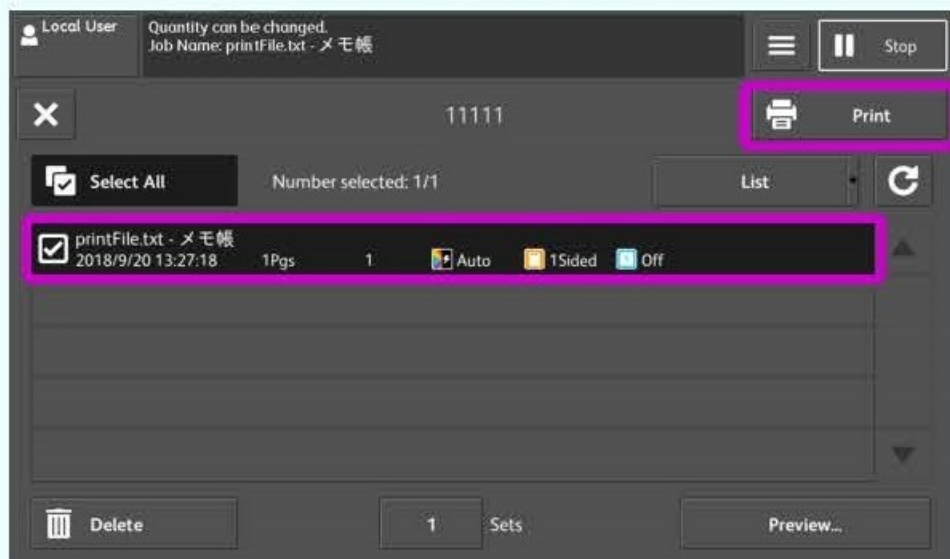
3. Select “Charge Print” on control panel.



4. Select **your User ID** and choose “Job List”.  
Enter “Passcode”.



## 5. Select the document and touch “Print”.



## 6. When print done, select “Finish Printing” on Octopus screen.



## 7. Select “Complete and Logout”.



## 8. Select “Confirm”, and take out the Octopus card.

