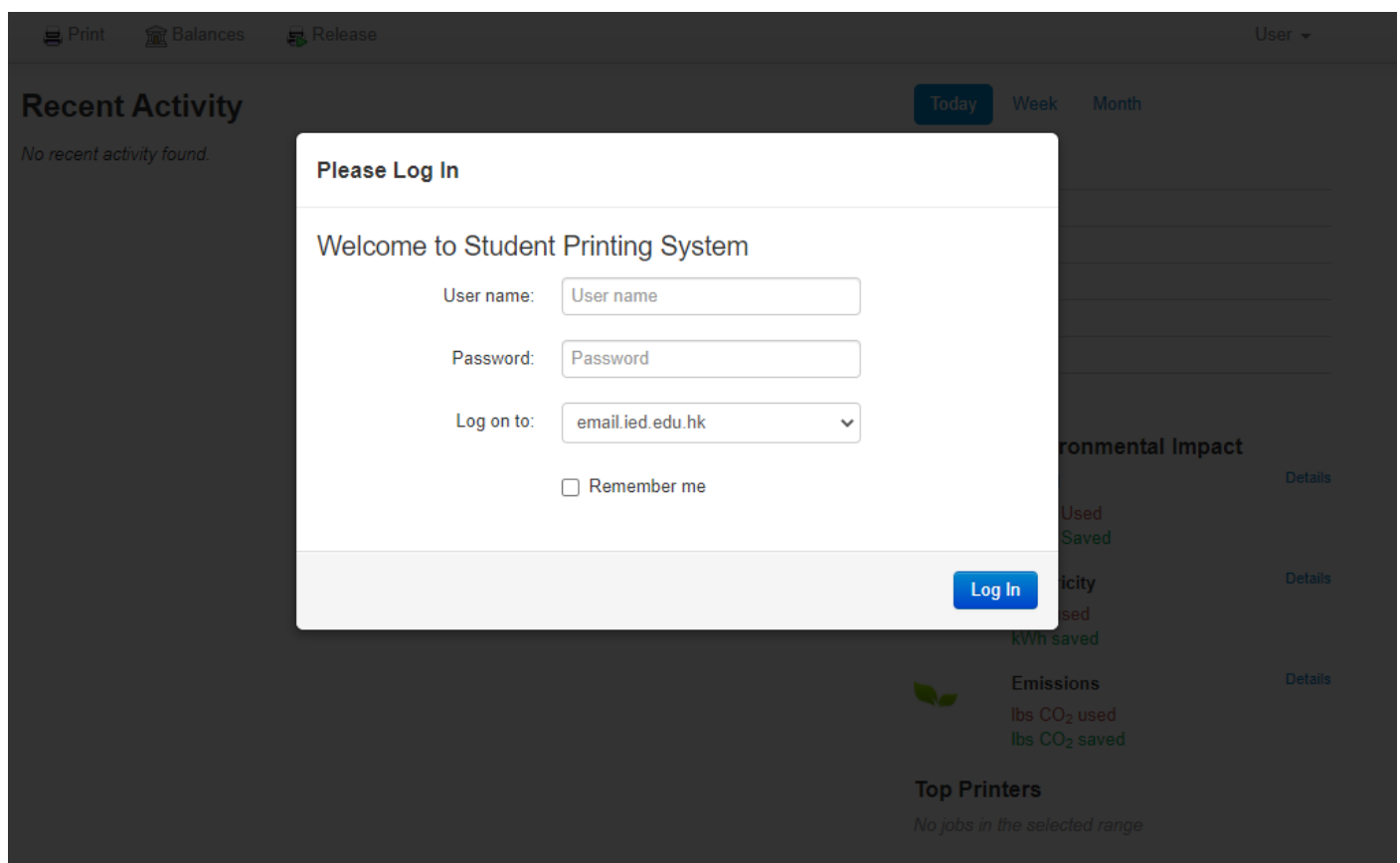


## Student Wi-Fi Printing Service

The Student Wi-Fi Printing service is now available for mobile device (e.g. notebook, tablet, etc.) and it is based on the OCIO print quota system. Once the device is connected to the EdUHK secure wireless network (i.e. SSID "EdUHK"), users can submit the print jobs to the printers at C-LP-21.

### Procedures:

1. Connect to Wireless Network called "EdUHK", details can be found at [EdUHK Wireless Network](#).
2. Logon to the Student Printing System Web Portal < <https://printngo.eduhk.hk> > via a Web browser.

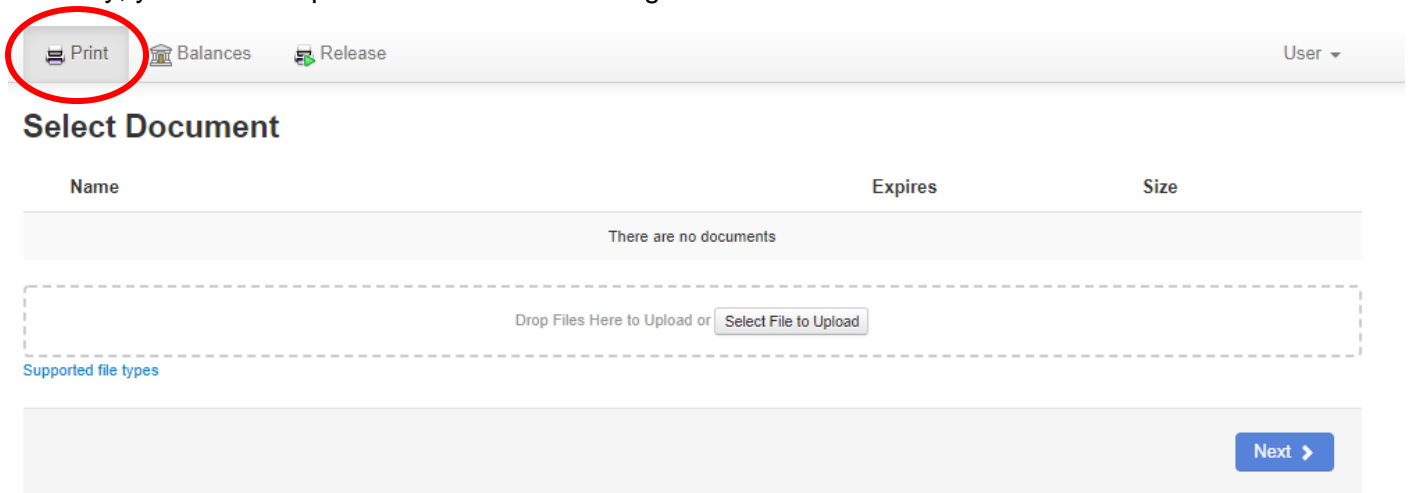


The screenshot shows the Student Printing System Web Portal interface. At the top, there are navigation links for 'Print', 'Balances', and 'Release', along with a 'User' dropdown menu. The main content area is titled 'Recent Activity' and displays 'No recent activity found.' Below this, there is a 'Please Log In' modal window. The modal window contains the following elements:

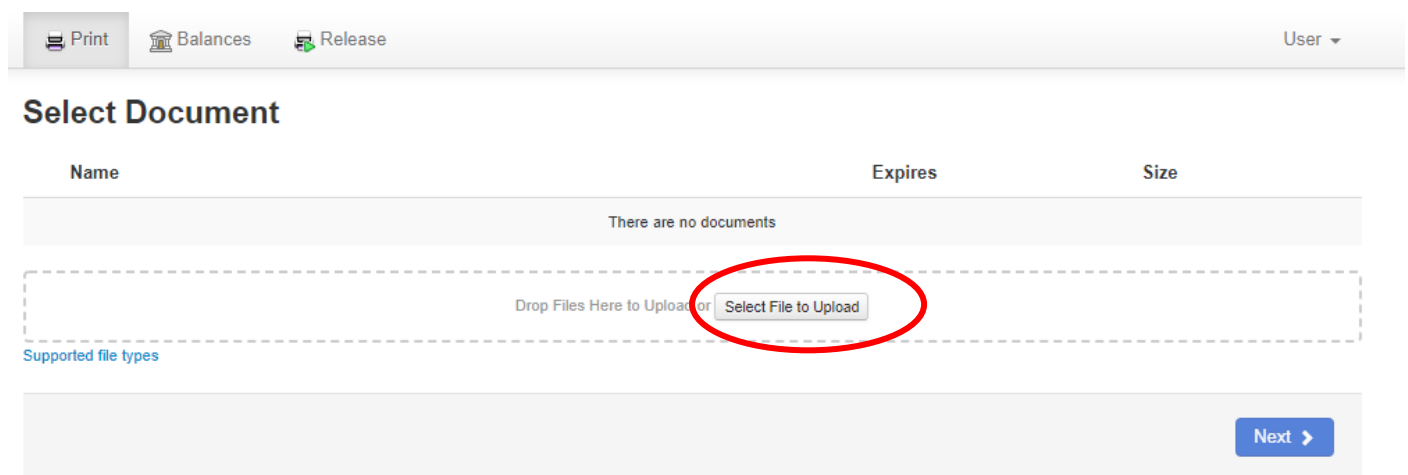
- A heading: 'Welcome to Student Printing System'
- A 'User name:' label followed by a text input field containing 'User name'.
- A 'Password:' label followed by a text input field containing 'Password'.
- A 'Log on to:' label followed by a dropdown menu showing 'email.ied.edu.hk'.
- A checkbox labeled 'Remember me'.
- A blue 'Log In' button at the bottom right of the modal.

In the background, partially obscured by the modal, there are sections for 'Environmental Impact' and 'Top Printers'. The 'Environmental Impact' section shows 'Used', 'Saved', and 'Emissions' (lbs CO<sub>2</sub> used and lbs CO<sub>2</sub> saved). The 'Top Printers' section shows 'No jobs in the selected range'.

3. Firstly, you have to upload the document. Navigate to the “Print” tab.



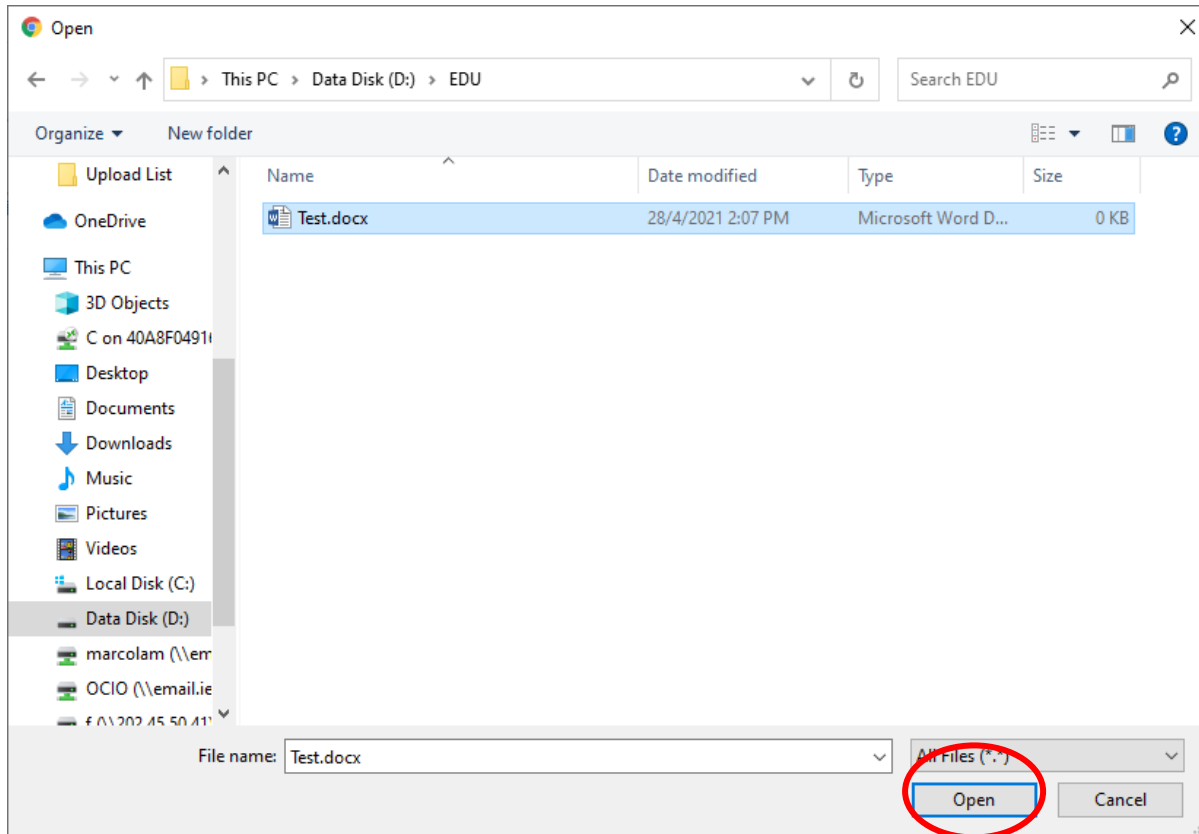
4. Click the “Select File to Upload” button<sup>1</sup>.



<sup>1</sup> Supporting files type:

- Images: .jpg, .gif, .png, .tif, .bmp, .wfp, .emf
- Documents: .doc, .docx, .txt, .rtf, .wps, .pdf
- Spreadsheets: .xls, .xlsx, .csv
- Presentations: .ppt, .pptx


5. Choose the file you want from your device and then click **Open**.



6. The file will be uploaded and can be selected for printing by clicking “Next”.

Print Balances Release User

### Select Document

Name	Expires	Size
 Test.docx	in 3 hours	13.3 KB

Drop Files Here to Upload or [Select File to Upload](#)

Supported file types

**Next >**

7. Select your desired printer and the options you needed. Then click ‘Next’.

Print Balances Release User

### Print Document

20210503-1.txt

Printer:

- Select -
- BW Printer LC-MP1 (PRTMP1) on PRTMP1
- BW Printer LC-MP2 (PRTMP2) on PRTMP2
- BW Printer LC-MP5 (PRTMP1) on PRTMP1
- BW Printer LC-MP6 (PRTMP2) on PRTMP2
- Color Printer LC-MP3 (PRTMP1) on PRTMP1
- Color Printer LC-MP4 (PRTMP2) on PRTMP2
- Special Paper Printer LC-SP1 (PRTMP1) on PRTMP1

Copies:

Pages per sheet:

Page range:  All  e.g., 2, 3-5, odd

Previewing Page 1 of 1

< >

**Back** **Next >**

8. Review the printing information and click “**Print Now**” to start printing.

Print Balances Release User

Success! Your job is ready to be printed.

### Confirmation

**Printer:** BW Printer LC-MP1 (PRTMP1)  
**Document:** Test.docx  
**Total Pages:** 1  
**Job Cost:** \$0.30

Cancel Print Now

9. Once the print job sent, the status will be shown. And you can take the print out from the desired printer.

Print Balances Release User

Success! File printed successfully.

### Select Document

Name	Expires	Size
<input type="radio"/> Test.docx	in 3 hours	82.9 KB

Drop Files Here to Upload or [Select File to Upload](#)

Supported file types

Next >

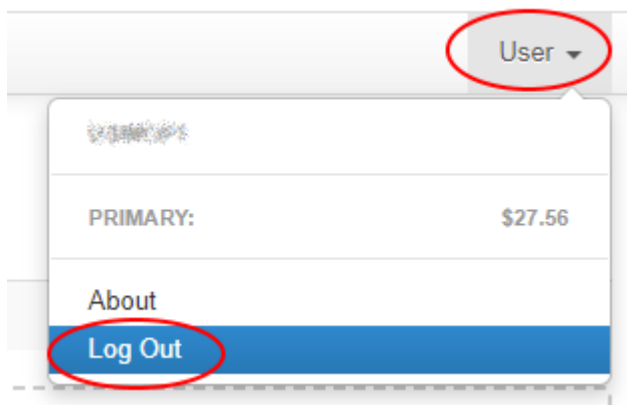
10. To check the quota balance, click the “**Balance**” tab from the navigation bar.

Print Balances Release User

### Balance Information

Name	Balance	Last Updated	Next Update
Primary	\$479.40	4/28/21 3:45 PM	

11. To log out of the system, click **“User”** on the upper right corner and choose **“Log Out”**.



<End>