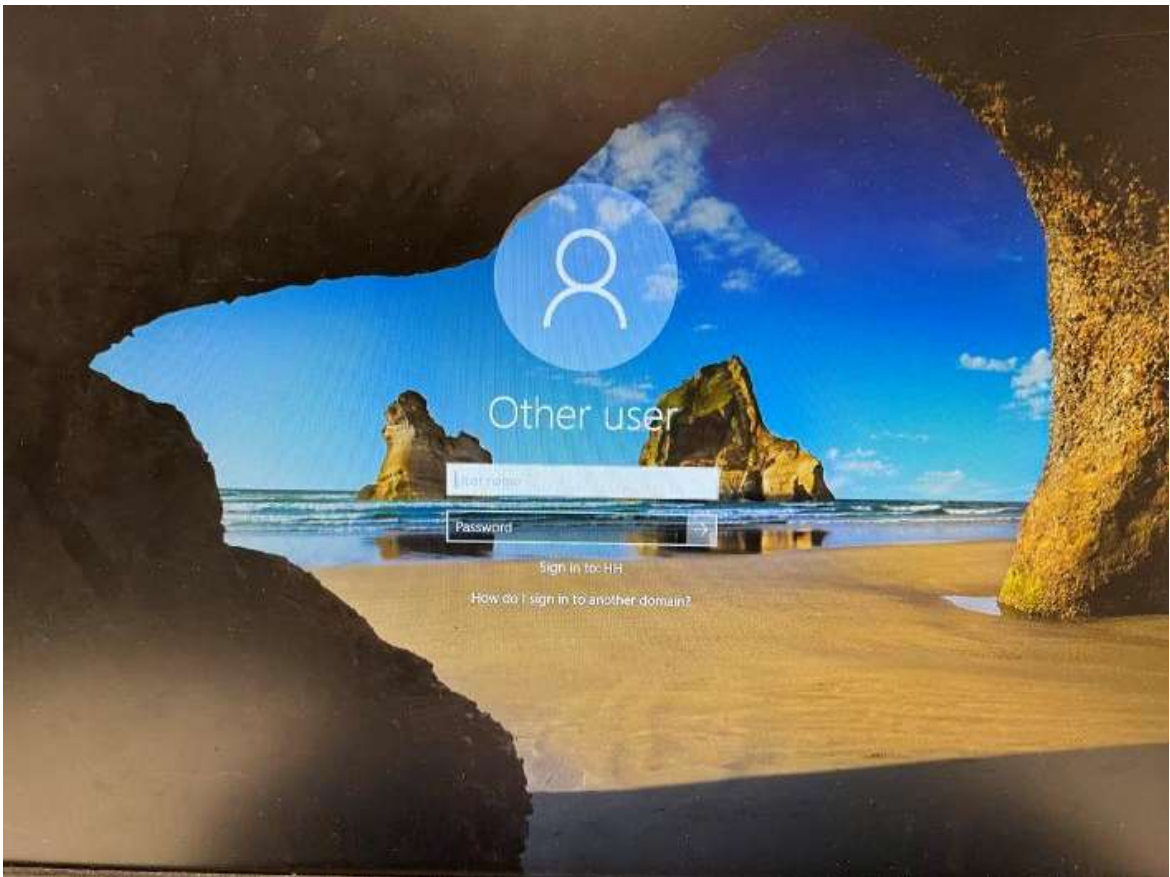


M301 & M302 Student Lab Manual – (Department of Applied Mathematics)

Terminal Logon

- Log in lab computers with your PolyU NetID (same as your PolyU email logon)
- Remember to log out after use to protect your account



Printing Services

Free print balance

Eligible students receive an annual printing balance:

Academic status	Printing balance
AMA undergraduate students	\$300
AMA taught postgraduate students	\$300
Students studying AMA minor	\$40

- Balance is given at the start of the academic year and **cleared at the end of August**.
- If the balance runs out, you may recharge in multiples of **HK\$20 (cash only)** at the **Department General Office (TU732)**.
- **No refund** is available for unused balance and avoid printing blank pages to save resources.

Printers

There is one photocopier in M301 & two photocopiers in M302 respectively.

Printing Drivers

Two printing drivers are available with the following charging scheme.

AMA_Lab_Black_Duplex	HK\$0.2 per Black/White page per side (double sided default)
AMA_Lab_Color_Duplex	HK\$2 per Color page per side (double sided default)



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Release print jobs

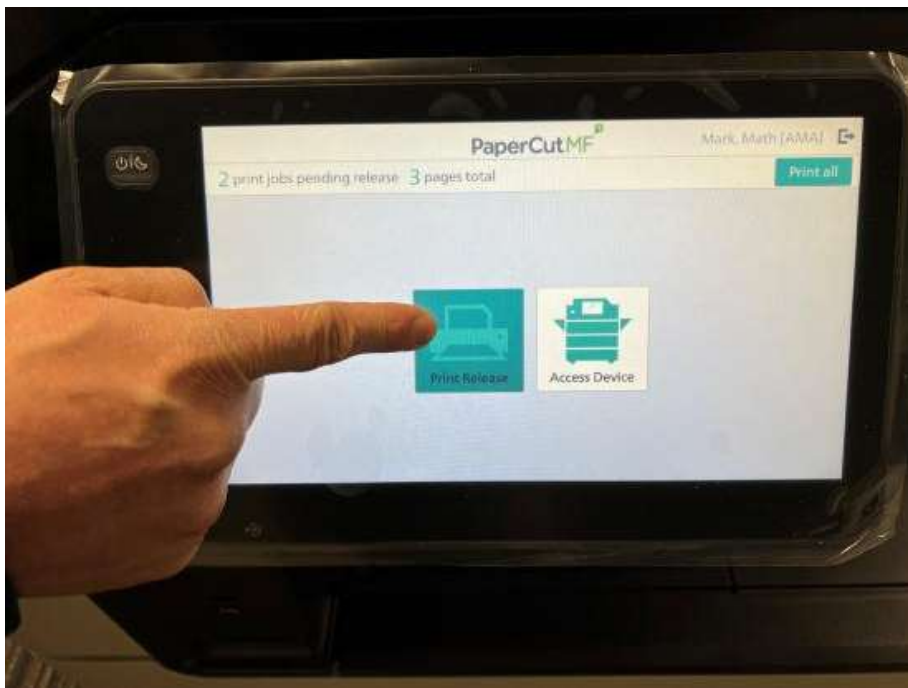
- (1) Submit your print job from the lab computer.
- (2) To retrieve the printout, swipe your **PolyU Student ID card** at the photocopier's smart card reader.



Swipe your PolyU Student identity card at the card reader

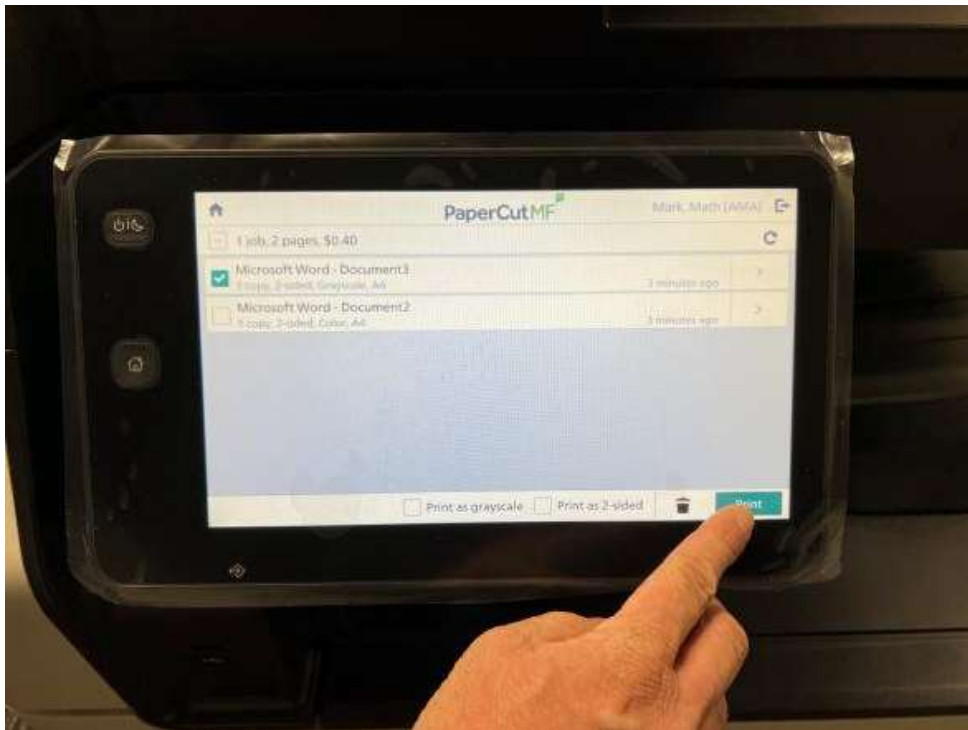


Press "**Print Release**" to release the print jobs.

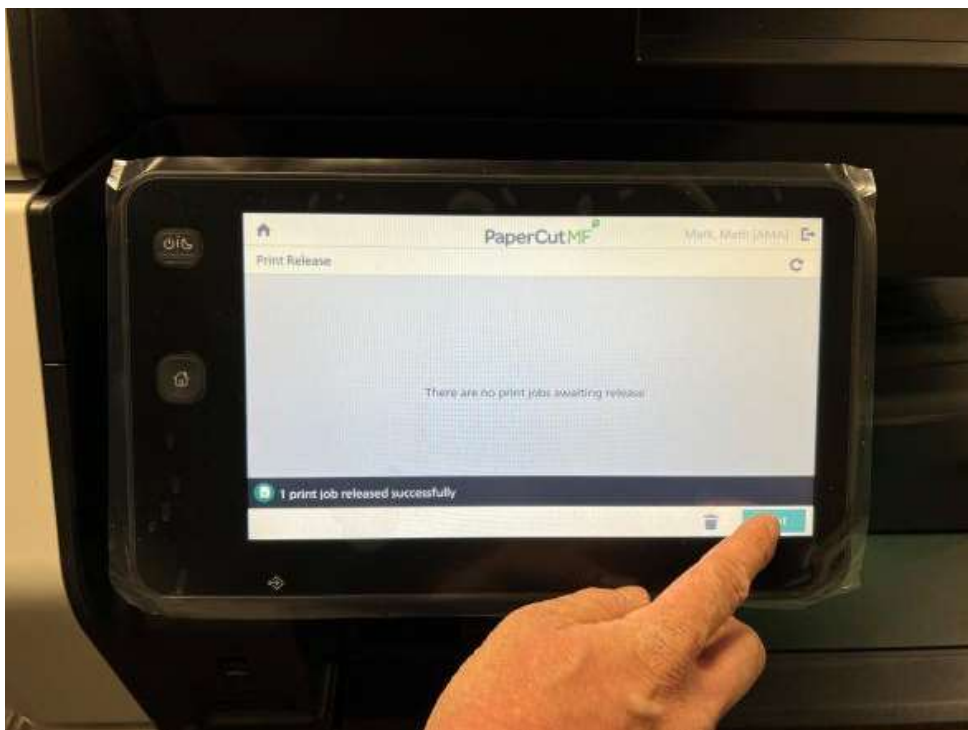


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Choose your print document(s) and press **Print**



Printing balance will be deducted after printing.



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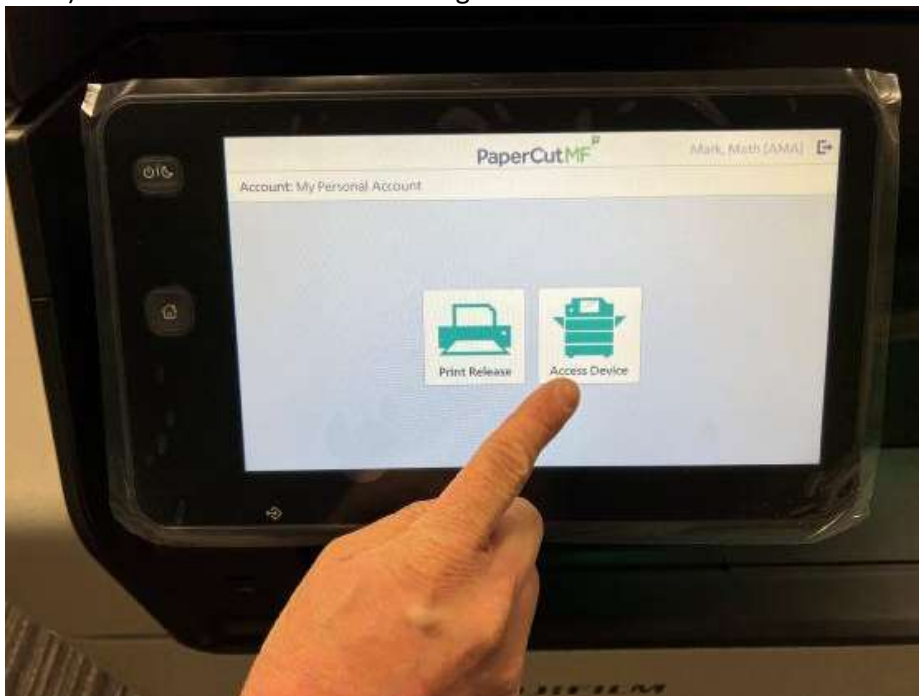
Scanning Services

Scanned documents are sent directly to your **PolyU email** in **PDF format**.

- 1) Swipe your PolyU Student ID card at the card reader

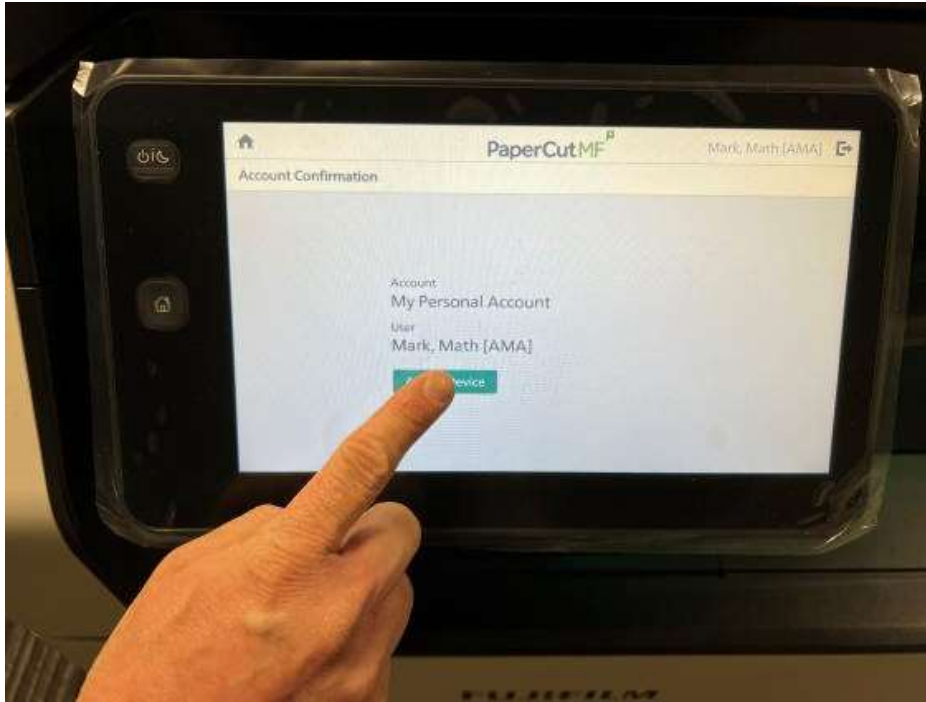


- 2) Select "Access Device" to begin



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3) Click "Access Device" again



4) Press "Email"



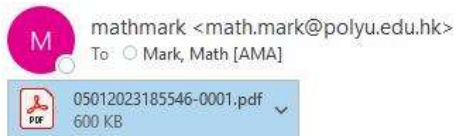
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- 5) Place the documents on the feeder or flat-bed glass.
- 6) Press "Start" to begin.



- 7) Scanned documents will be emailed to you in PDF format

Scan Data from M301A



Sent by: [math.mark@polyu.edu.hk]
Number of Images: 2
Attachment File Type: PDF

Device Name: M301A
Device Location:

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Photocopying Services

- 1) Swipe your PolyU Student ID Card.
- 2) Select “Access Device” menu → “Copy”.

Charging model

HK\$0.2 per Black/White page per side
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HK\$2 per Color page per side



- 3) Customize the photocopy options and press “Start” to begin.



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Logout Reminder

- Always press the **top-left logout icon** after using the photocopier.



Software Available in M301 & M302

The major software provided in M301 & M302:

- Anaconda
- Visual Studio Code
- Jupyter Notebook
- Matlab
- Mathematica
- SAS
- R/R Studio
- Primo PDF creator
- Adobe Reader (Viewer)
- Microsoft Office (with Mathtype)
- WinEdt
- Bloomberg Financial (available on some Terminals in M302)
- CHOICE Financial (some terminals)