# User guide for free quota printing/photocopying/scanning

- For each academic year, SHTM students who signed the SHTM Credo before the deadline is allocated a free printing quota of **150 pages in black-and-white**,

| Paper size / Printing (black-and-white only)	Print quota to be deducted
A4 single-sided	1
A4 double-sided	2
A3 single-sided	2
A3 double-sided	4

- For the eligible user, **the user name and password were sent to you by email**. You have to use those mentioned user name and password to login to the printer drive (Quota Printer) on the PC in RC (on 4/F). Then, use your student ID card to release the print job in the printer/photocopier.

- The free quota is non-refundable, non-transferable, and cannot be carried forward.

- The free print quota will be deducted in case of a paper jam, toner low, stuck of print queue, and the like.

- If you lose your student ID card, please report to RC immediately. Your quota will be deducted for any unauthorized print jobs made *before* you report the card lost.

- For technical support and assistance in using the printers, please enquire at the RC Counter in person or call our technician at tel. 3400 2155.

A. Steps for printing:

**1**. Click "**Print**", select printer "**Quota Printer on papercut**"
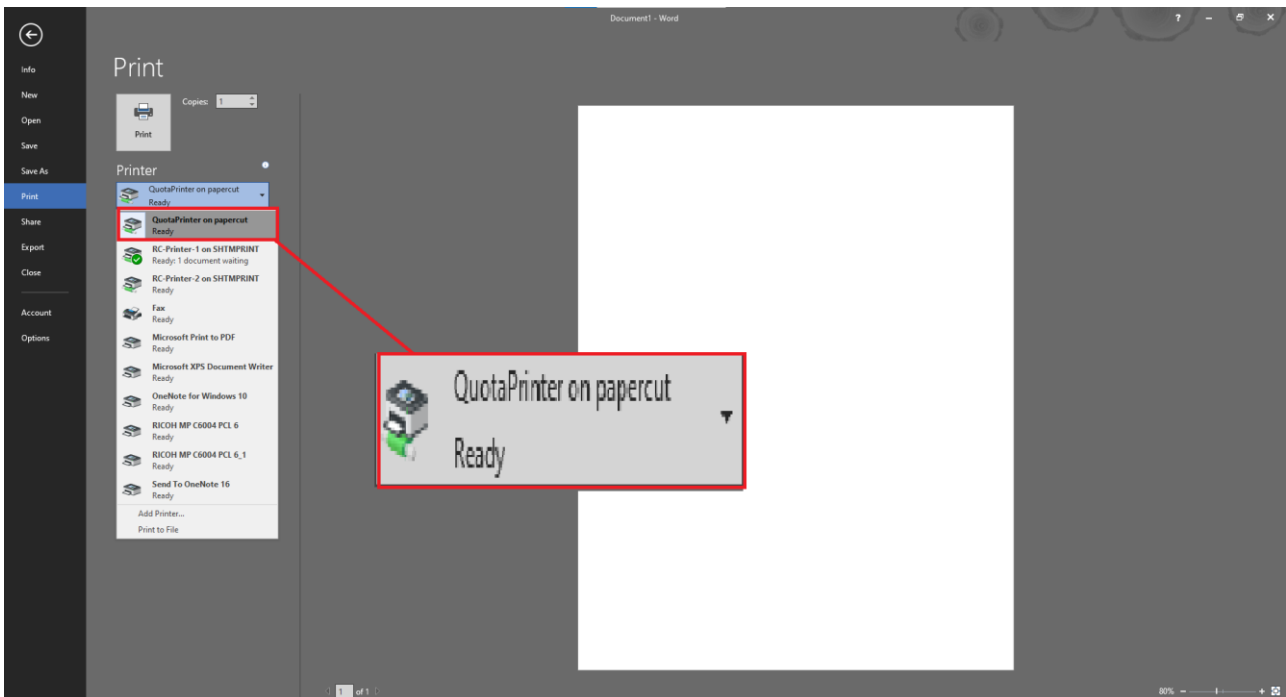
2. Enter the *User Name* (e.g. 16xxxxxxD) in "**Login User Name**" and *Password* "**Login Password**", and then click "**OK**". The User Name and Password were sent by email.
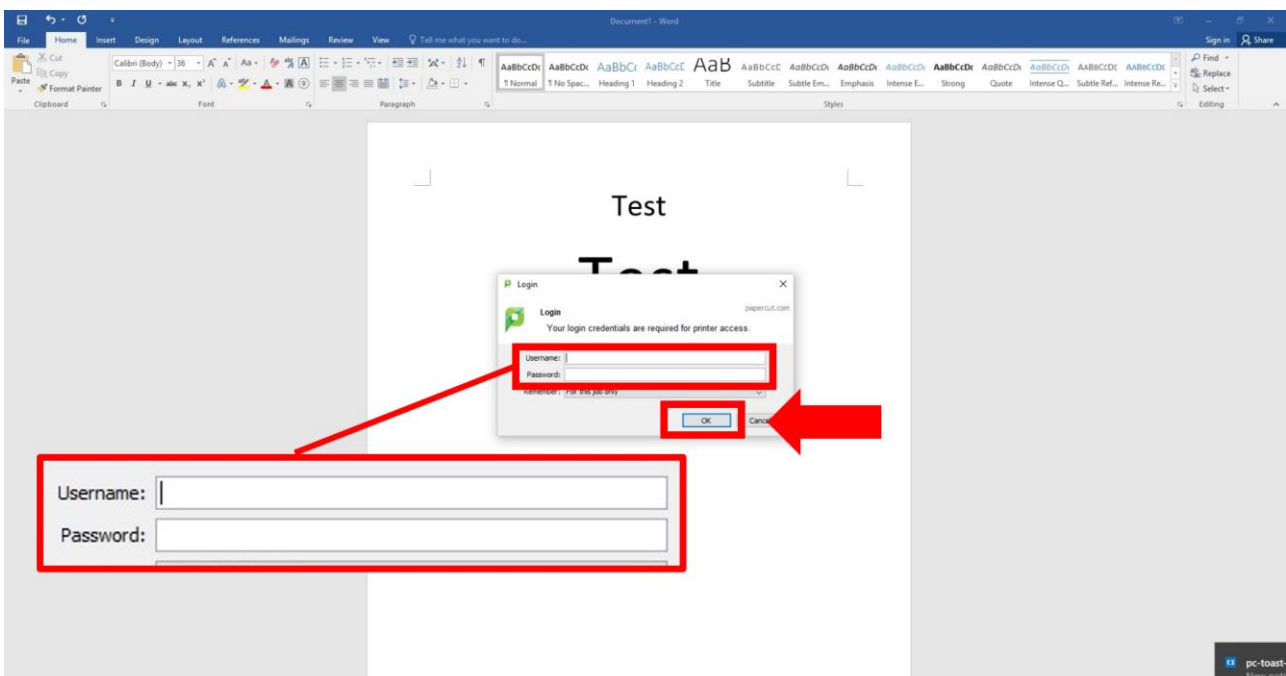
3. Go to the printer (next to the journal cabinet in RC); place your student ID card on the smart card reader to release the print job. You may see your print queue in RC.
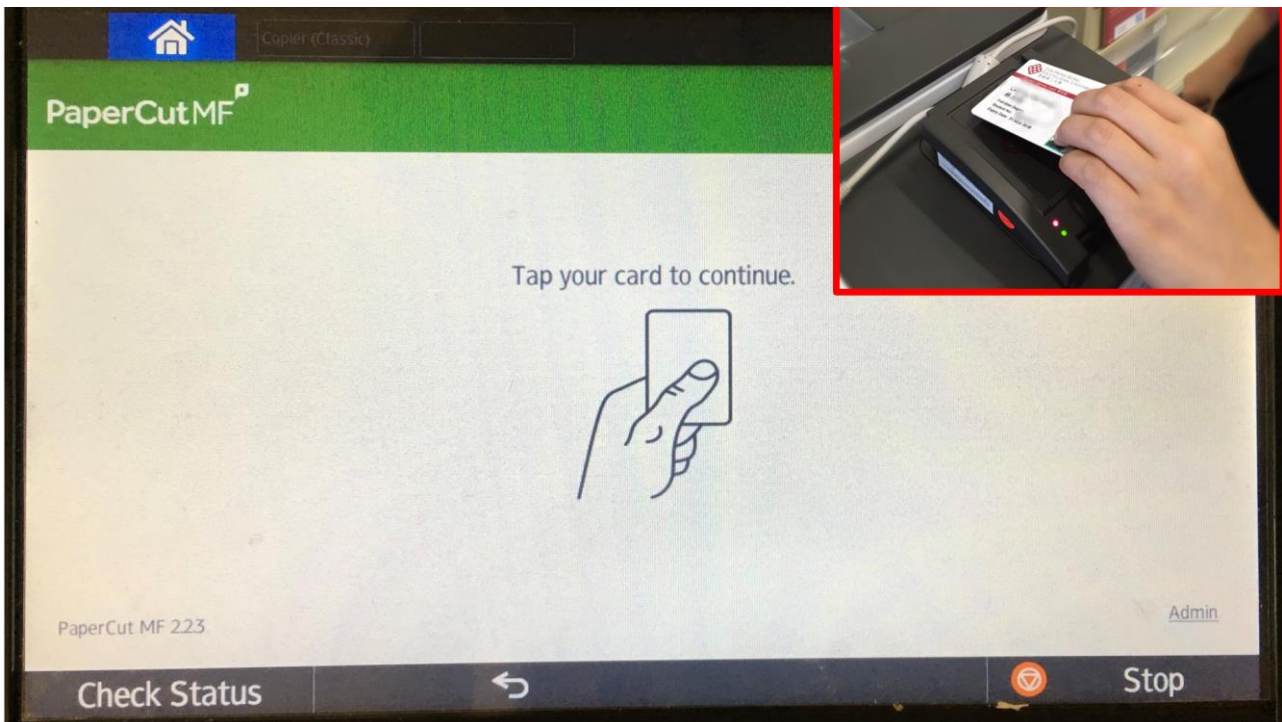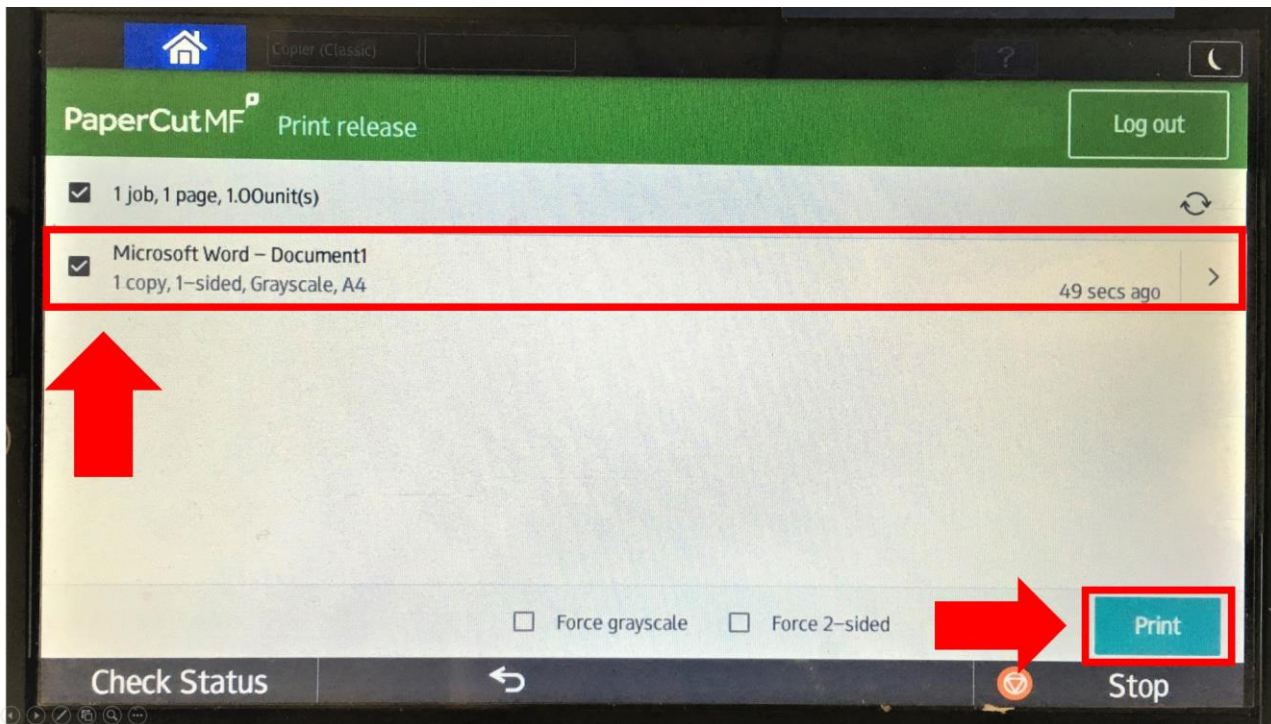

4. Choose "**Print all**" to print out all documents at once.
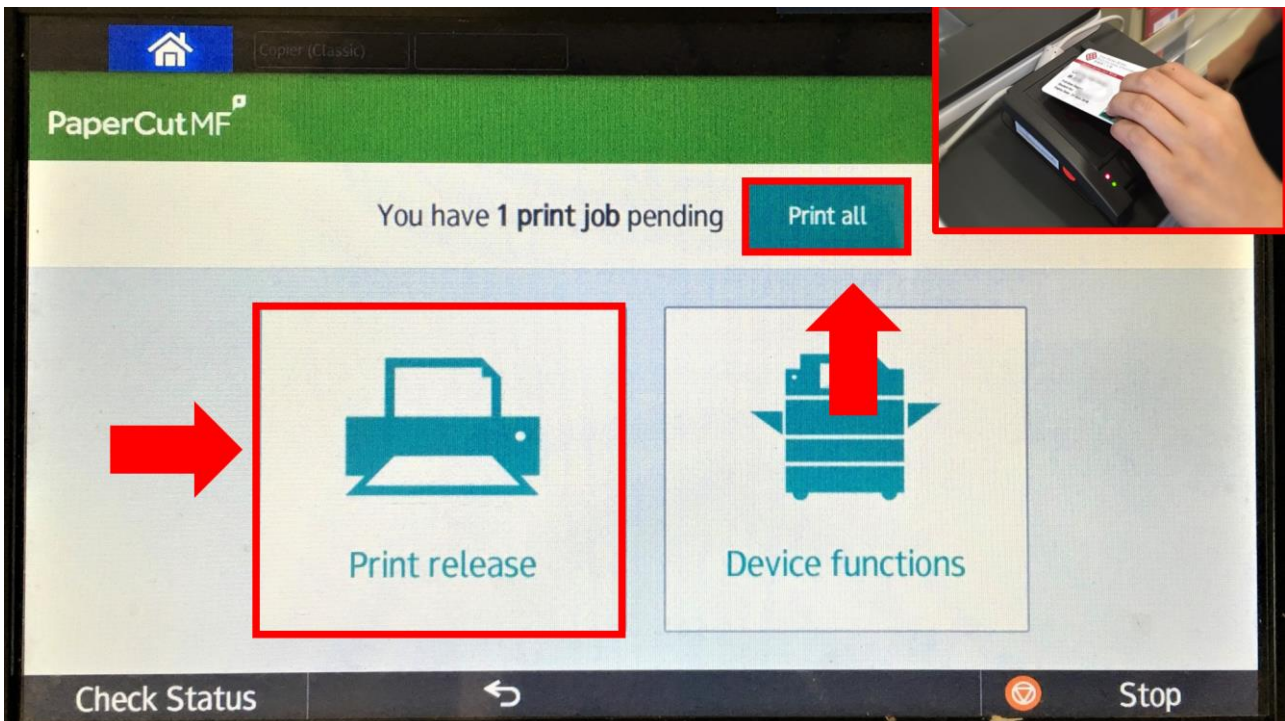
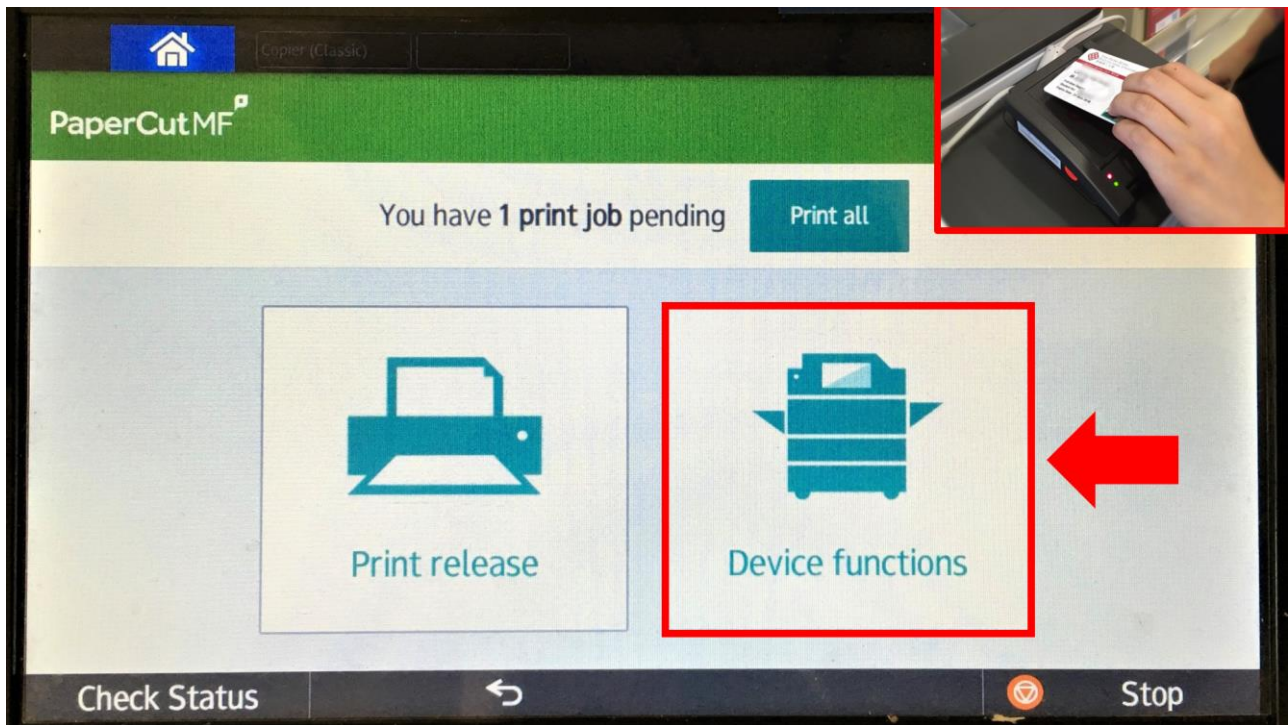**5**. OR choose "**Print release**" to print the specific document.

Select the document you want to release, then press "**Print**".
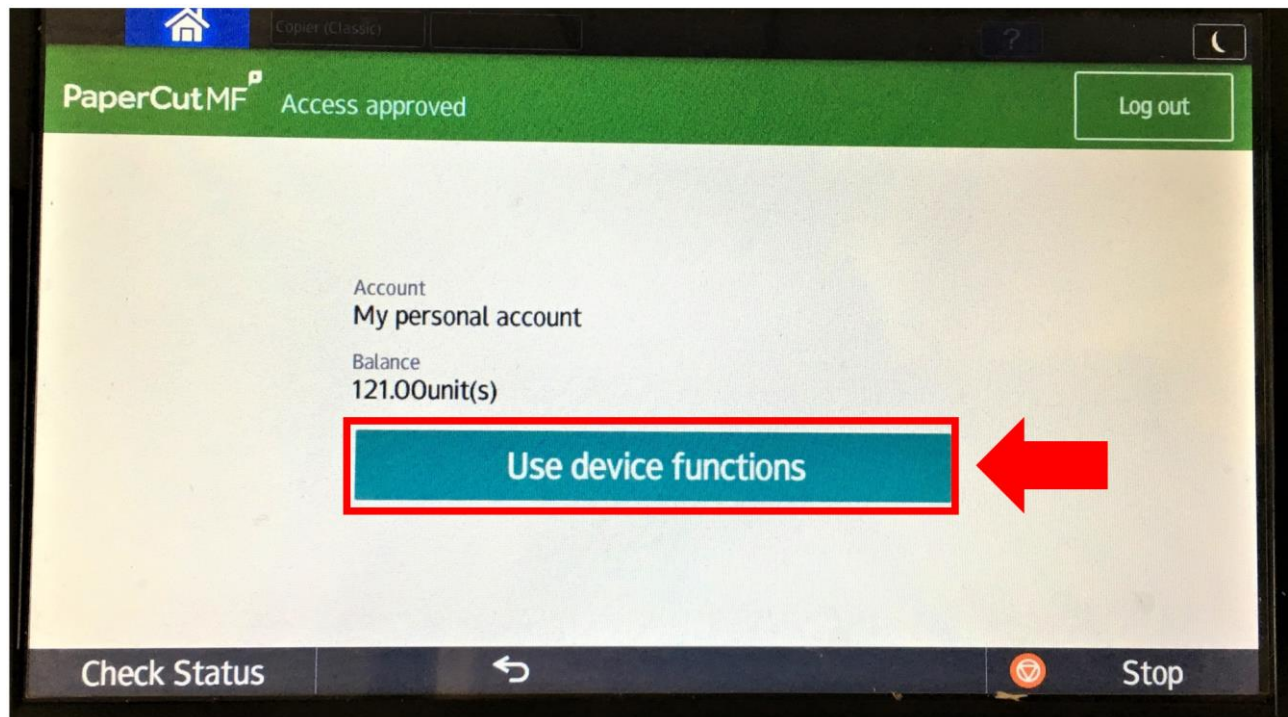

6. Place your student ID card again to exit.
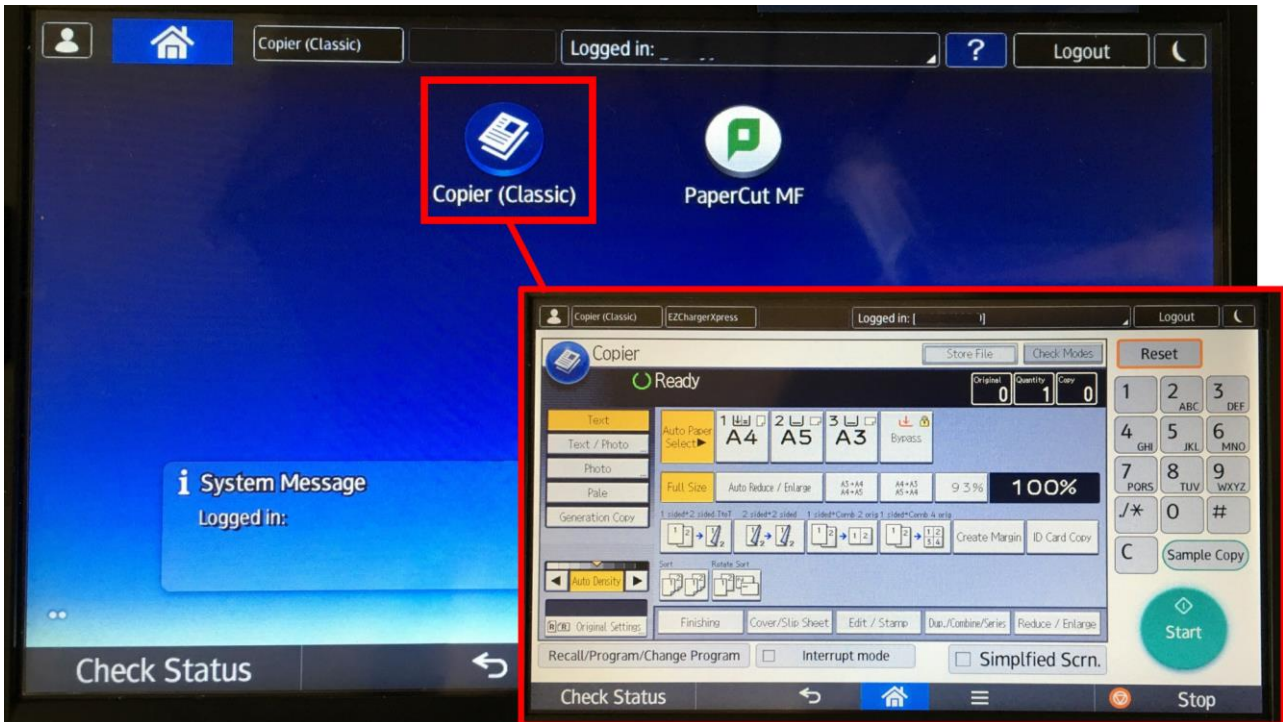
B. Steps for photocopying:

1. Go to the printer, place your student ID card on the smart card reader. Choose "**Device functions**"
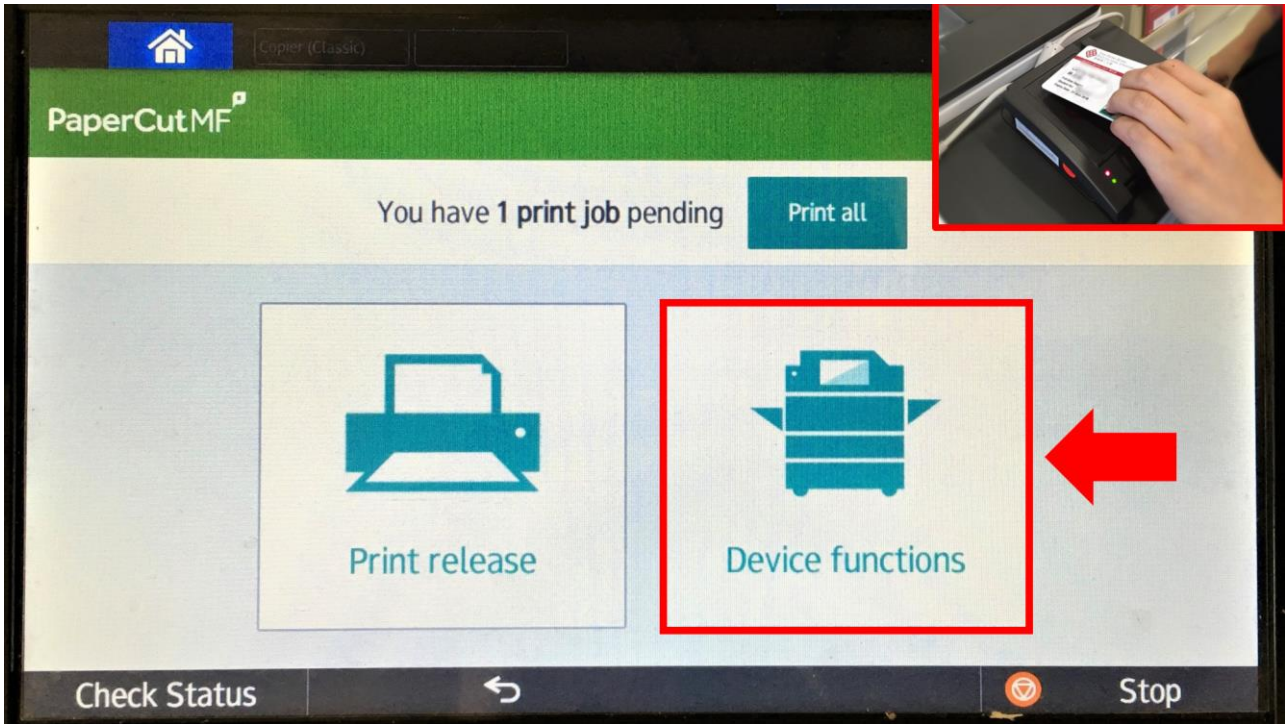

2. Select "**Use device functions**".

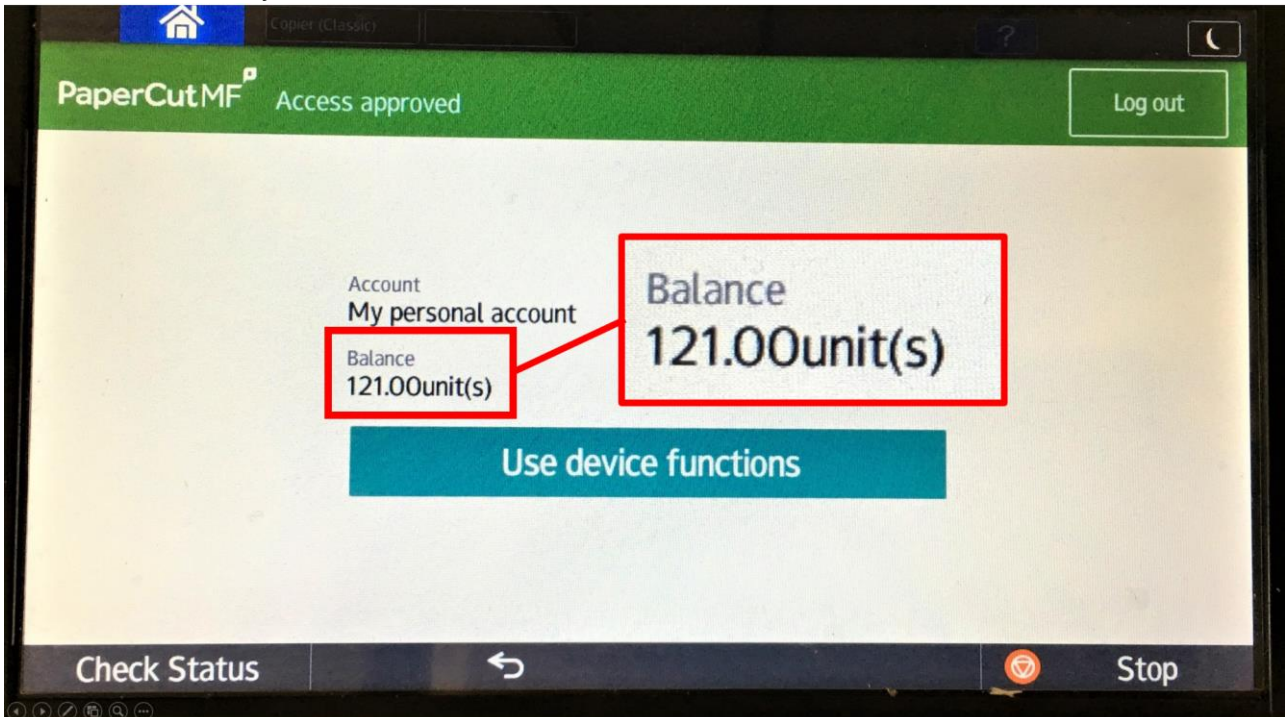**3**. Click "**Copier (Classic)**" for photocopying.

4. Place your student card again to exit.

C. Steps for checking your balance

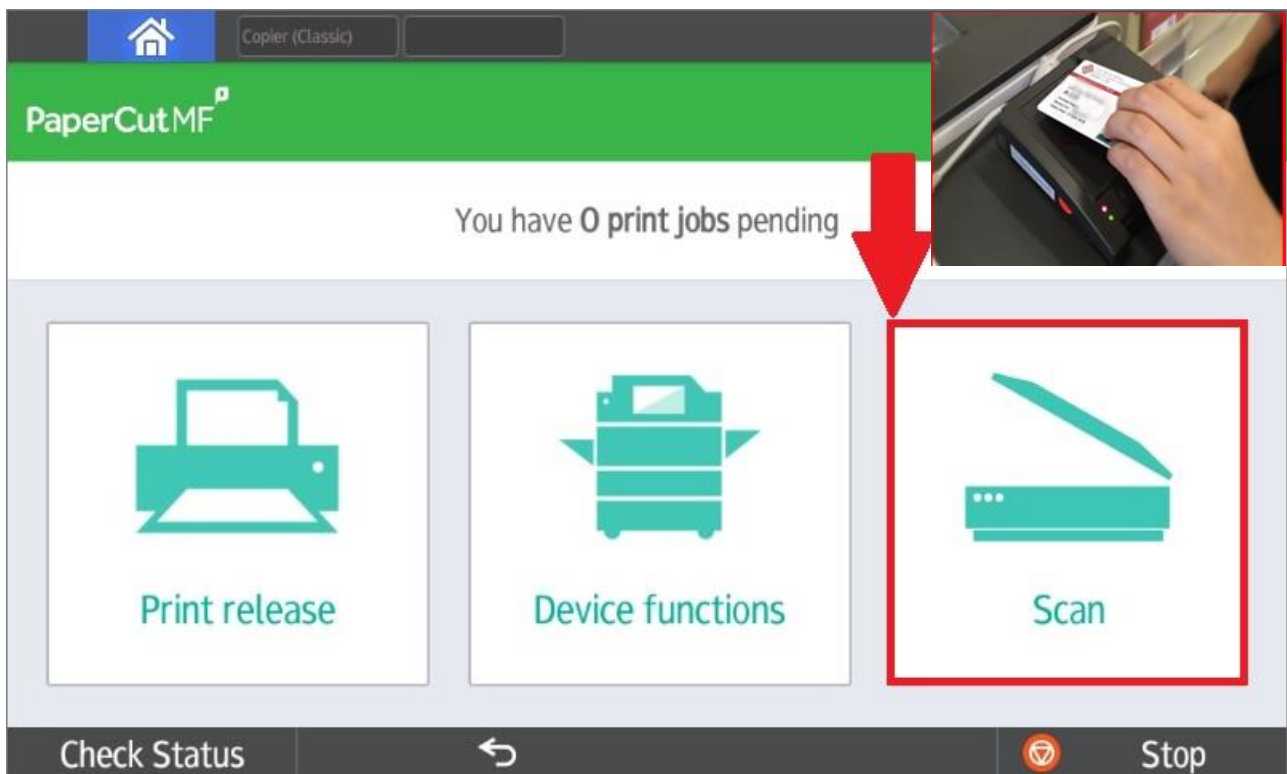**1**. Go to the printer, place your student ID card on the smart card reader. Choose "**Device functions**"

2. The balance of your account is shown on the screen under "**Balance**".
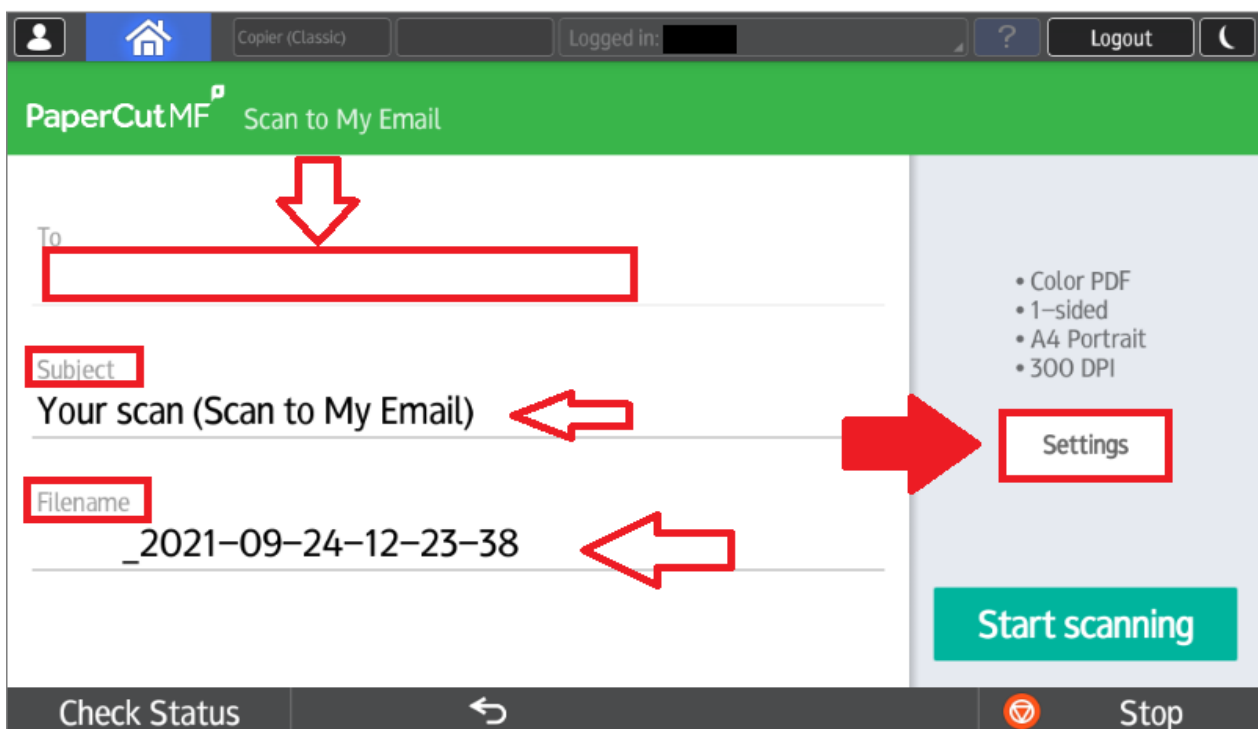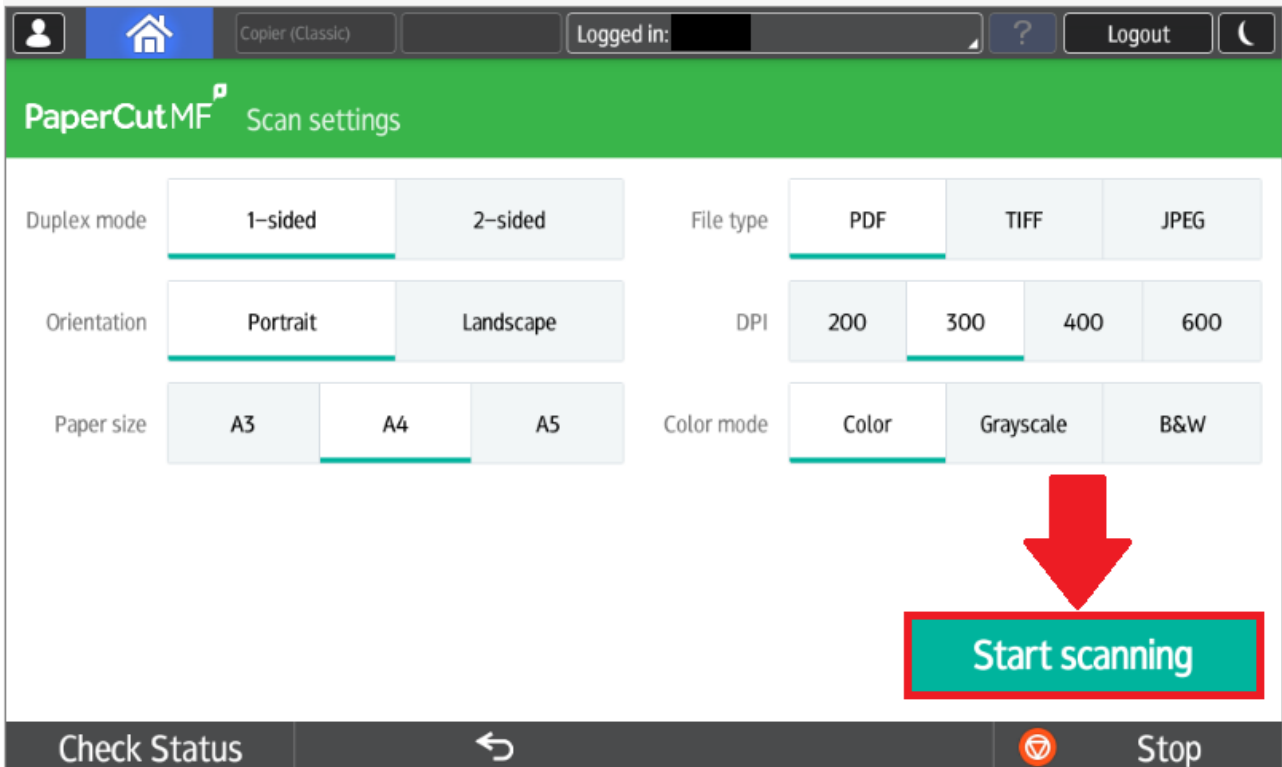
D. Steps for scanning

1. Go to the printer, place your student ID card on the smart card reader to log in. Choose **"Scan".**

2. Your email will be shown on this page (e.g. **abc@connect.polyu.hk**) and you can customise the name of the email subject and file name. Then choose "**settings**".

3. You can adjust your scan settings on this page, then choose "**start scanning**".

4. Press "**Send**" when you finished scanning. Choose "**add another page**" to continue scanning or press the back arrow if you want to cancel your scanning job. To logout, place your student ID on the smart card reader.