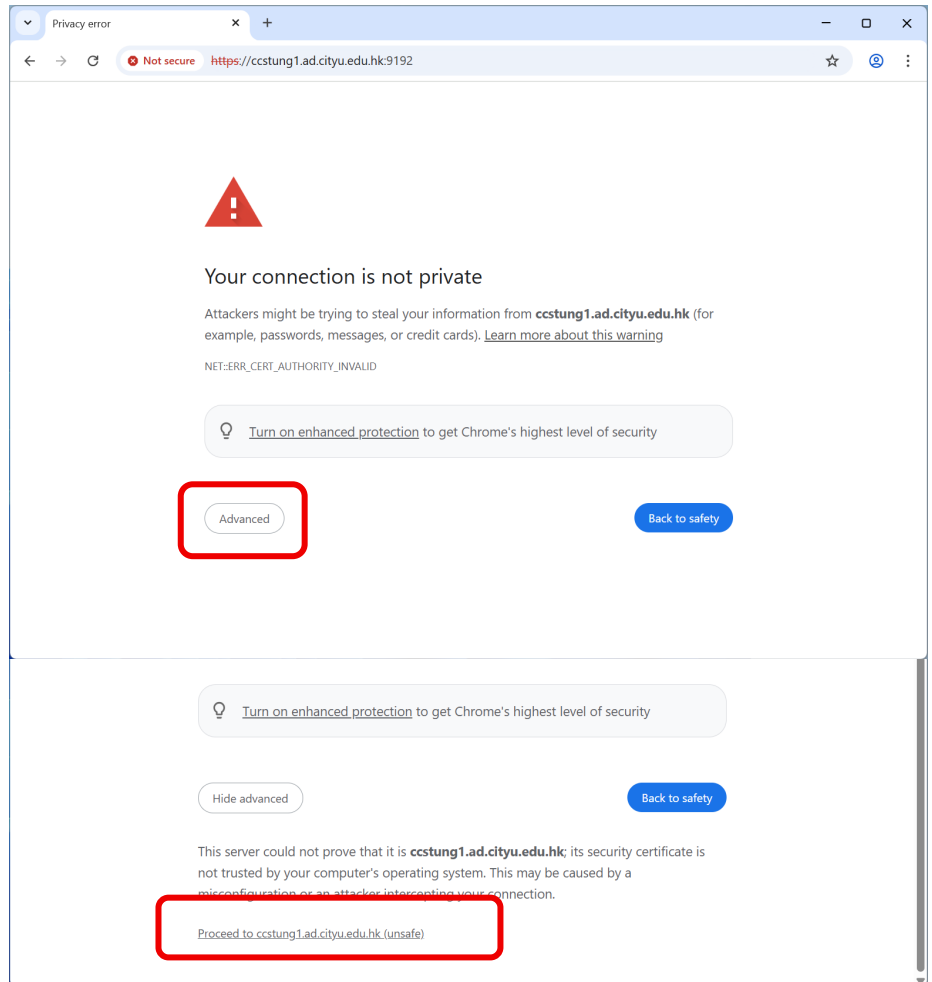


How to use the Fast Printer

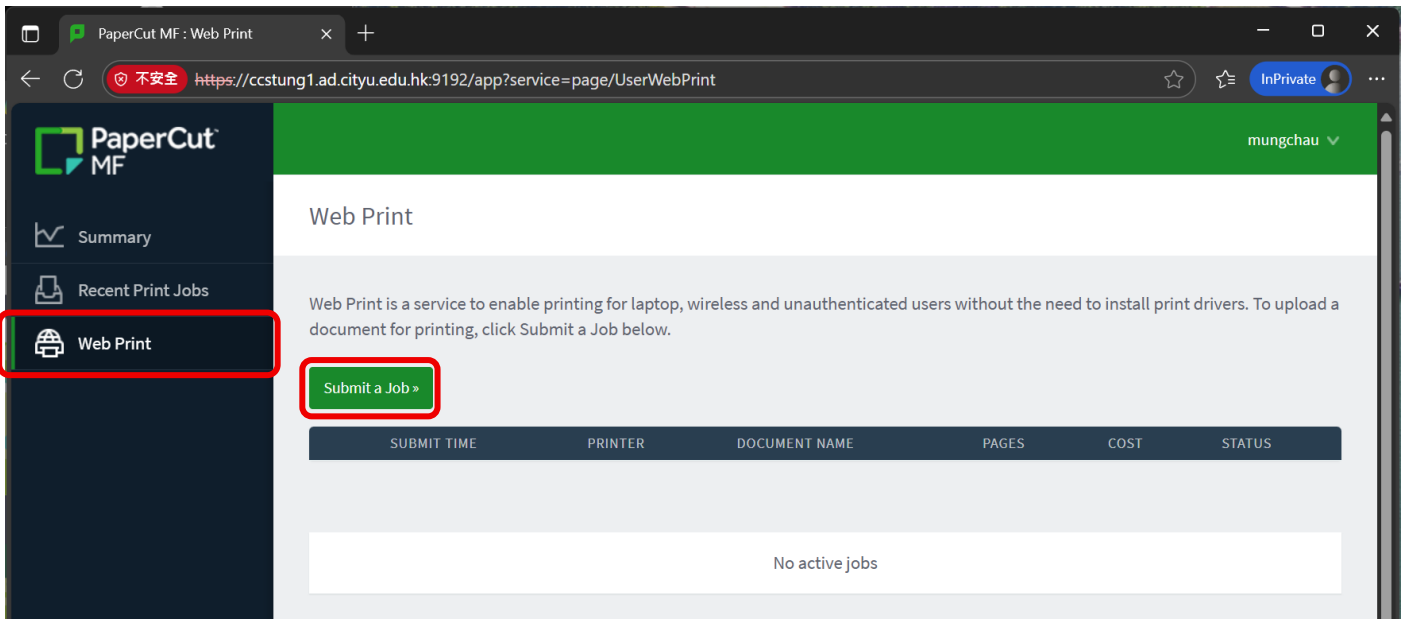
Step 1: Visit URL: <https://ccstung1.ad.cityu.edu.hk:9192/>, and accept the CityUHK self-signed certificate.



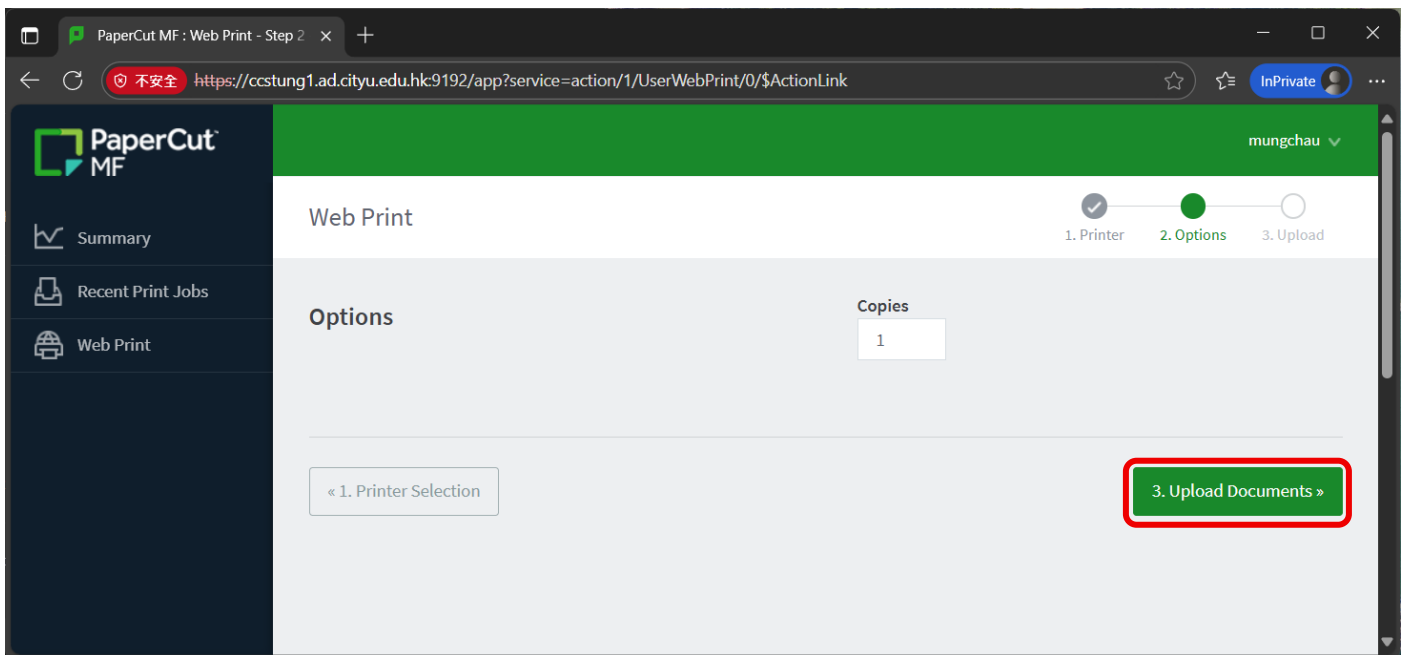
Step 2: Login the PaperCut with your EID and password.



Step 3: Click “Submit a Job” under the “Web Print” menu.

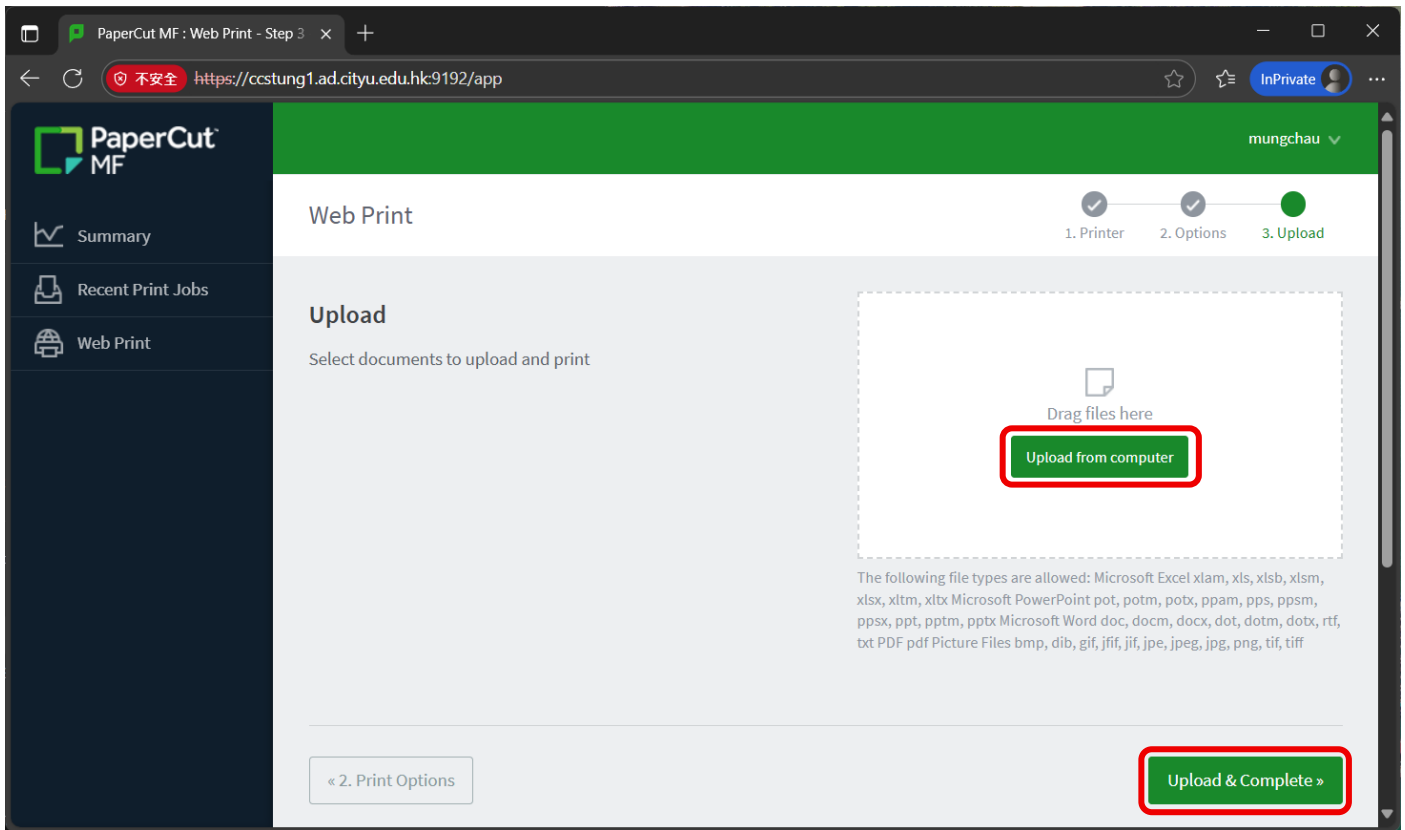


Step 4: Select the number of copies, and click “Upload Documents”.

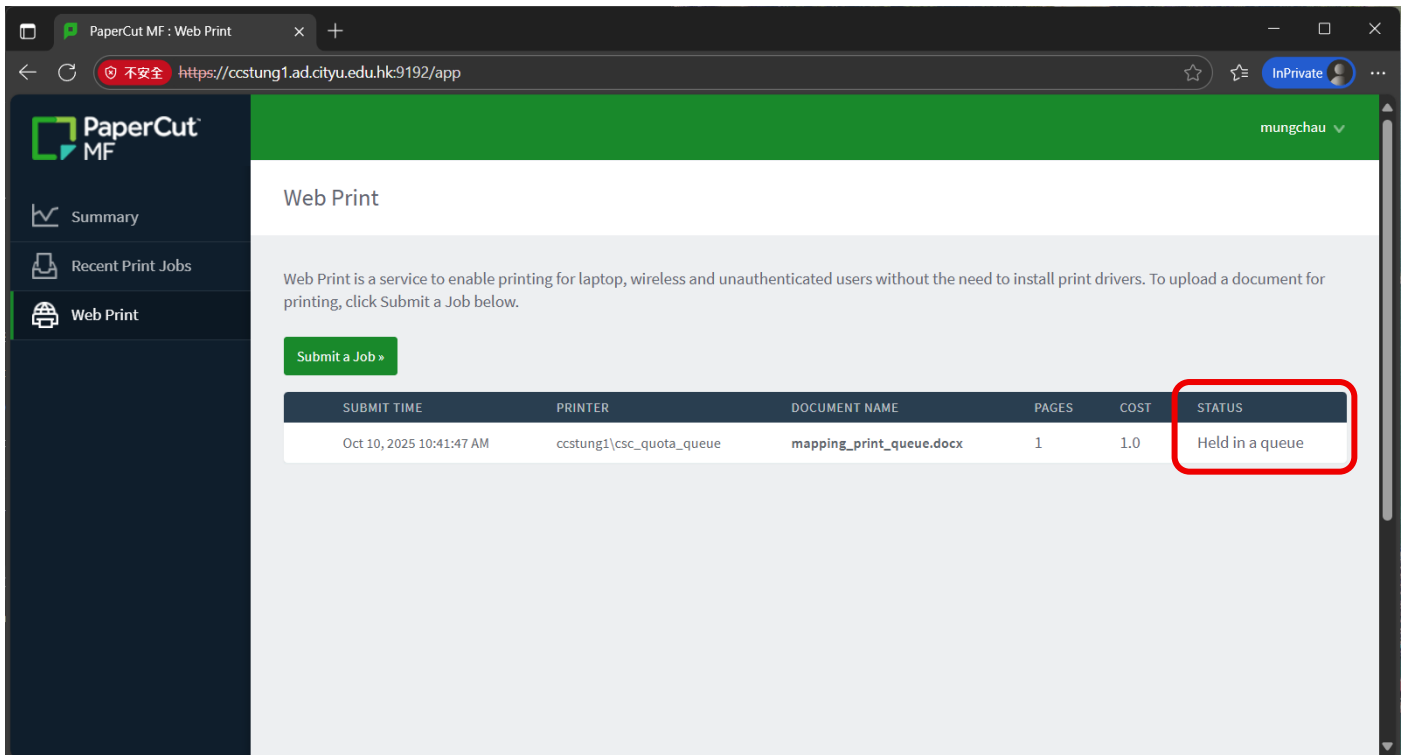


**PowerPoint file (PPTX) is currently not supported.
Please save the PowerPoint file as PDF.**

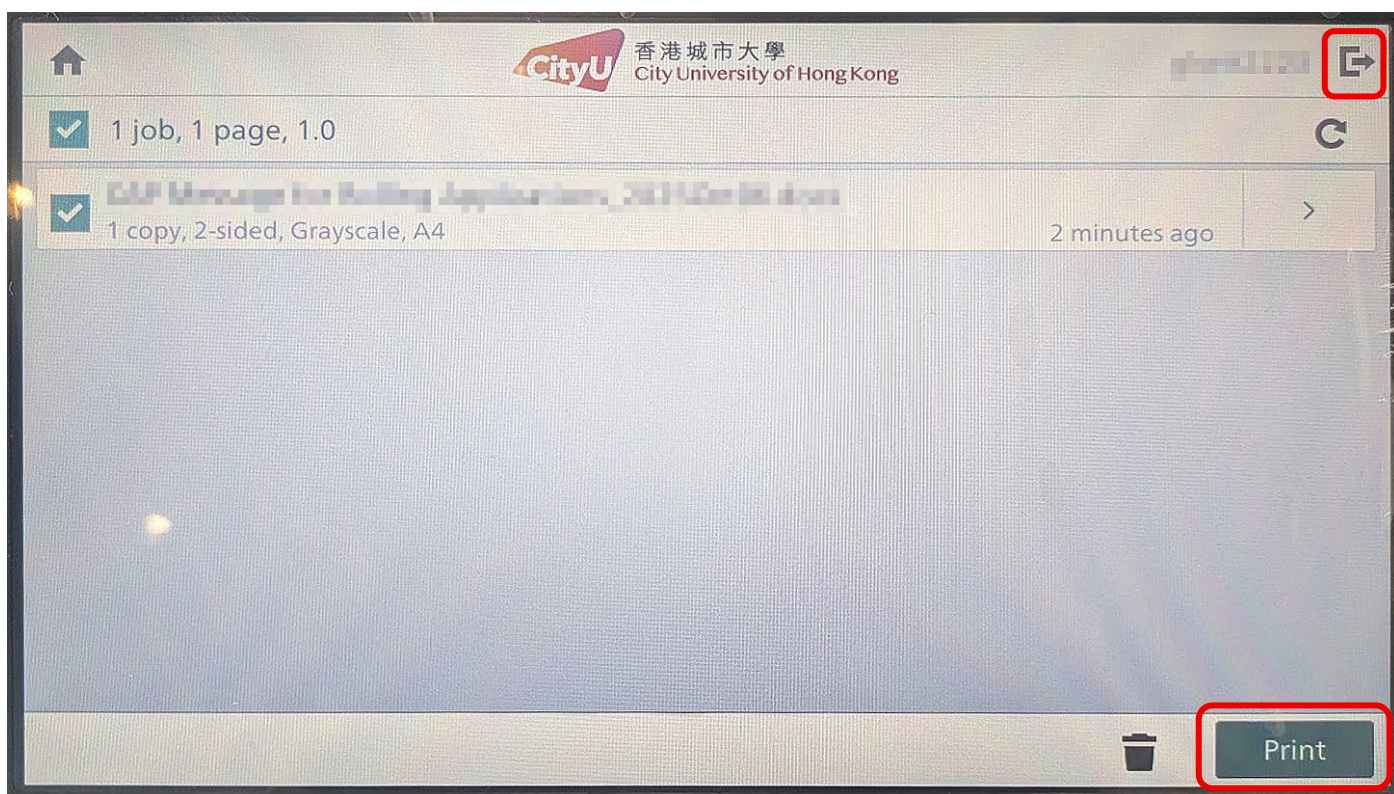
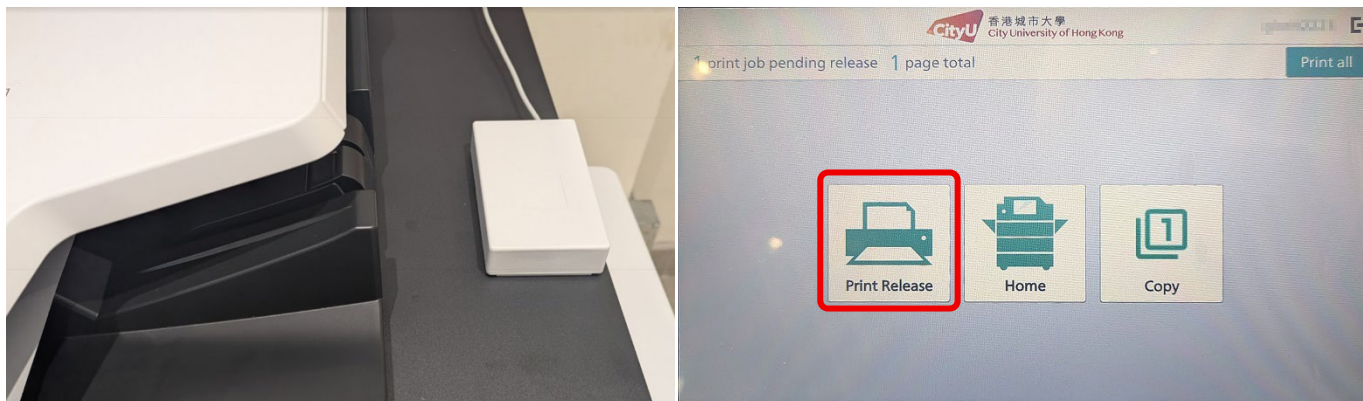
Step 5: Click “Upload from computer” to select the file, and click “Upload & Complete”.



Step 6: When the status is changed to “Held in a queue”, you can logout the PaperCut.



Step 7: Go to the printer, place your CityUHK ID card on the smart card reader. Click “Print Release”, and you should find your uploaded file for printing.



Remember to logout after printing.