

# Photocopy and Printing Services

Academic Pavilion and the Knowledge & Information Centre provide the black & white or color photocopy and printing services. Users are able to use the computers in the library to print their documents or files. Octopus Card is the only acceptable medium for paying the photocopy and printing fee. Welcome you to give us a phone (22656918 – Ma On Shan Academic Pavilion / 22768562 – Ho Man Tin Knowledge & Information Centre) or email to us [lib@hkct.edu.hk](mailto:lib@hkct.edu.hk) for further enquiries.



Photocopy and Printing Fee for A4 size and A3 size:

Types	Black & White (A4)	Color (A4)	Black & White (A3)	Color (A3)
Photocopy and Printing Fee	HK\$0.3 Single	HK\$1.8 Single	HK\$0.6 Single	HK\$3.6 Single
	HK\$0.5 Duplex	HK\$3.3 Duplex	HK\$1.0 Duplex	HK\$6.6 Duplex

## Steps for Photocopy:

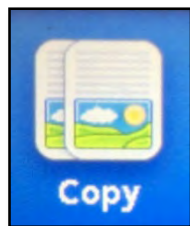
- To use the **Octopus Card Only**.  
(please check the amount of Octopus Card before photocopy).



Please touch the icon of **Continue** on the screen.



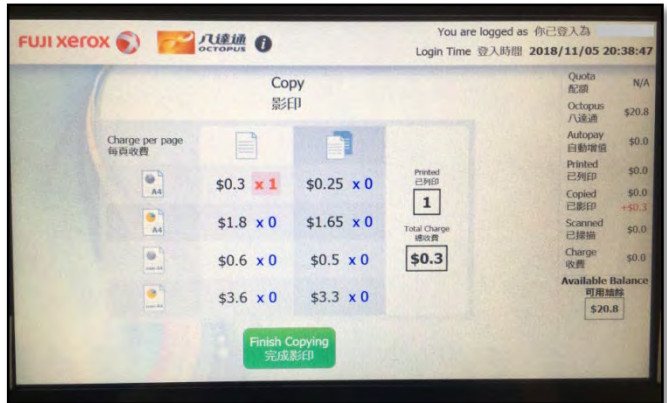
- Please click the icon of **Copy** as the right hand side diagram, and adjust the setting for your needs. (Welcome you to come to the Lending Services Counter for further enquires).



- Please place the document on the scanning glass, close the cover and push the Start Key for photocopy.



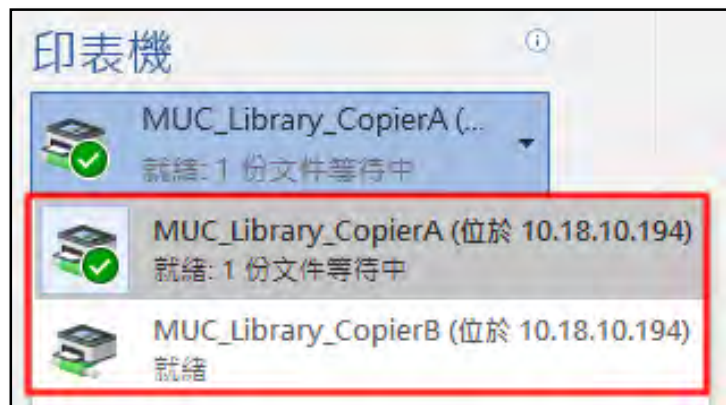
- Please touch the icon of **Finish Copying** after photocopy, and touch the icon of **Confirm** to collect Octopus Card.



### Steps for Printing:

- Select Printer:  
Copier A/Copier B

- Click the Printer Content

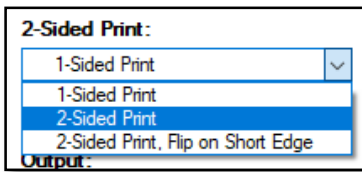


3. Printer Content Setting:

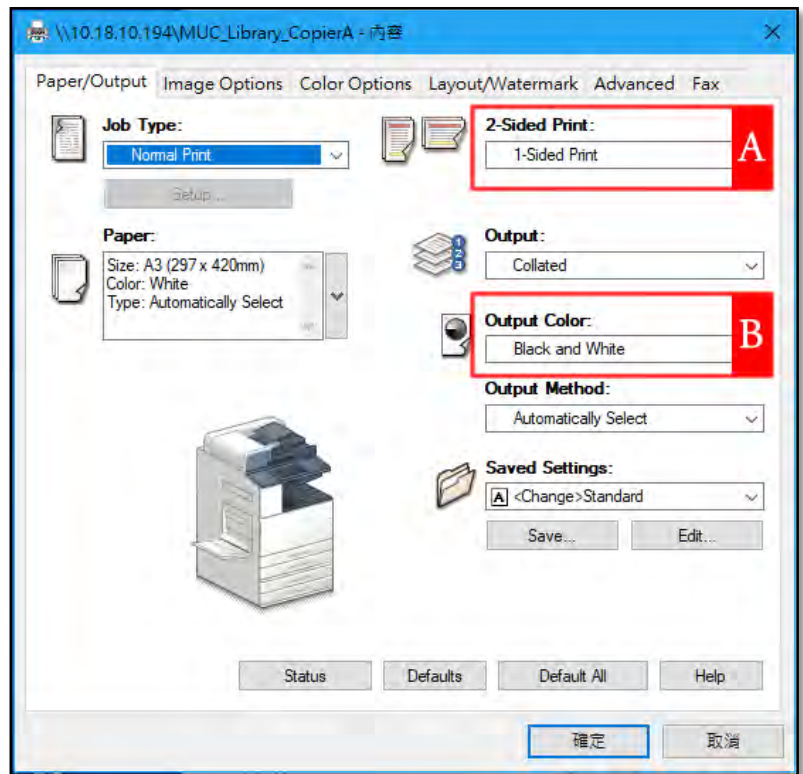
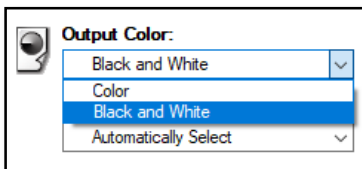
- To set the printing options:

Example:

A: 1-Sided Print / 2-Sided Print



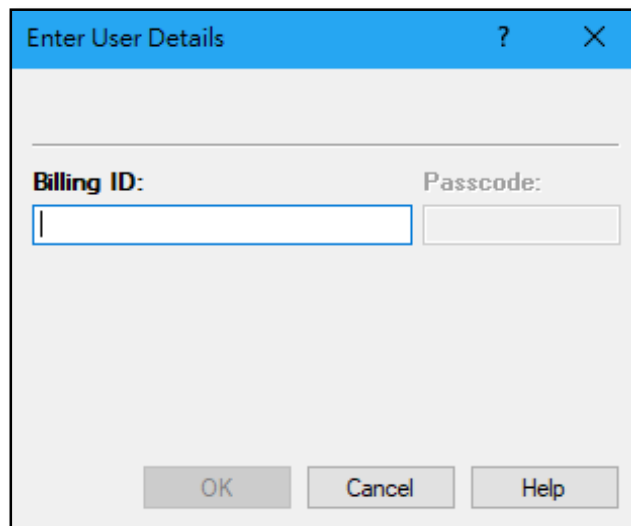
B: Black and White / Color



4. Please touch the icon of **Confirm** after setting, and touch the icon of **Print**.



5. Please type your Billing ID and Passcode, and touch the icon of **OK** after setting.



## 6. Come to the Printer:

To insert the **Octopus Card**

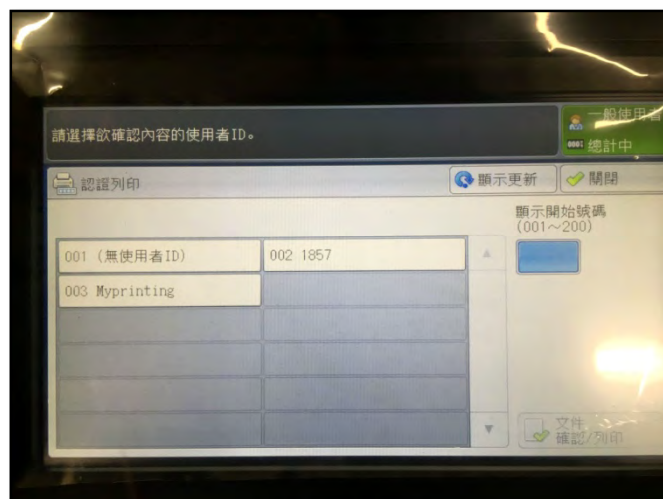
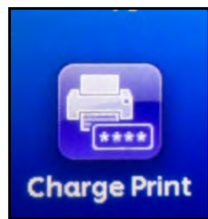
(please check the amount of Octopus Card before printing)



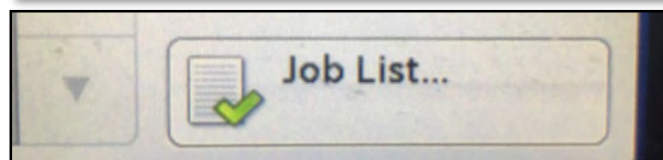
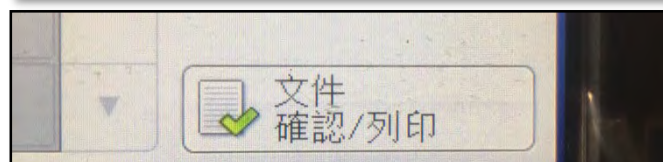
Please touch the icon of **Continue** on the screen.



## 7. Please select the icon of **Charge Print** to access the screen of printing.



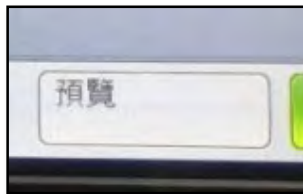
- Please select User ID and touch the icon of **Job List**.



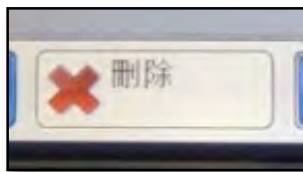
- Please type your password and confirm (OK).



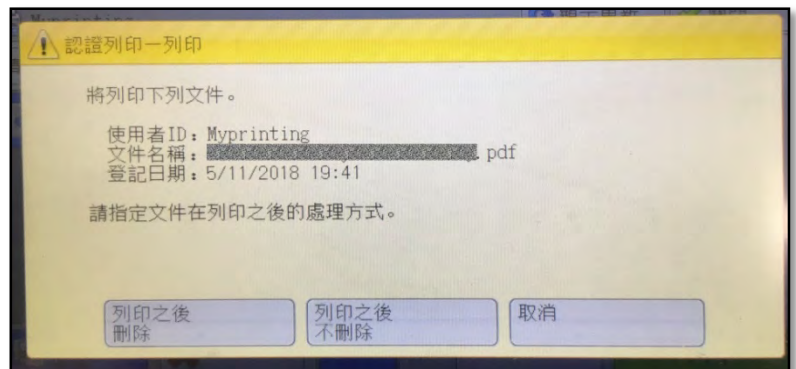
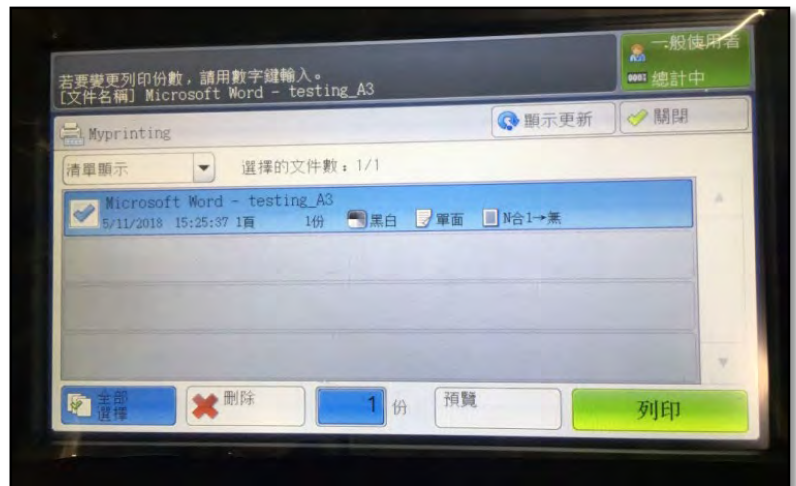
- Please select your printing document ✓.
- To use the icon of **Review** to preview the document before printing.



Or the icon of **Delete** to cancel the unwanted document.



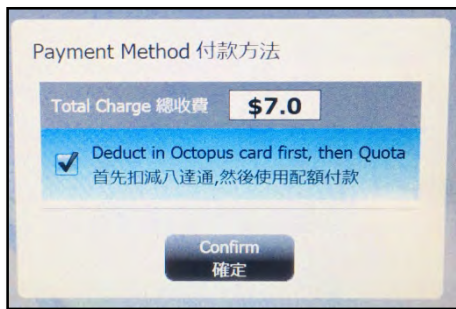
- To confirm printing, please touch the icon of **Print**.
- On the screen, please select
- ◇ Cancel the document after printing;
  - ◇ Maintain the document after printing.



Please wait for printing after selection.

8. After printing, the total amount of printing fee and the number of pages will be shown on the screen.

Please touch the icon of **Finish Printing**, and the icon of **Confirm** to collect the Octopus Card.



Finish the process of printing.

