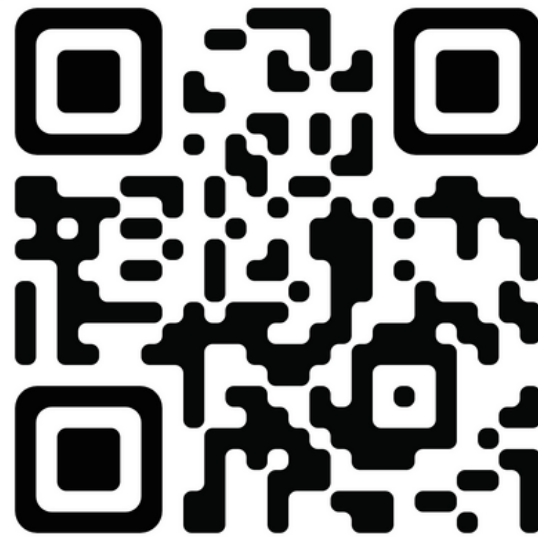


# Print-N-Go

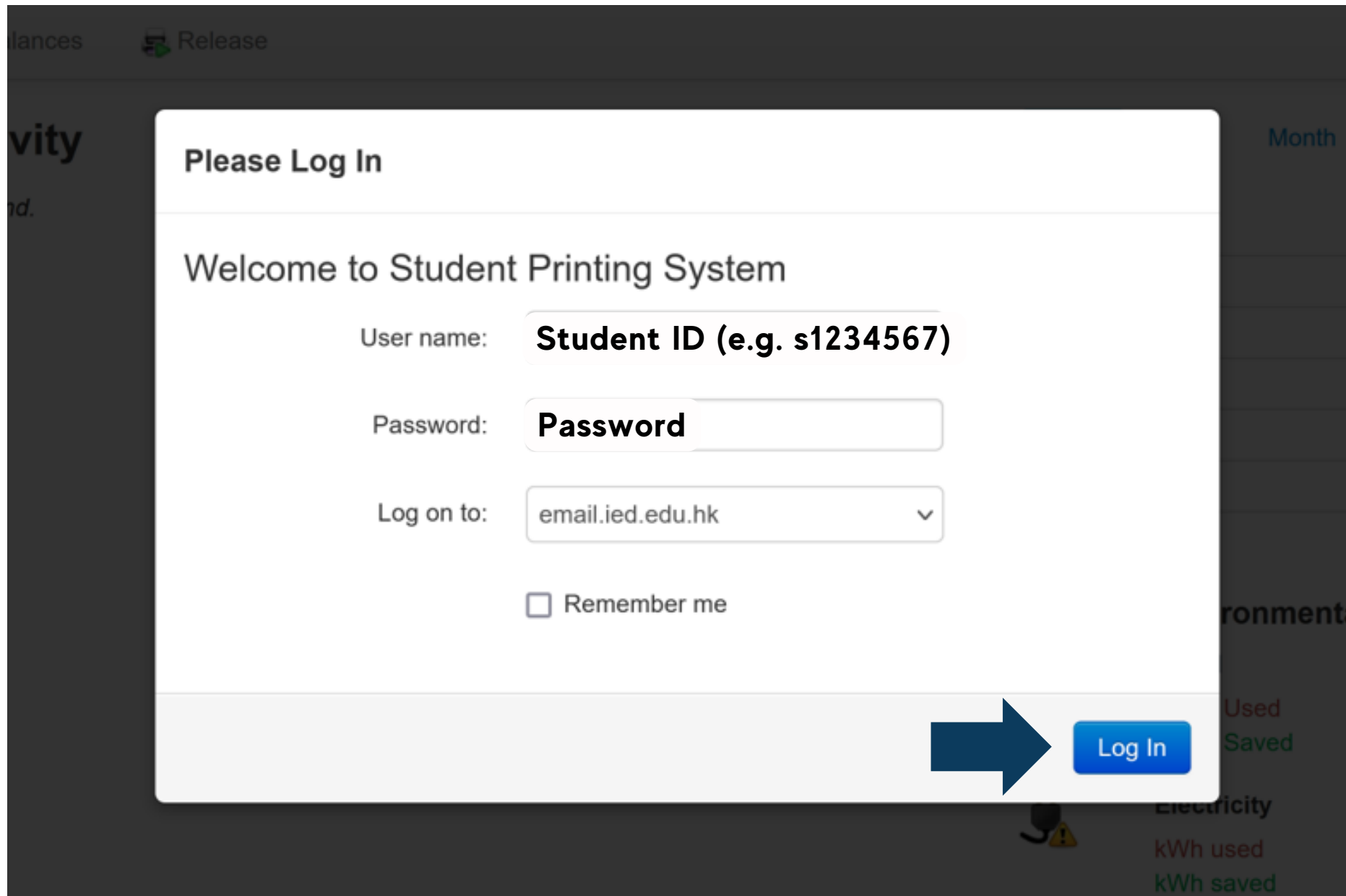
## Wi-Fi Printing Service

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, users can submit the print jobs to the printers at G/F of MMW Library.



<https://printngo.eduhk.hk>

## Step 1 - Log in to your student account



The screenshot shows a web interface for the Student Printing System. A white login box is centered on a dark background. The box contains the text "Please Log In" and "Welcome to Student Printing System". Below this, there are three input fields: "User name:" with the placeholder text "Student ID (e.g. s1234567)", "Password:" with the placeholder text "Password", and "Log on to:" with a dropdown menu showing "email.ied.edu.hk". There is also a checkbox labeled "Remember me". A large blue arrow points from the bottom right of the login box to a blue "Log In" button.

Plances Release

Month

Please Log In

Welcome to Student Printing System

User name: Student ID (e.g. s1234567)

Password: Password

Log on to: email.ied.edu.hk

☐ Remember me

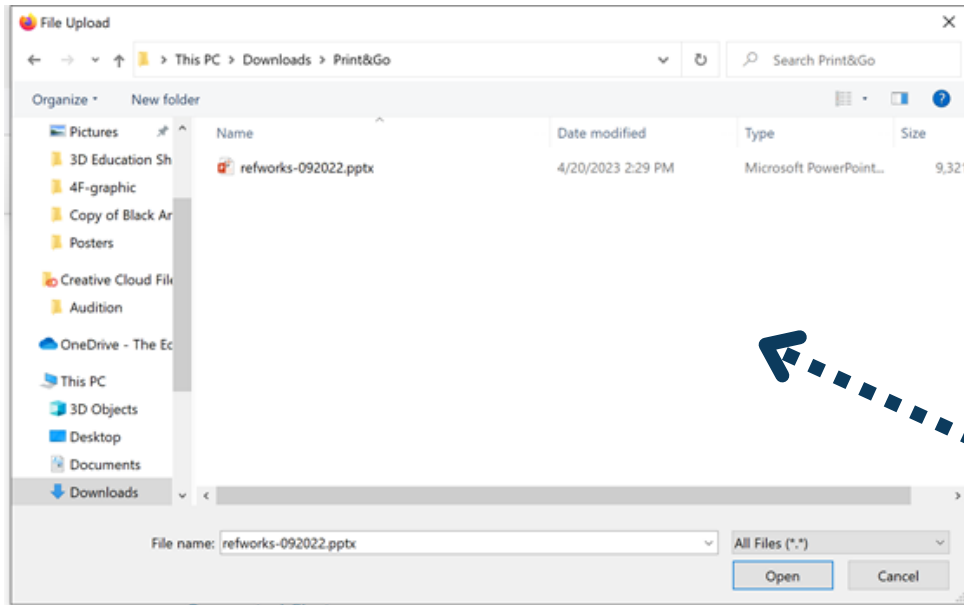
Log In

ronment

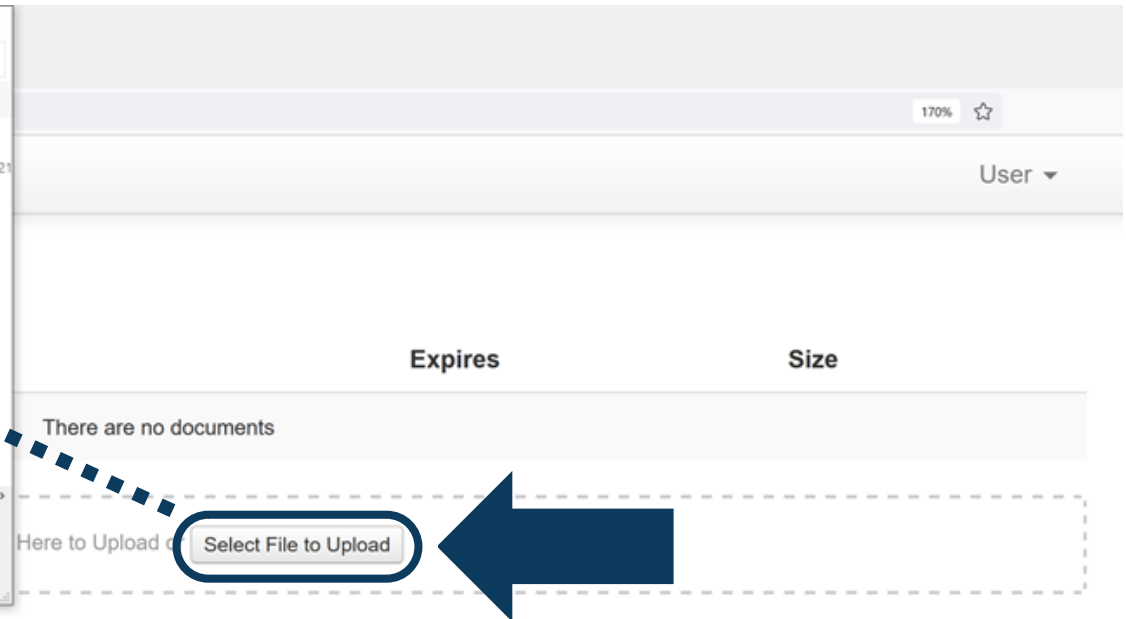
Used  
Saved


Electricity  
kWh used  
kWh saved

## Step 2 - Upload your document



Supported file types





 Print

 Balances

 Release

User ▾

## Select Document

Name	Expires	Size
<input checked="" type="radio"/>  refworks-092022.pptx	in 3 hours	9.1 MB 

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

[Supported file types](#)

Next >



## Step 3 - Select printer model

Select Print-N-Go printers in library: PQ1, PQ2 or PQ3.  
Only PQ2 provides color printing.

Print

Balances

Release

User ▾

Print Document

refworks-092022.pptx

Printer: ▾

– Select –

– 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

Network Printer HA704-1 (PRTMP1) on PRTMP1

Network Printer LIB-PQ1 (Print Quota) A4 (PRTMP1) on PRTMP1

Network Printer LIB-PQ2 (Print Quota) A4 (PRTMP2) on PRTMP2

Network Printer LIB-PQ2 (Print Quota) Color A4 (PRTMP2) on PRTMP2

Network Printer LIB-PQ3 (Print Quota) A4 (PRTMP1) on PRTMP1

Special Paper Printer LC-SP1 (PRTMP1) on PRTMP1

Copies:

Pages per sheet:

Page range:

Library

Learning RefWorks –  
Web-based Bibliographic  
Management Tool

Sept 2022

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# Step 4 - Set up printing preferences

Print

Balances

Release

User ▾

Print Document

refworks-092022.pptx

Printer: Network Printer LIB-PQ1 (Print Quota) A4 ▾

Ready 0 job(s) in queue

Copies: 1 ▾

Pages per sheet: 1 2 4 6 9 16

Print on: One side ▾

Color mode: Color Grayscale

Page range: ☐ All ☒ 1

Paper tray: Auto ▾

Learning RefWorks – the Web-based Bibliographic Management Tool

Sept 2022

About RefWorks

- Cloud-based bibliographic management tool
- Create your own reference databases
- Import references from library search & databases
- Manage & organize your references in folders
- Search your references
- Adding your own tags & comments
- Can be integrated with MS-Word to create in-text citations & reference list in preferred style

Sign up a new RefWorks account

Sign up a new RefWorks account

Personalize the Knowledge Center of your RefWorks account

Add New Reference – Direct Import

Previewing Page 1 of 38

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## Step 5 - Confirm your print job

Cost will be deducted from your print quota:

A4 Black and White= \$0.3/page; A4 color= \$1.5/page

 Print  Balances  Release User ▼

Success! Your job is ready to be printed. ×

### Confirmation

**Printer:** Network Printer LIB-PQ1 (Print Quota) A4 (PRTMP1)  
**Document:** refworks-092022.pptx  
**Total Pages:** 1  
**Job Cost:** \$0.30

Cancel

Print Now



## Step 6 - Check your balances

Print Balances Release User ▾

### Select Document

Name	Expires
There are no documents	

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

[Supported file types](#)

TP049

PRIMARY: \$3.00

About

Log Out

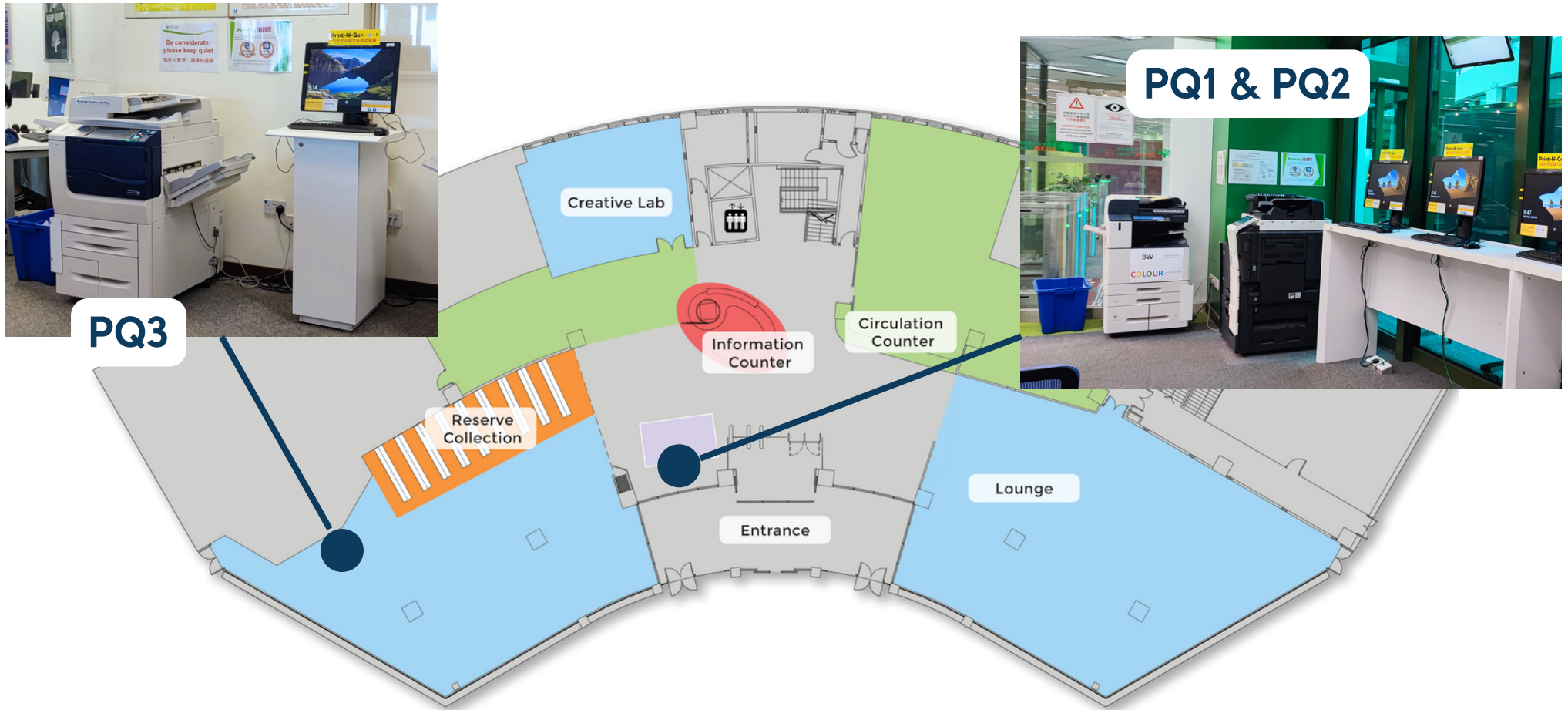
Next >

**Remember to log out  
before leaving!**



## Step 7 - Get your printout

Print-N-Go printers are located at G/F of MMW library.



## For Details

<https://www.eduhk.hk/ocio/printing-central-computer-rooms-0>



## For Enquiry

Library Information Counter  
2948-6653

IT Help Desk (C-LP-20)  
2948-6601



香港教育大學圖書館  
**EdUHK** Library