



HOW TO PRINT IN THE LIBRARY

(Available Monday - Friday: 9 am - 5:30 pm)

1



Log in as guest on Mac
(located near the check-out machine).



2



Open your document and print.
(Select DocuPrint CP310 as printer).

**Tips: 1. please print in black & white if you can.
2. print double-sided
3. change the margin*



3



Collect your printed document.
(The printer is located inside library office).



4



Log off

Your documents will be automatically deleted
when you log out.