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 computer in the library to print out their document(s) or file(s). You can use **Octopus Card** or **AlipayHK** for paying the photocopy and printing fee. If you have any enquiries, please contact to us by **phone** (22656918 – Ma On Shan Academic Pavilion / 22768532 – Mong Kok East Knowledge & Information Centre) or by **email** (lib@hkct.edu.hk).

Photocopy and Printing Fee for **A4 size** and **A3 size**:

Types	Black and White (A4)	Color (A4)	Black and 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 Double Side	HK$3.3 Double Side	HK$1.0 Double Side	HK$6.6 Double Side

Steps for Photocopy:

1. **Payment methods:**
   Octopus Card or AlipayHK;

   1.1 Octopus Card:
   - To press the **"Use Octopus"** button.
     It is available for the **Octopus Card only.**

     (Please check the total amount of Octopus Card before photocopying.)

   - To insert the Octopus Card into the slot of Octopus Card machine on the right side (as shown in the picture).

● Please press the "**Continue**" button on the screen.

(The following screen will be displayed.)

● The Octopus Card machine
will show:
  ✧ The total and printed pages;
  ✧ Deductions;
  ✧ Balance…and other information

1.2 AlipayHK payment

To use the **Mobile APP** to scan the **QR Code** on the screen,
it will need to **prepay $30** as Photocopy or Printing Fee.

● After the Photocopy or Printing Fee are deducted from
the prepay $30, the remaining value will automatically return for a few minute later
when finishing photocopy or printing.

● If the prepay amount is not insufficient, please scan the QR code again to top up your AlipayHK
account.

2. To press the "**Copy**" button on the photocopier
machine (as shown in the picture).

The following options will be shown on the screen.
It can be able to adjust or set for the different kinds
of needs. (If users have any problems, please come to
the counter for further support.)

3. Please place the document on the left side of the scanning glass, close the cover and press the "**Start**" button for photocopying.

Start
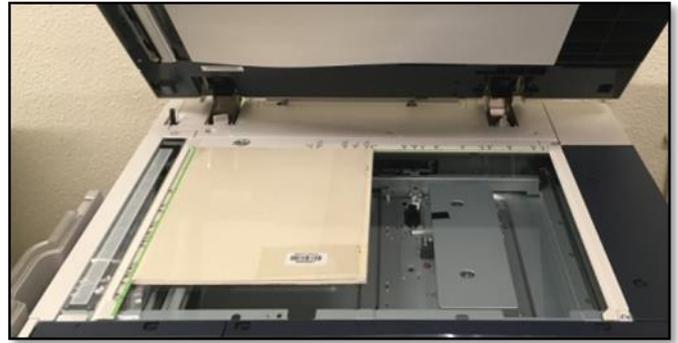
4. After photocopying, please follow the below steps on the screen of Octopus Card machine.

    4.1 To press the "**Finish Copying**" button.
    4.2 To press the "**Complete and Logout**" button. If you use the Octopus Card,
    4.3 To press the "**Confirm**" button and collect the Octopus Card.

The printing steps on the computer are as follows:

1. Select Printer or Default Printer:
   Copier A1 / Copier B1

2. If you need to modify the settings, please press the "**Printer Content**" button.

3. Printer Content Setting:
   To set the printing options:
   For example:
   3.1 Black & White and Color

   3.2 One side and Double side
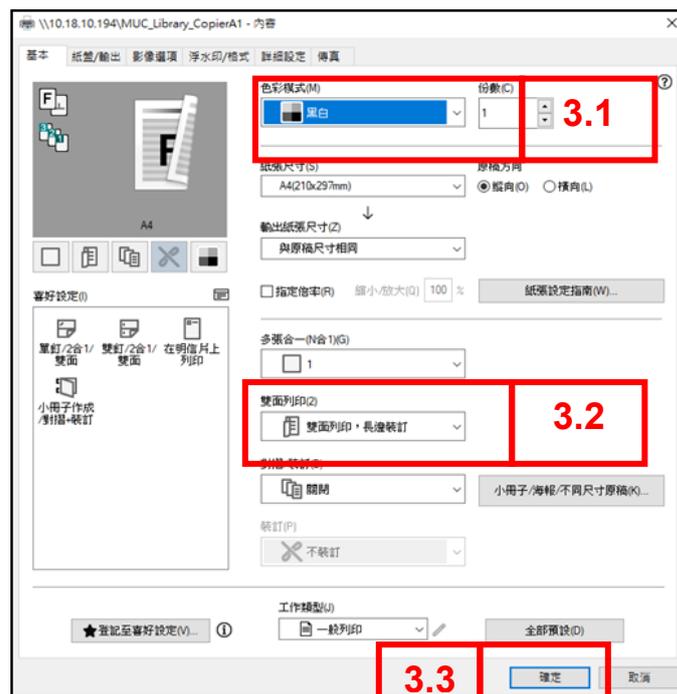
   3.3 Please press the "**Confirm**" button after finishing the setting(s).

4. To return this screen and press the "**Print**" button.

5. Please enter your **<u>Billing ID</u>** and **<u>Passcode</u>** when the screen image appears on the screen, and press the "**Confirm**" button.
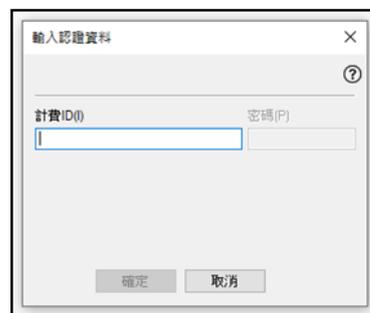
   Billing ID: A **Custom User ID** will be sent to the printer. Please use the numbers and letters for identification in order to avoid confusion.

   Passcode: Please set the numbers.

6. After completing the above steps, please go to the printer and select the payment methods.
   (Please refer to the "**Step 1 of Payment Methods for Photocopy**".)

7. To press the "**Charge Print**" button on the screen of printer.

   All of **User IDs** will be shown on the screen.

   7.1 Please select the correct **UserID (Billing ID)**,

7.2 To enter the "**Passcode**" and
    press the "**OK**" button.
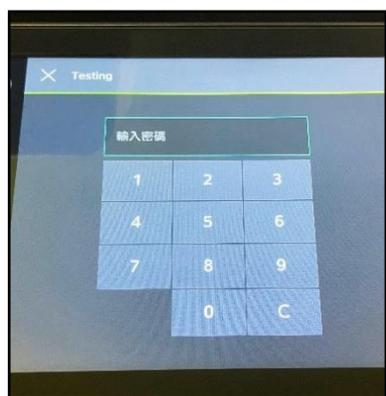
7.3 To confirm your printing document which will
    be printed out.
    A: Please select (✓) the printing document.
    B: To press the icon of "**Magnifier**" to preview
       the document before printing.

    Then press the "**Print**" button and wait for
    printing.
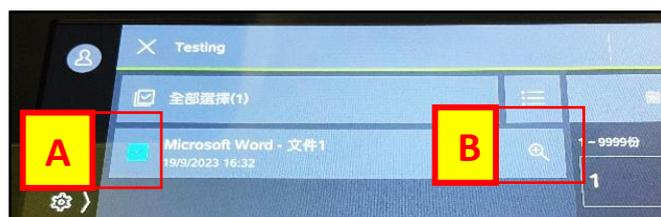
8. After printing, please follow the below steps on the screen of Octopus Card Machine.
   8.1 To press the "**Finish Copying**" button
   8.2 To press the "**Complete and Logout**" button.

   If you use the Octopus Card,
   8.3 please press the "**Confirm**" button and collect the Octopus Card.