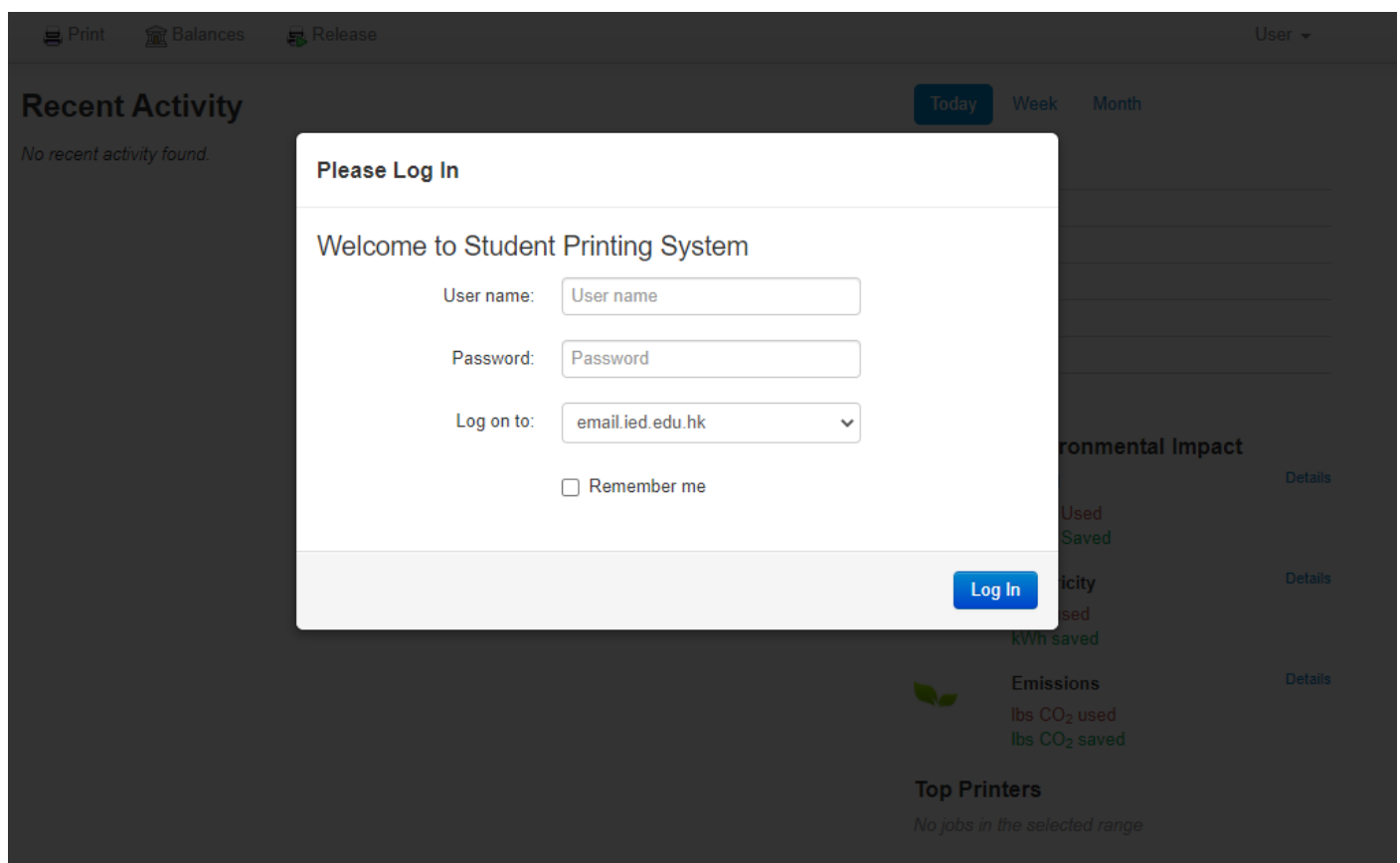## Student Wi-Fi Printing Service

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 (i.e. SSID "EdUHK"), users can submit the print jobs to the printers at C-LP-21.

Procedures:

1. Connect to Wireless Network called "EdUHK", details can be found at EdUHK Wireless Network.

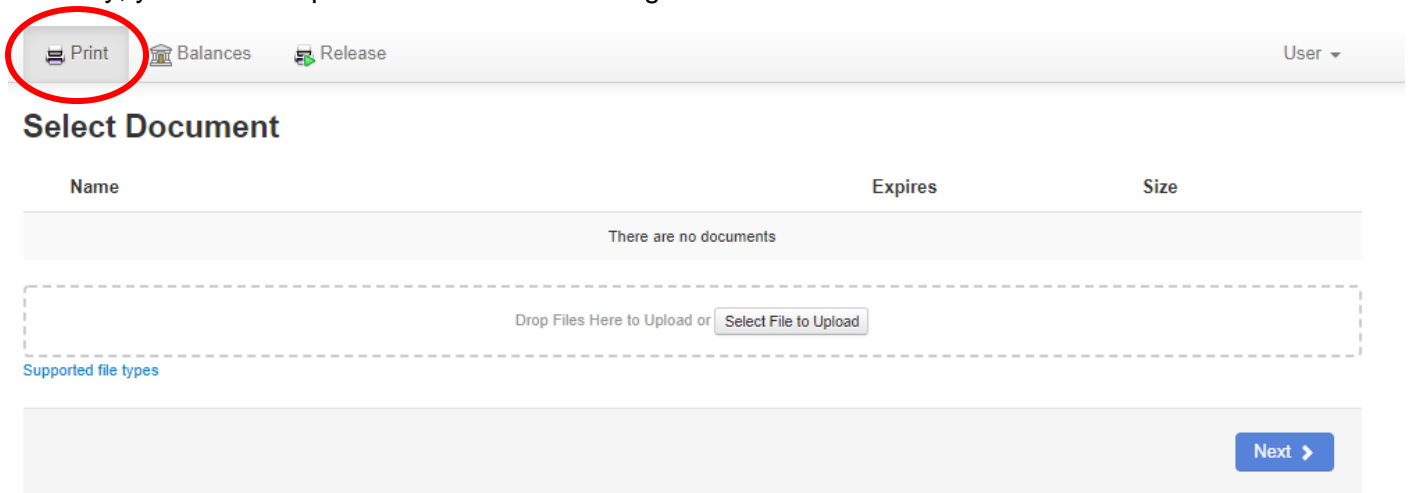2. Logon to the Student Printing System Web Portal < https://printngo.eduhk.hk > via a Web browser.

3. Firstly, you have to upload the document. Navigate to the "**Print**" tab.
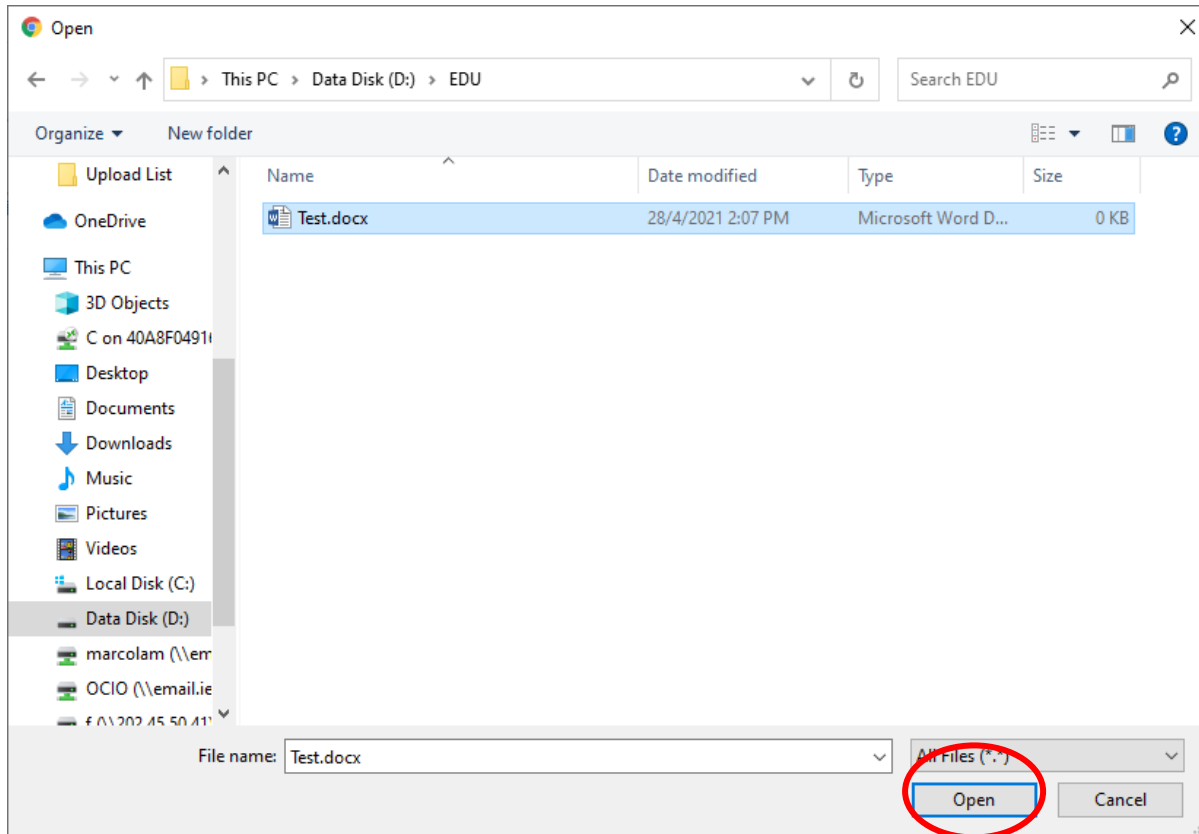

4.Click the **"Select File to Upload"** button[1].
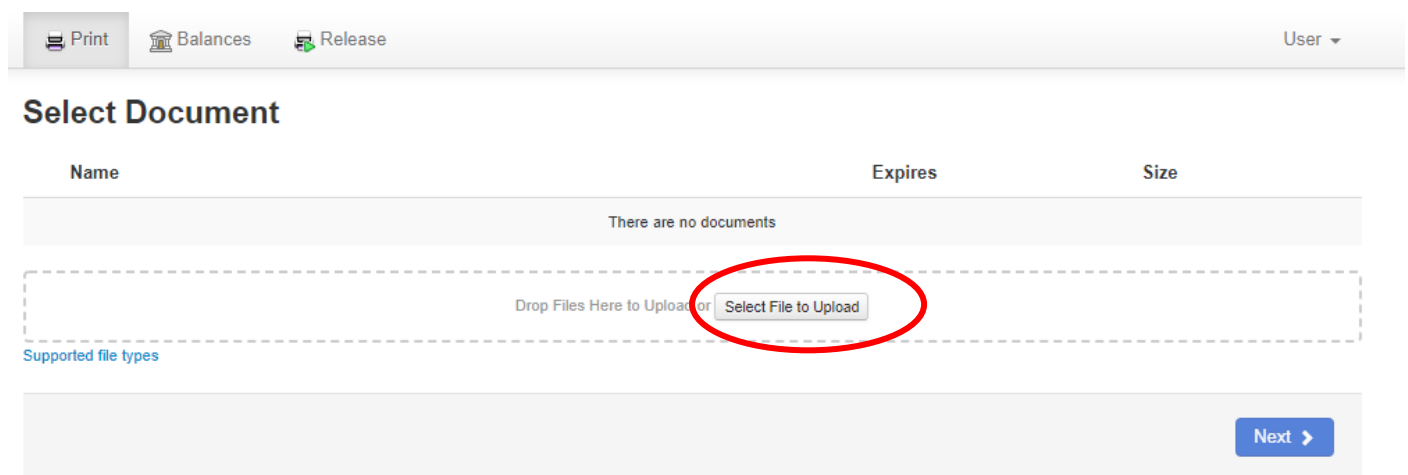
[1] Supporting files type:

- Images: .jpg, .gif, .png, .tif, .bmp, .wpf, .emf
- Documents: .doc, .docx, .txt, .rtf, .wps, .pdf
- Spreadsheets: .xls, xlsx, .csv
- Presentations: .ppt, .pptx

5. Choose the file you want from your device and then click "**Open**".

6. The file will be uploaded and can be selected for printing by clicking "**Next**".

7. Select your desired printer and the options you needed. Then click '**Next**".

8. Review the printing information and click "**Print Now**" to start printing.

9. Once the print job sent, the status will be shown. And you can take the print out from the desired printer.

10. To check the quota balance, click the **"Balance"** tab from the navigation bar.

11. To log out of the system, click "**User**" on the upper right corner and choose "**Log Out**".

<End>