Information on the Free Printing Quota System

All ST students are allocated 1000 units printing quota at the beginning of each academic year for use in ST campus only.

Location	Type	Quota deducted per page	Remark
LRC Complex	**A4 B/W**	**2**	**With paper provided**
	A3 B/W	**4**	**With paper provided**
Room 107D	**A4 B/W**	**1**	**Without paper provided**
	A4 Color	**7**	**Without paper provided**

Student should:
- Firstly, log in with his/her Computer and Network Account (CNA) before using the System.
- Choose proper paper size and print queue for Free Printing Quota System printing respectively.
- Get the printouts from selected printer with his/her student card.

To ensure efficient utilization of resources, the printing quota should **NOT** be used to print out blank sheets for acquiring papers. **Otherwise, LRC reserves the right to stop the student from using the Free Printing Quota System.**

User Manual:
http://st.vtc.edu.hk/lrc/User_Guide_LRC_Eng.pdf

Note: Students of ENG & IT may also have free printing in their departmental teaching rooms.

- ENG ~ please go to Room N208
- IT ~ please go to Room 427A

For more information, please contact related departments.

<u>免費列印配額系統資訊</u>

每位沙田學院學生於每學年開始將獲給予 1000 列印配額單位在沙田學院內使用作學習用途。

位置	列印種類	每單頁扣減配額	備註
學習資源中心大樓	A4　黑白	2	已提供紙張
	A3　黑白	4	已提供紙張
107D 室	A4　黑白	1	必須自備紙張
	A4　彩色	7	必須自備紙張

學生應:
1. 以自己的電腦及網絡戶口(CNA) 登入系統及電腦;
2. 選擇合適紙張大小、列印機及列印隊列;
3. 從已選列印機中使用學生證拍卡,以取得列印本。

為確保有效利用資源,學生<u>不應</u>使用免費列印配額系統列印空白頁以獲取紙張。否則學習資源中心保留禁止有關學生使用免費列印配額系統的權利。

使用手冊:
http://st.vtc.edu.hk/lrc/User_Guide_LRC_Chi.pdf

註：ENG 及 IT 學系同學，亦可在學系的教室進行列印。

- ENG～請往 N208 室
- IT～請往 427A 室

有關詳情可與所屬學系查詢。