Printing Service at Shek Mun Campus

Printing services are available at 1/F Learning Commons and the following Computer Laboratories (710, 810, 811, 910, 911 & 1010) with Laser (Black & White) and Color InkJet printers.

As a step forward to enhance the efficiency of printing services, express printing service is provided, designating to serve students for fast print-outs during peak utilization period, connecting to computer workstations at Kiosks at 1/F Learning Commons, 1/F – 4/F Kiosks and 12/F, 13/F & 14/F lift lobbies.

Print Quota

A charge of $0.3 per sheet (single or double-sized) for Black & White Laser print-out and a charge of $1.2 per page for Color InkJet print-out will be reflected in the print quota balance of your account. If the job is “cancelled”, no prints will be charged to the account. For any case, the cover sheet for identification of individual print-outs will not be charged.

Add Print Quota

Step 1: Pay through Octopus System at the Counter of Shek Mun 4/F Library and collect the Payment Receipt
[Remark: A charge of $30 per 100 sheets for new print quota.]

Step 2: Complete the Purchase of Print Quota Form and Submit together with the Payment Receipt at the Counter of 1/F Learning Commons
[Remark: Write down your name and student number at the back of the Payment Receipt.]

Adjust Print Quota

In the event that encountering problems of poor printing quality or missing pages due to paper jam on printers, please bring along the print-outs to the Counter of 1/F Learning Commons and file the claim on the quota adjustment.

[For additional print quota purchase and/or adjustment claim, the updated quota balance will be applied within 24 hours.]

Should you have enquiry, please contact Shek Mun IT & Technical Support Team at the counter of 1/F Learning Commons or 3411-3300.