

# Printing Tips

## 列印小提示



1. If your file is huge in size or rich in graphics or contains plenty of pages, please do not print the whole file at one time and try to break it down into smaller page ranges and print it for several times.

如果你要列印的檔案過大，或者當中有很多圖像，或者包含大量頁數，請不要一次過將檔案印出並盡量將整個檔案拆為較少頁數分幾次印出。

2. Please make sure you have enough printing balance before you print your file. To credit your printing account, please go to the Comptroller's Office on the 1<sup>st</sup> Floor of the Wong Administration Building.

在你打印前，請確認你的列印戶口有足夠存款。如有需要為戶口存錢，請到王氏行政樓一樓總務處辦理。

3. If you have any printing problems, please find our duty staff or student helpers in MB202 or IC area on 1/F of the Library or call our hotline at 2616-8400.

如你有任何打印問題/困難，請親身前往 MB202 或圖書館一樓的 IC 諮詢櫃位向我們當值的同事或學生助理報告，你亦可致電熱線 2616-8400 尋求協助。