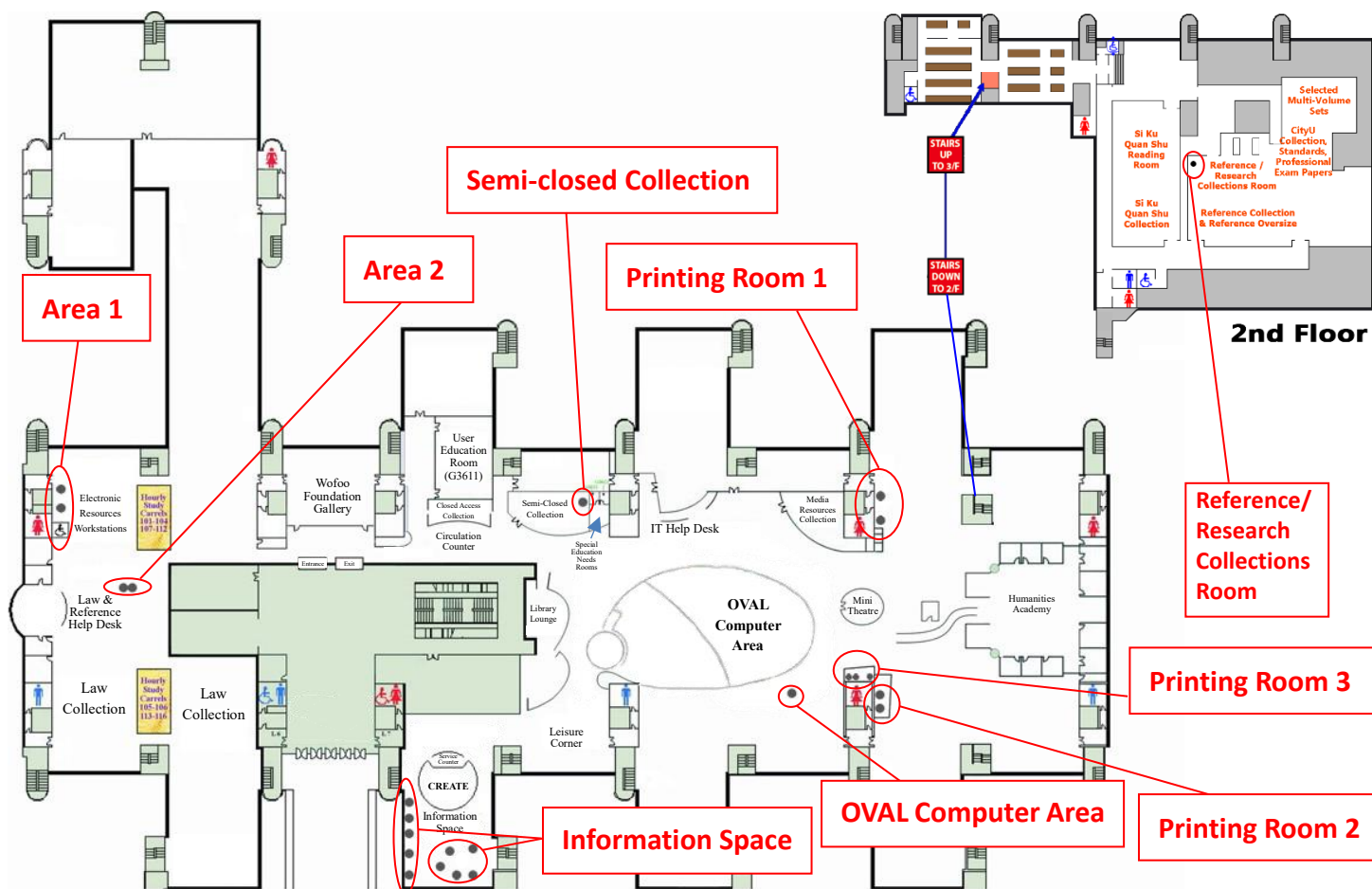


Location of Photocopiers, Scanners and Printers (Release Stations)



Photocopier/ Scanner/ Printer Area	Photocopier		Printer (Release Station)	Multifunctional Printer/Photocopier	Scanner
	Black & White	Colour (B&W)	Black & White	Colour (B&W)	Colour (B&W)
	A4 & A3	A4 & A3	A4	A4 & A3	A4 / A3
	Octopus	Octopus	Quota controlled Free Printing *	Octopus	-
Printing Room 1	-	-	-	2	-
Printing Room 2	-	-	2	-	-
Printing Room 3	2	-	1	-	-
Area 1	1	1	-	-	-
Area 2	-	-	-	2	-
Reference/Research Collections Room	1	-	-	-	-
OVAL Computer Area	-	-	-	-	1 (A4&A3)
Information Space	-	-	2	3	5
Semi-closed Collection	1	-	-	-	-
Photocopying / Printing Charges	A4 Black & White : HK\$0.3 per page A3 Black & White : HK\$0.6 per page		A4 Colour : HK\$3.0 per page A3 Colour : HK\$6.0 per page		

*For students of CityU Award Programmes

(Please turn overleaf for the Printing Steps for Oval & Information Space Workstation Users)