Faculty Core Facility Server Connection & Data Uploading Instruction  
(Windows 7)

1. Double click the “Computer” Icon on desktop

2. Go to “Tools” → Click “Map Network Drive…”

3. Type in “\192.168.10.202\your HKU portal ID”

4. Use another account

5. Key in “hkupc2\Portal ID” → Portal Password → OK

6. A network drive is mapped to your computer system

7. Transfer your data from D Drive to the Network drive: Copy → Paste

8. Right Click

Disconnect Network drive from computer system