Procedure of printing to FujiXerox AP-V C5575T2 multi-functional printer (MFP) at lobby of 10/F ELB or Rm 515 CKB

It is assumed that your computer has been connected to campus WiFi network via SSIDs: **CUHK/ CUHKa/CUHK 1x/ Eduroam / Universities WiFi**. Please check the following ITSC webpage for instructions if needed: http://www.cuhk.edu.hk/itsc/network/wlan/index.html

I. Windows 7/8.1/10

1. In the printing dialog of software you are using (e.g. Word and Acrobat), select the printer 'FX AP-V C5575 MFP PCL6 (ELB10F)' or 'FX AP-V C5575 MFP PCL6 (CKB515)' .

2. Change any parameter if desired (the default is duplex printing).

3. A small window titled 'Enter User Details' will appear. Enter the followings:
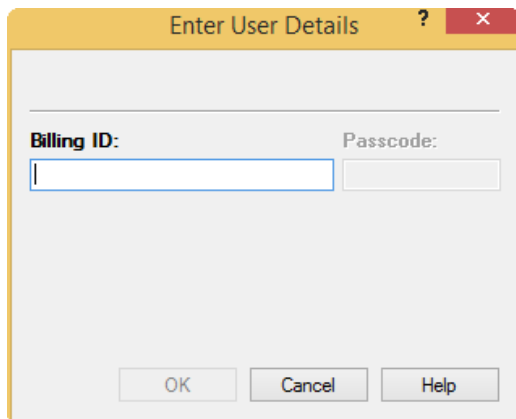
  (i) Billing ID (e.g. abchan)
    The print job is temporarily stored on the machine under this ID. The Billing ID entered should not exceed 24 characters.

  (ii) Passcode (e.g. 67352)
    Only the one knowing the password can get access to the print job. This should not be more than 12 numeric characters.

Click 'OK'.

II. Mac OS X (v10.5-10.14)

Compared with Windows, the printing procedure for Mac OS X is more complicated.
The printing of three common kinds of documents (Webpage, PDF and Word) are described in the following:

A. Webpage (Chrome)

The built-in Safari is not supported. Please use Chrome instead.
How to Install Chrome browser for Mac:
https://www.lifewire.com/install-chrome-for-mac-4177045

1. Open the webpage using Chrome.
2. Click File > Print.
3. Make sure the Destination is 'FX AP-V C5575@ELB10F' or 'FX AP-V C5575@CKB515'
4. Click 'Print using System Dialogue' *(Fig A)*
   a) Layout: check 'Two-sided'
   b) Job Type: Normal Print (usually the default)
   c) Image Option: 'Output Color' > 'Black & White' *(Fig B)*
   d) Job Accounting
      (i) User Prompt > Billing ID only *(Fig C)*
      (ii) User Detail setup > fill in 'Billing ID' and 'Passcode' *(Fig D)*
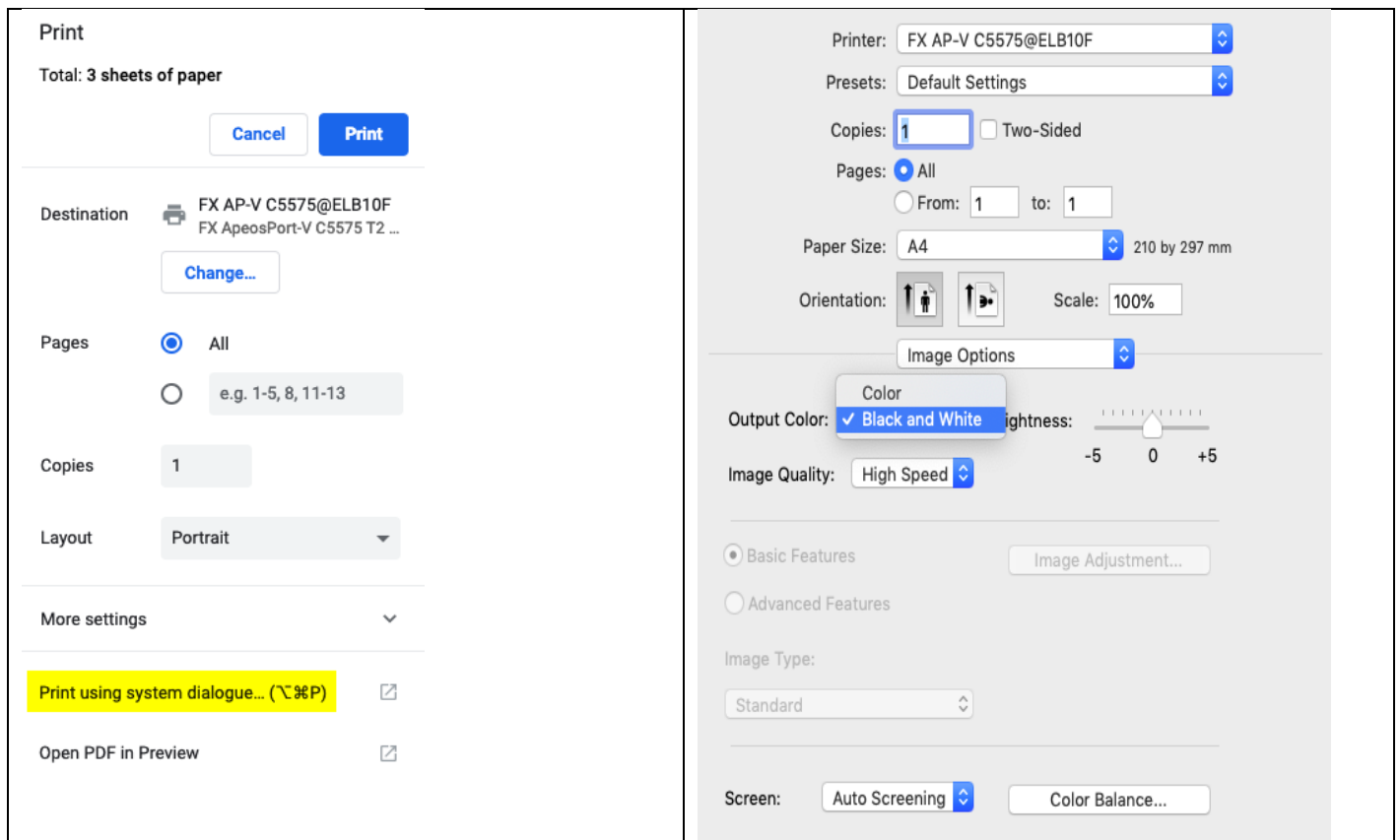   e) Click the 'Print' button to submit the print job.
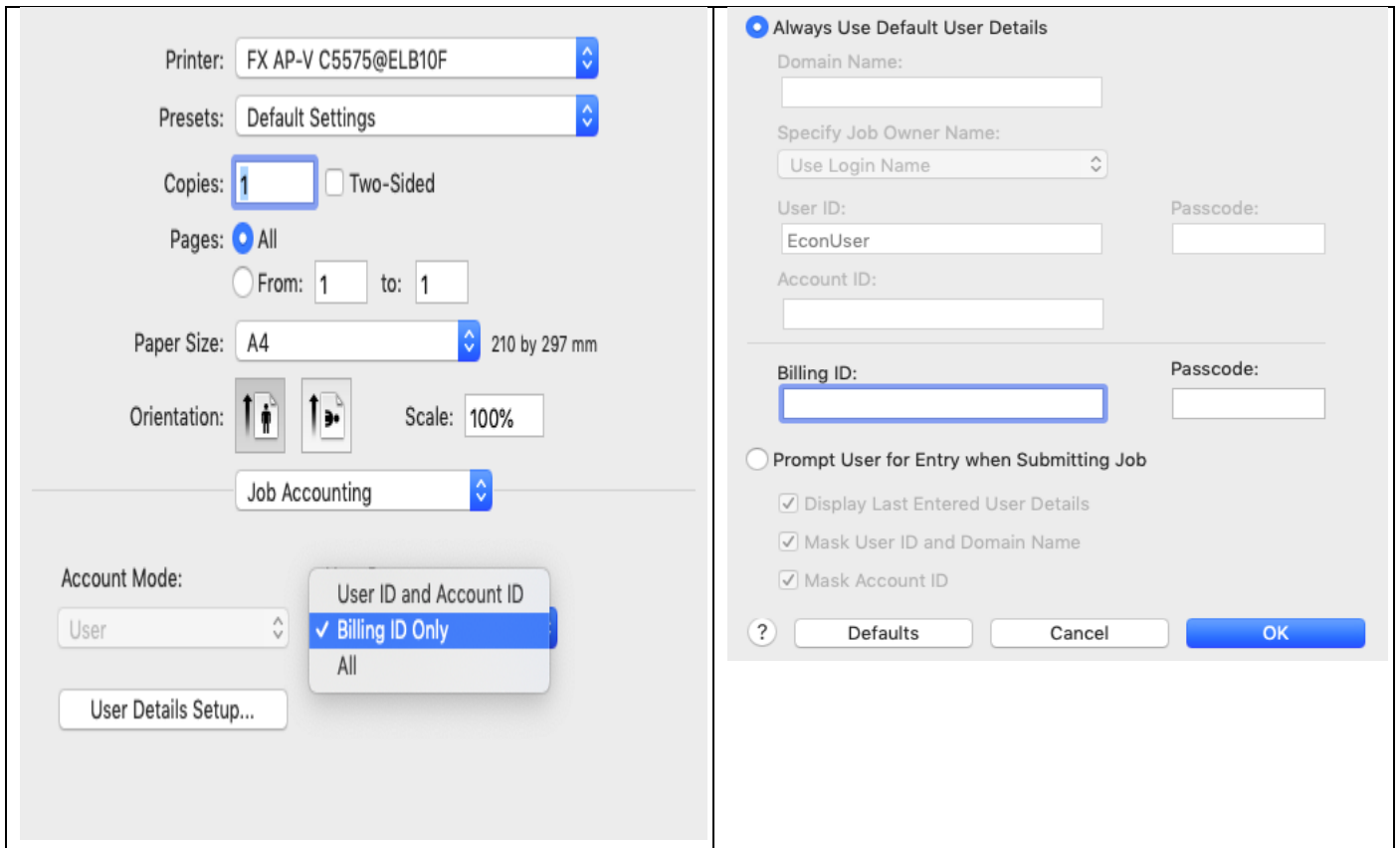

Fig A & B

Fig C & D

B. PDF file

The built-in Preview app is not supported. Please use Acrobat DC reader instead.
How to install Acrobat DC reader for Mac:
https://helpx.adobe.com/hk_zh/acrobat/kb/install-reader-dc-mac-os.html

1. Open the PDF file using Acrobat DC reader.
2. Click File > Print.
3. Make sure the printer is right ('FX AP-V C5575@ELB10F' or 'FX AP-V C5575@CKB515').
4. Click 'Printer ….' Button at the bottom *(Fig E)*. A warning of the following may appear, click 'Yes' to continue:
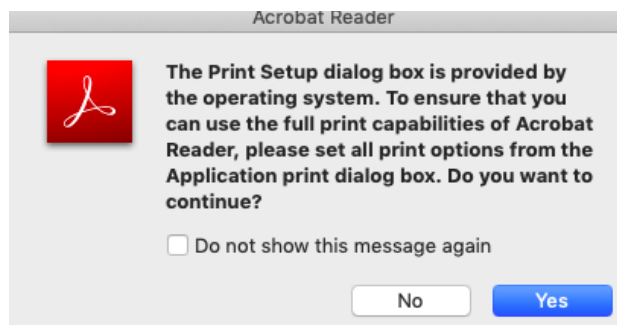
5. Follow step 4 to set the duplex, B/W, Billing ID and passcode, etc. *(Fig F)*
   Note that the print range set here is meaningless so don't bother with it.
   Press the 'Print' button. It serves as an 'OK' button rather than really print the document.
   Back to the print window of Fig E. Set the print range here and press 'Print' to send out the print job.
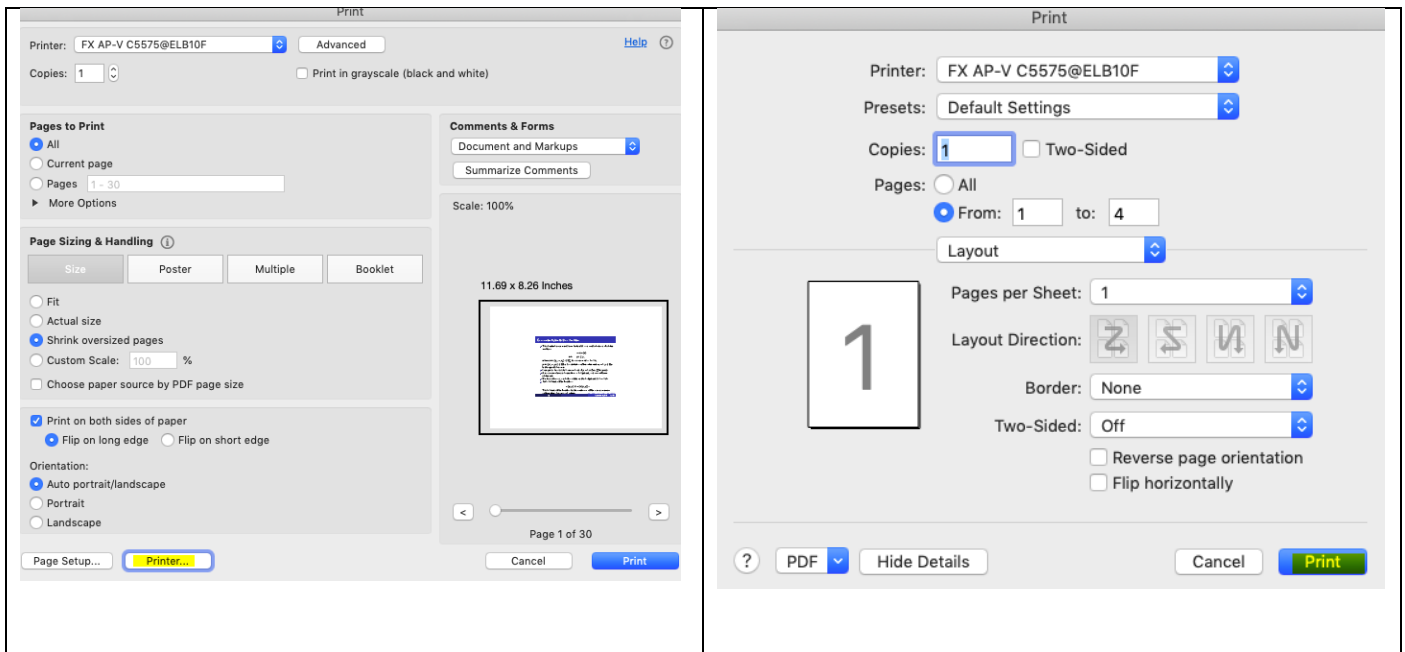
Fig E & F

C. MS Word file

This is the easiest of the three.
The procedure is similar to webpage printing (section A above) but no need to click 'Print using System Dialogue' in step 4.

Collection of your Printout

1. Walk to the MFP (10/F ELB or Rm 515 CKB) . Press 'Charge Print' on the LCD on the Octopus reader side (pillar, left to the MFP machine) (Figure 1). Press 'Login by User Account' (Figure 2).

2. Enter the Login Name and Password assigned to you (Figure 3). (For students, the Login Name should be your Student ID.) Your current balance and rate of printing are shown (Figure 4).

3. Next go to the LCD of the MFP machine (/w blue background in default state) (Figure 5).
Press the 'Charged Print' button (a real button!) to the left of the LCD. All printed jobs are shown in a table of 2 columns (Figure 6).
Select the one with your billing code. Then enter the 'passcode' (which was set by you when printing) to verify you are the user (Figure 7).
Check the document (a green tick mark will be shown) and press 'Print' (Figure 8).
Usually you select 'Print and Delete' (Figure 9) which means the print job will be deleted after printing.

4. Collect the printout (at the middle of the MFP, above the paper trays)

5. Follow the guide on the LCD of the Octopus reader to complete the printing task (Figure 10-13).

6. Go to the LCD of MFP machine and press 'Close'.
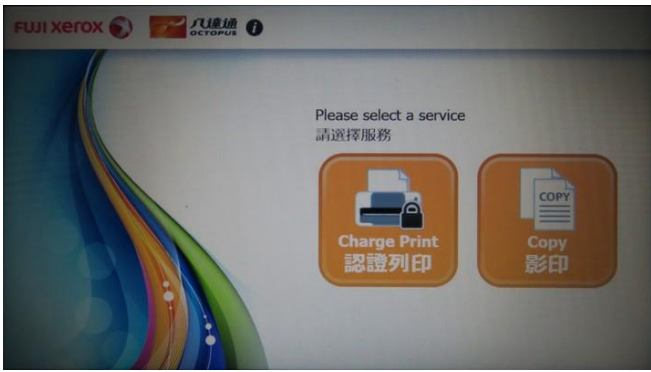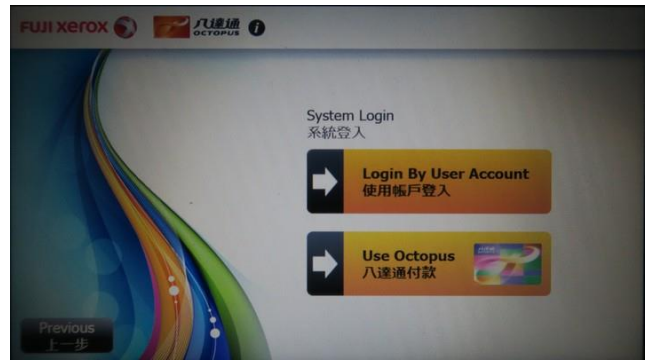
Figure 1 (Octopus Reader screen)

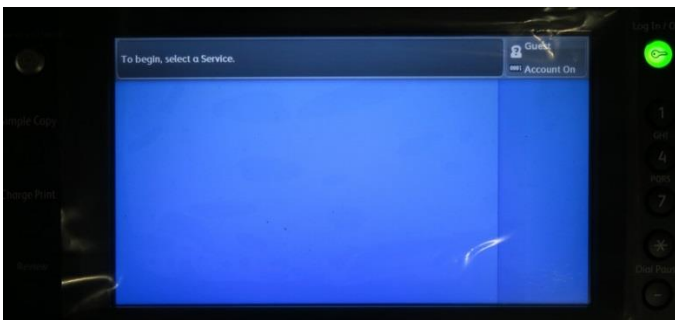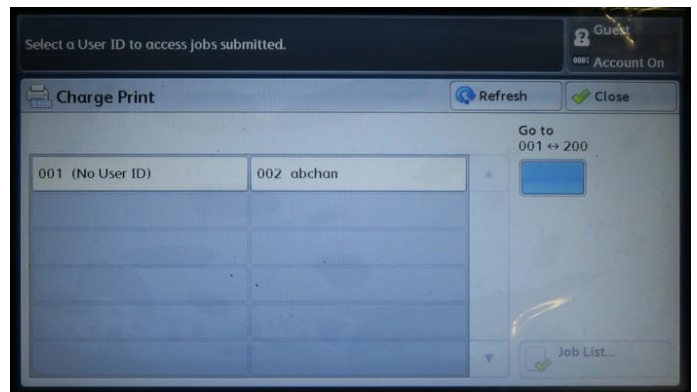
Figure 2

Figure 3

Figure 4
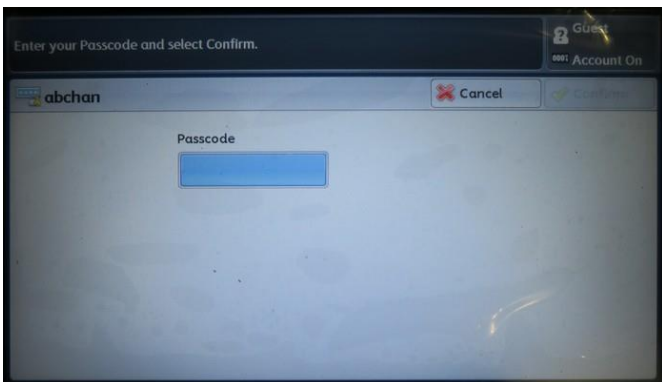

Figure 5 (MFP screen)

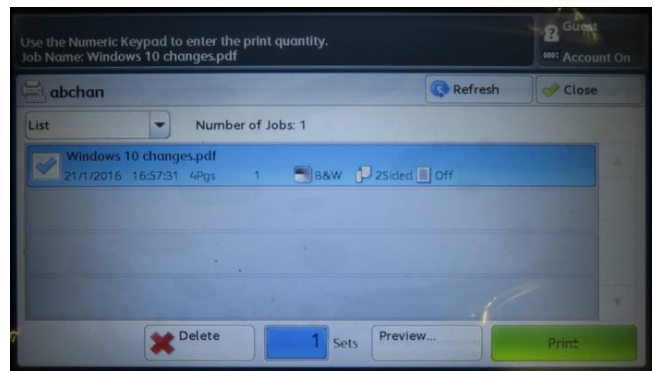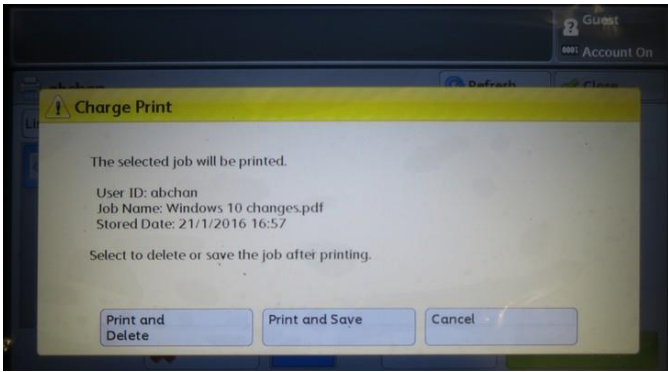Figure 6

Figure 7

Figure 8

Figure 9

Figure 10 (Octopus Reader screen)

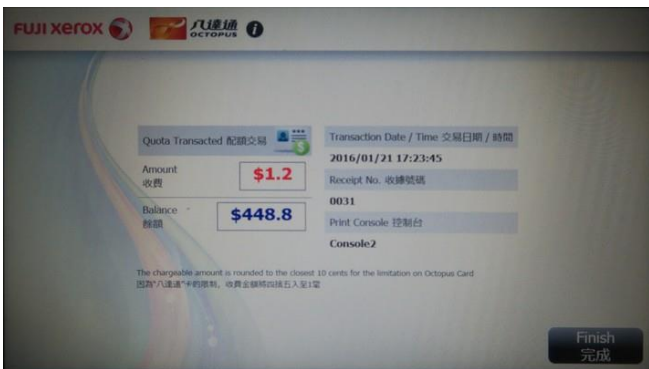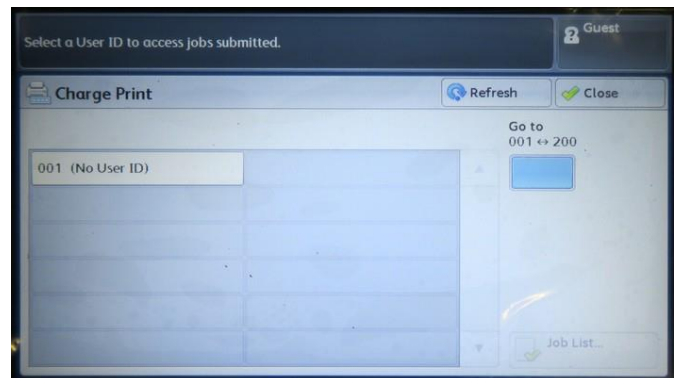

Figure 11

Figure 12

Figure 13

Figure 14 (MFP screen)

(5-2-2016, kwyau, updated 20/5/2016, 13/9/2019)