香港中文大學·資訊科技服務處
Information Technology Services Centre, CUHK

Send Print job to WMYLC – Self-Service Print Station 3 & 4 (Macintosh)- Fuji Xerox

In Macintosh, the default settings of the Self-Service Print Station are: Colour, Simplex and A4 size. Users can further change the settings.
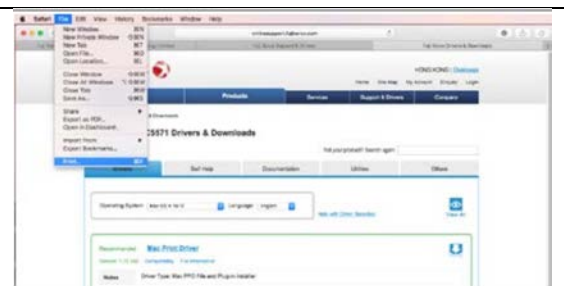
For the configuration in Macintosh, different programs may have different interface. This guideline provides the configuration procedure for two common programs (Safari and Microsoft Word).

Important:
Before installing printer driver or printing, please connect your computer to the CUHK Campus network. For the Wi-Fi users of SSID=CUguest / Eduroam / Universities Wifi. Please establish CUHK VPN first, click here for the CUHK VPN user guide
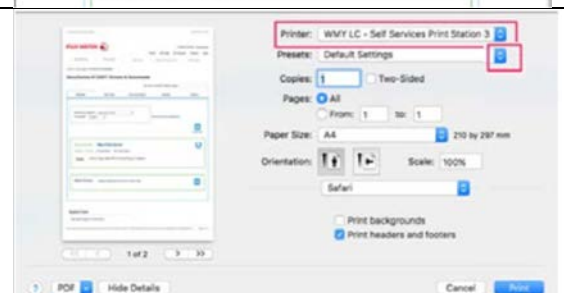
1. Safari

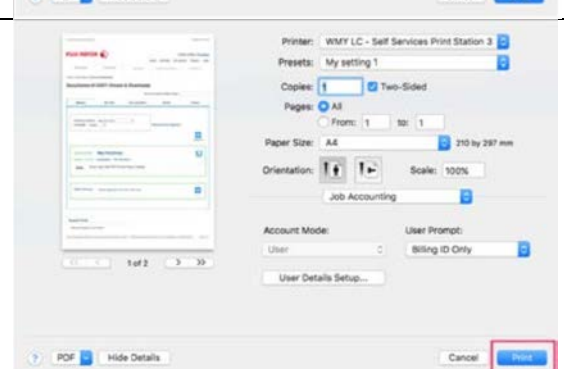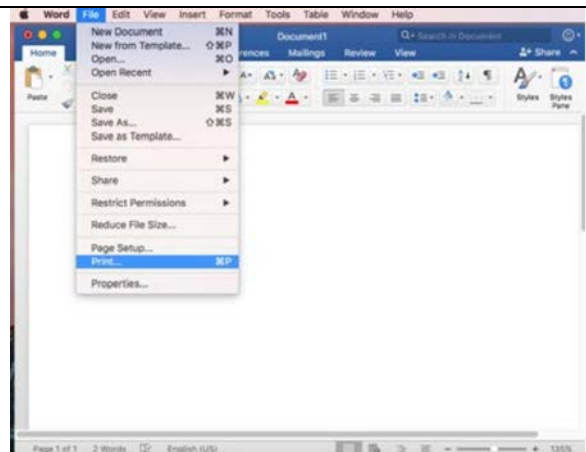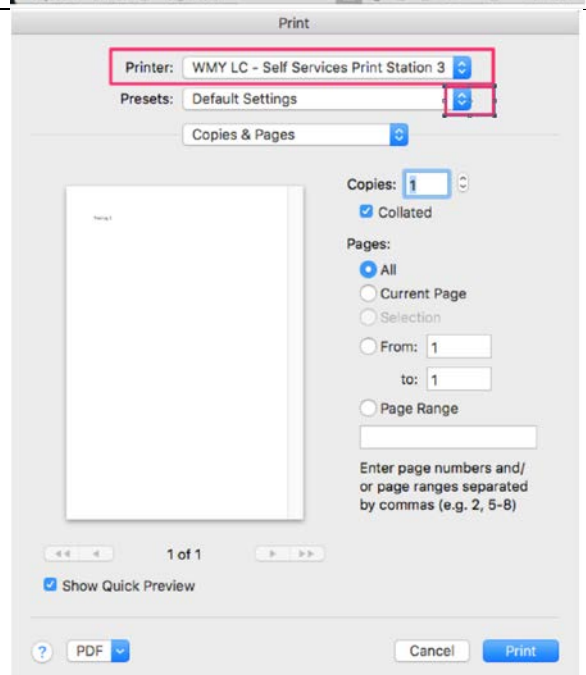|	
1. Select "**File**". Then select "**Print**".	
2. Select your **target printer**. Then click the arrow button near "**presets**" to choose the appropriate presets. **Note: Please refer to the configuration of Mac OS for making a presets.**	
3. Click "**Print**" to print the selected webpage with your customised setting.	
Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station located at **Learning Commons, 6/F Wu Ho Man Yuen Building** and follow the step shown in "Pick up your Print Job" to release and collect your print job. **Note**: Your print jobs are stored in the print station for 4 hours. If you do not release them within the time limit, they will be removed permanently.	

2. Microsoft Word

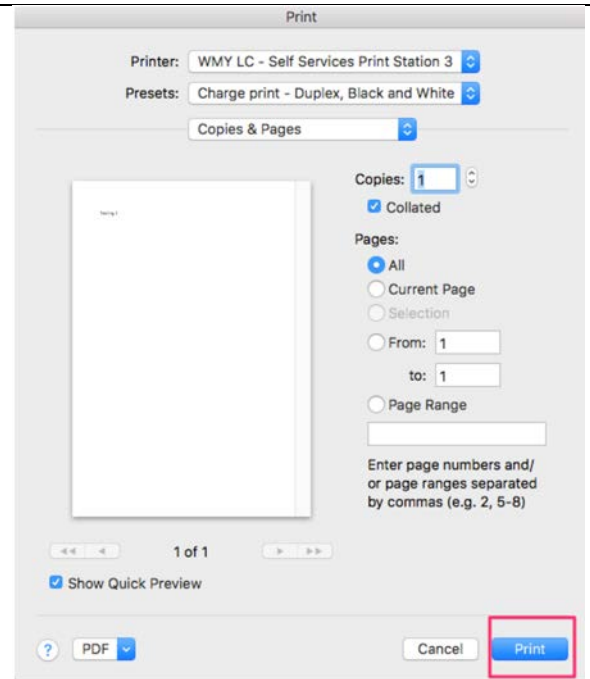|	
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