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

Self-Service Printing Configuration for Windows 7/8/10 - Fuji Xerox

In Windows, the default settings of Pi Chiu – Self-Service Print Station 2 are: Black & White, Duplex and A4 size. Users can further change the settings.

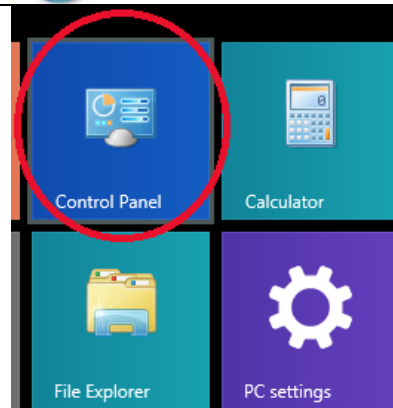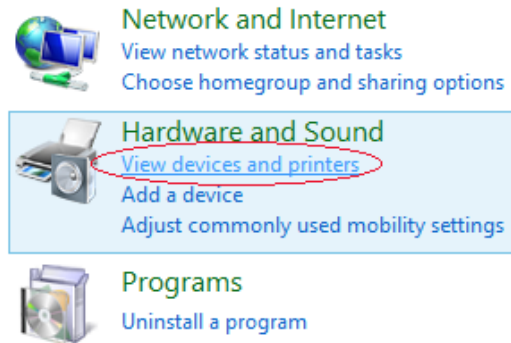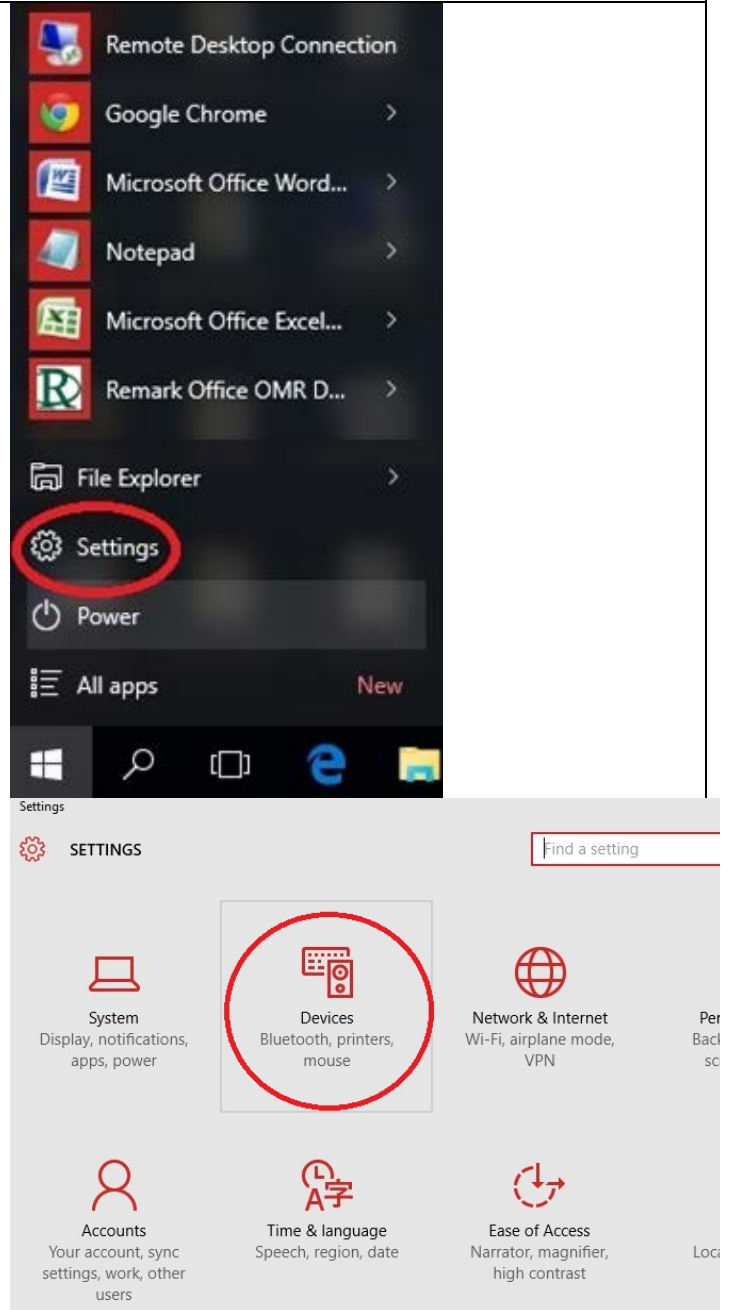|	
(Illustrated in 64-bit Windows and similar screens could be applied to 32-bit OS) **Suitable for:** • **printer WMYLC - Self-Service Print Station 3** ([32-bit](#) / [64-bit](#)) • **printer WMYLC - Self-Service Print Station 4** ([32-bit](#) / [64-bit](#))	
1. Check Printers in Windows **Windows 7** **Start** at bottom right hand Select Control Panel → Hardware and Sound → Devices and Printers	
Windows 8 Open "Control Panel" and select "View devices and printers".	

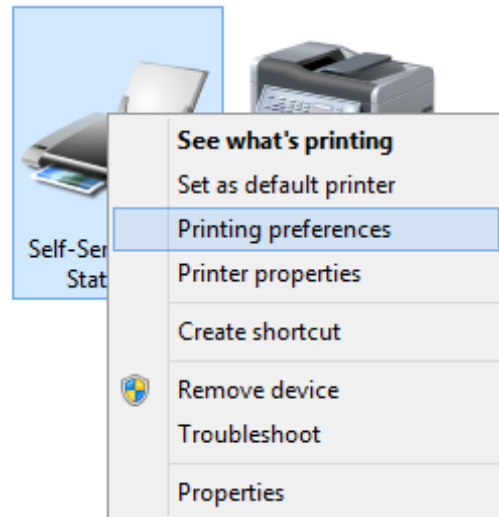|	
	Network and Internet View network status and tasks Choose homegroup and sharing options **Hardware and Sound** View devices and printers Add a device Adjust commonly used mobility settings **Programs** Uninstall a program
Windows 10 Open "**Settings**" and select "**Devices**".	Remote Desktop Connection Google Chrome › Microsoft Office Word... › Notepad › Microsoft Office Excel... › Remark Office OMR D... › File Explorer › Settings Power All apps New Settings SETTINGS Find a setting System Display, notifications, apps, power Devices Bluetooth, printers, mouse Network & Internet Wi-Fi, airplane mode, VPN Accounts Your account, sync settings, work, other users Time & language Speech, region, date Ease of Access Narrator, magnifier, high contrast

2/. Setup Printing Preferences for Fuji Xerox

o **For Windows 7, 8**
Right click the printer you would like to use:
"**WMY LC** – **Self-Service Print Station 3**"
" **WMY LC** – **Self-Service Print Station 4**"

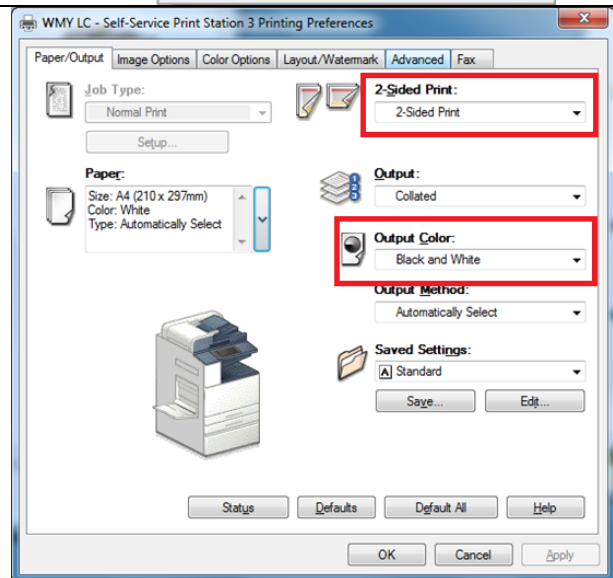Then select "**Set as default printer**".

Suggested printer setting:

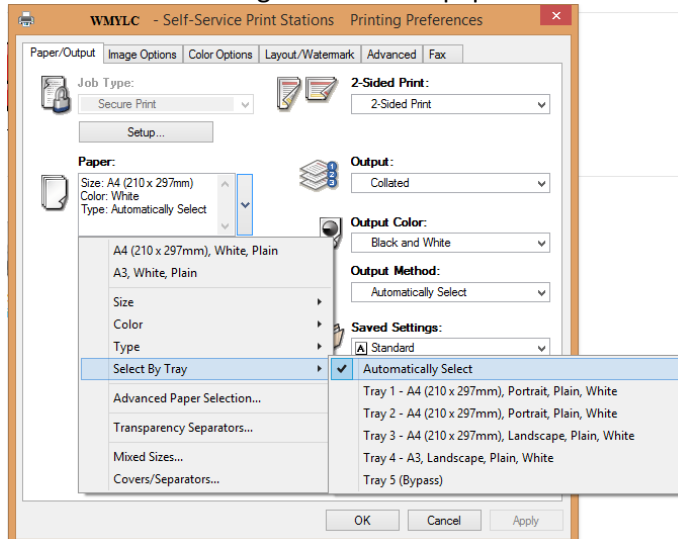Follow the steps and change the settings.

Default Settings:

2 Sided Print: 2 Sided Print

Output Color: Black and White

Click "**OK**" if you have configured the printer settings.
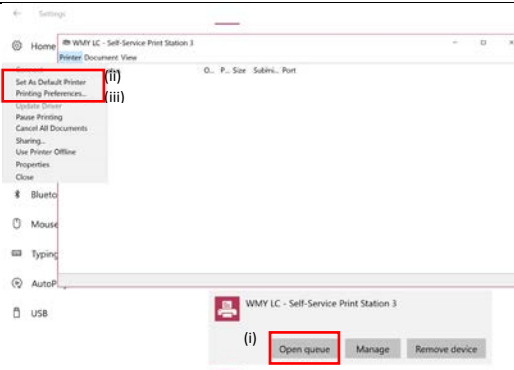

Default A4 and change to the other paper size as below:

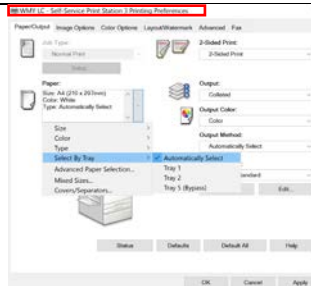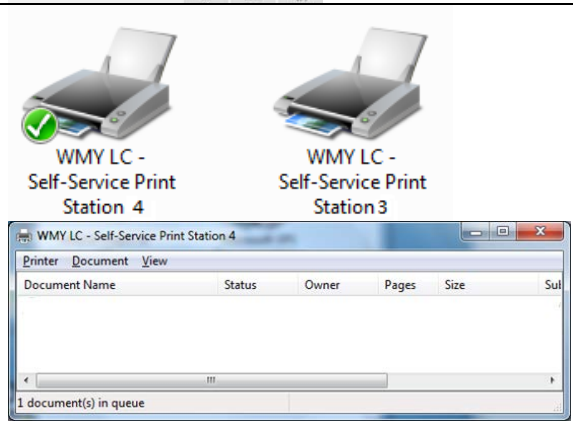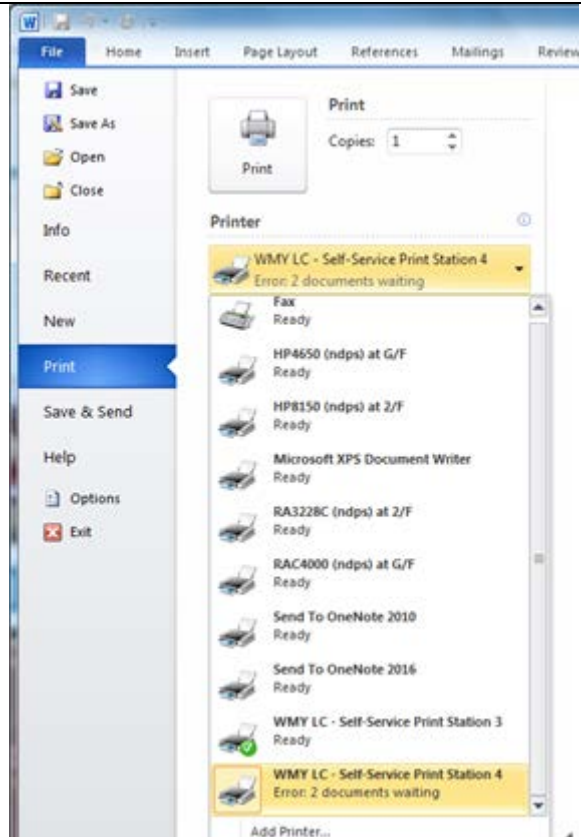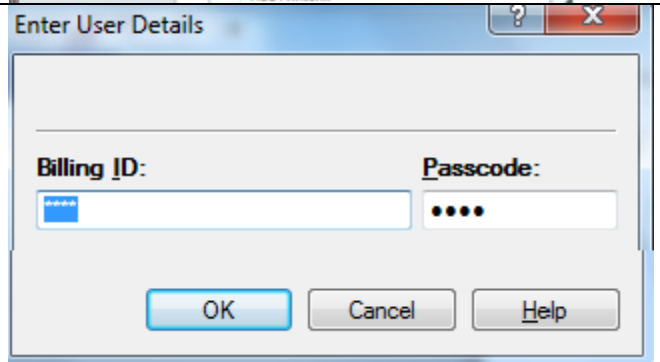|	
o **For Windows 10** Right click the printer you would like to use: "**WMY LC** – **Self-Service Print Station 3**" " **WMY LC** – **Self-Service Print Station 4**" Set up configure preference i/. Click "**open queue**" ii/. Then select "Set as default printer".	
iii/. Set "Printing Perference" Please choose Paper → "Select By Tray" and "Automatically Select"	
3. Input Billing Code and Passcode For Print in software: Click on printer you selected:	

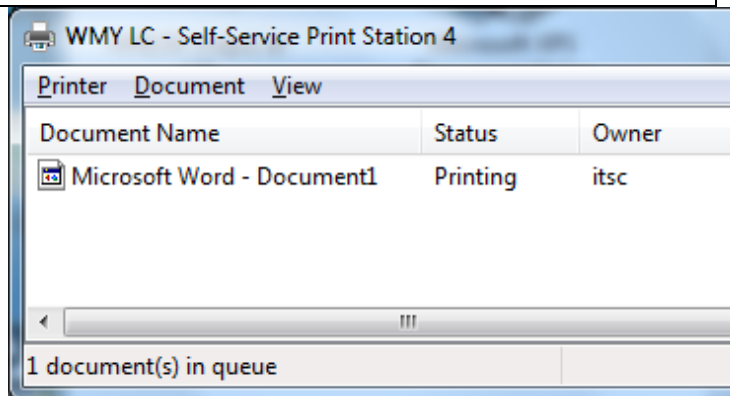|	
Open software, e.g. MS Word →File → Print	
Type your "**Billing Code**" and "**Passcode**" (Only number is accepted).	
Click on printer you selected and see the status as right hand side. Then collect the print out at print station → **Charge Print**	