

## Send Print Job to WMY LC Self-Service Print Station 1 & 2 (Macintosh)

For the configuration in Macintosh, different programs may have different interface. This webpage provides the configuration procedure for two common programs. (Safari and Microsoft Word)

A. Safari	
1. Select "File", select "Print".	Safari     File     Edit     View     History     Bookmarks     Window     Help       Image: Solution of the state of the st
	Close Mindow 合왕W Close All Windows 飞合왕W Close Tab Save As 合왕S
	Open in Dashboard
	Import Bookmarks Export Bookmarks Print ¥P
2. Select Job Type.	
	Printer:     ssp1-wmylc.itsc.cuhk.edu.hk       iPad     Presets:     Default Settings
	Copies: 1 Two-Sided Pages: • All From: 1 to: 1 Paper Size: A4 ÷ 210 by 297 mm
	Orientation: 11 Scale: 100 %
	Layout Color Matching Paper Handling Paper Feed Cover Page
	PDF •     Hide Details       Job Accounting     Job Type       Image Options
	Watermark Fuji Xerox Features Supply Levels

3. Select "Secure Print".	iPad       Printer:       ssp1-wmylc.itsc.cuhk.edu.hk ‡         iPad       Presets:       Default Settings ‡         Copies:       1       Two-Sided         Pages:       All       From:       1         Image:       All       Image:       210 by 297 mm         Orientation:       Image:       Ad       210 by 297 mm         Orientation:       Image:       Job Type       Image:         Job Type:       Vormal Print       Secure Print       Setup         Secure Print       Sample Set       Defaults       Defaults         Delayed Print       Store in Remote Folder       Defaults       Defaults	
	(?) PDF * Hide Details Cancel Print	
4. Enter the "User ID" and "Password" (Must be number) that you like. Click "OK".	Setup   User ID:   username   Secure Print Passcode:   •••••••   Job Name:   Use Existing Name   Vew Job Name:   ?   Defaults   Cancel	
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.

B. Microsoft Word

1 Select "File" select "Print"	Print	
Select Job Type, select	Printer: ssp1-wmylc.itsc.cuhk.edu.hk 🛟	
"Secure Print".	Presets: Default Settings \$	
	Job Type	
	Job Type:	
	✓ Normal Print Setup	
	Sample Set	
	Delayed Print Defaults	
	Store in Remote Folder	
	? PDF  Cancel Print	
2. Enter the "User ID" and	Setup	
"Password" (Must be		
number) that you like.	User ID:	
	username	
CIICK OK .	Secure Print Passcode:	
	lah Nama	
	JOD Name:	
	Use Existing Name	
	New Job Name:	
	2 Defaults Cancel OK	
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/E W/u Ho Man Yuen Building and		
follow the stop shown in "Disk up	vour Drint Joh" to release and collect your print joh	
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Note: Your print jobs are stored in the print station for 4 hours. If you do		
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