

Send Print Job to WMY LC Self-Service Print Station 3 & 4 for Windows 7/8/10 - Fuji Xerox

In Windows, the default settings of WMYLC – Self-Service Print Station 3 & 4 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 , please complete the Installation • and Configuration) printer WMYLC - Self-Service Print Station 4 (32-bit / 64-bit, please complete the Installation • and Configuration) 1. Input Billing Code and Passcode For Print in software: Click on printer you selected: WMYLC WMY LC Self-Service Print Self-Service Print Station 4 Station 3 WMY LC - Self-Service Print Station 4 Printer Document View Document Name Pages Status Owner document(s) in queue

2. Open software, e.g. MS word \rightarrow File \rightarrow Print	W a
1 mit	Save Print
	Gpen Print
	Close
	Info Printer O
	Recent WMYLC - Self-Service Print Station 4
	New Fax Ready
	Print HP4650 (ndps) at G/F Ready
	Save & Send HP8150 (ndps) at 2/F
	Help Microsoft XPS Document Writer
	Cotions
	RA3228C (ndps) at 2/F
	RAC4000 (ndps) at G/F
	Send To OneNote 2010
	Send To OneNote 2016
	Ready WINY LC . Self-Sensise Brieft Station 3
	Ready
	WMY LC - Self-Service Print Station 4 Error 2 documents waiting
	Add Printer
3. Type your "Billing Code" and "Passcode"	Enter User Details
(Only number is accepted).	
(Only number is accepted).	Billing ID: Passcode:
(Only number is accepted).	Billing ID: Passcode:
(Only number is accepted).	Billing ID: Passcode:
(Only number is accepted).	Billing ID: Passcode:
(Only number is accepted).	Billing ID: Passcode: OK Cancel Help
(Only number is accepted).	Billing ID: Passcode:
(Only number is accepted).4. Click on printer you selected and see the status as right hand side.	Billing ID: Passcode: Concel Help WMY LC - Self-Service Print Station 4
 (Only number is accepted). 4. Click on printer you selected and see the status as right hand side. 	Billing ID: Passcode: OK Cancel OK Cancel Help WMY LC - Self-Service Print Station 4 Printer Document View
 (Only number is accepted). 4. Click on printer you selected and see the status as right hand side. Then collect the print out at print station → 	Billing ID: Passcode: OK Cancel OK Cancel Help WMY LC - Self-Service Print Station 4 Printer Document View Document Name Status
 (Only number is accepted). 4. Click on printer you selected and see the status as right hand side. Then collect the print out at print station → Charge Print 	Billing ID: Passcode: OK Cancel OK Cancel Help WMY LC - Self-Service Print Station 4 Printer Document View Document Name Status Owner Microsoft Word - Document1 Printing itsc
 (Only number is accepted). 4. Click on printer you selected and see the status as right hand side. Then collect the print out at print station → Charge Print 	Billing JD: Passcode: OK Cancel OK Cancel Help OK Cancel Help OK Cancel Help OK Cancel OK Cancel Help OK Cancel OK Cancel Help Ocument View Document Name Status Owner Microsoft Word - Document1 Printing itsc
 (Only number is accepted). 4. Click on printer you selected and see the status as right hand side. Then collect the print out at print station → Charge Print 	Billing JD: Passcode: OK Cancel Help OK Cancel Help WMY LC - Self-Service Print Station 4 Printer Document View District View
 (Only number is accepted). 4. Click on printer you selected and see the status as right hand side. Then collect the print out at print station → Charge Print 	Billing [D: Passcode: OK Cancel OK Cancel Help

Prepared by: User Support Division, Information Technology Services Centre

Last Update: March 2017

Copyright © 2017. All Rights Reserved.

Information Technology Services Centre, The Chinese University of Hong Kong