

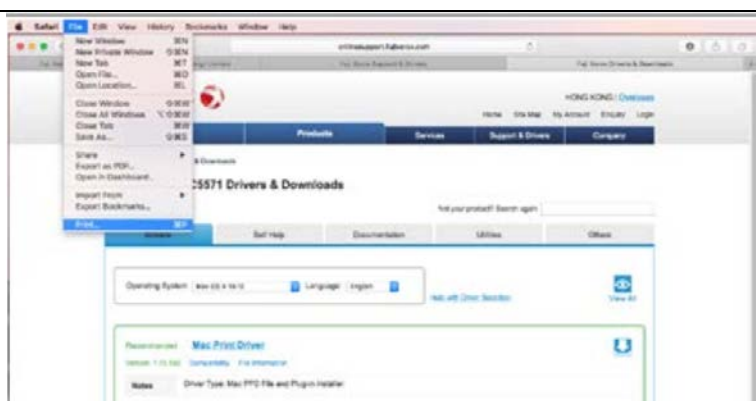


WMY LC – Self-Service Print Station 3 or 4 Configuration (Macintosh) - Fuji Xerox

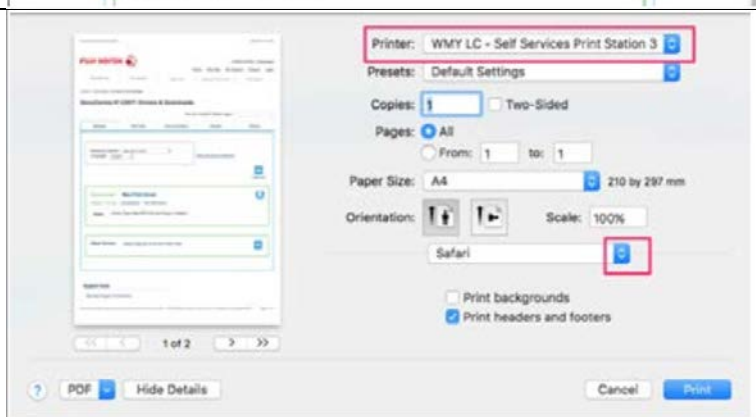
In Macintosh, the default settings of the Self-Service Print Station are: Colour, Simplex and A4 size. Users can further change the settings. For the configuration in Macintosh, different programs may have different interface. This webpage provides the configuration procedure for two common programs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

1. Safari

1. Select "File". Then select "Print".

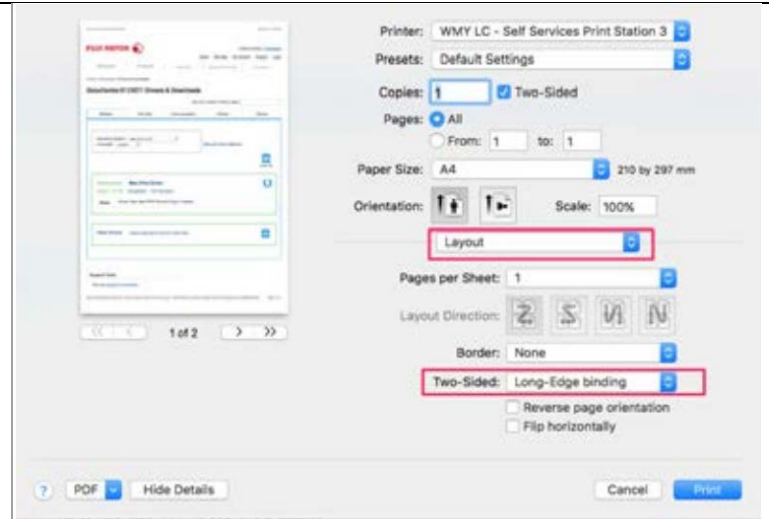


2. Select your target printer. Then click the arrow button near Safari.



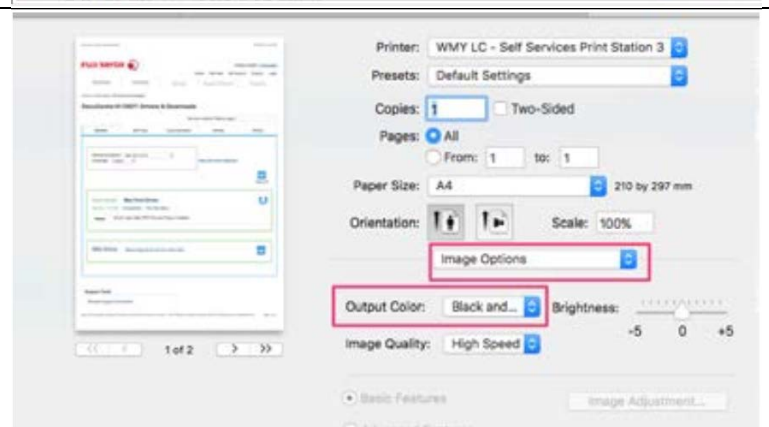
3. To configure duplex (Optional):

- Click "**Layout**", then
- Select "**Long-Edge binding**" / "**Short-Edge binding**"



4. To configure "**Black and White**" printing (Optional):

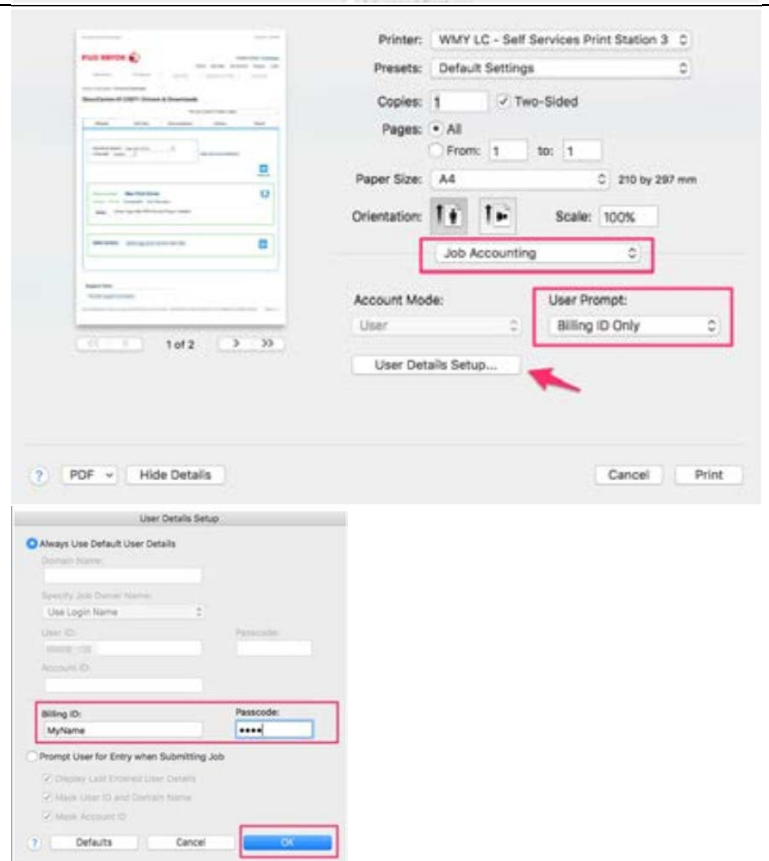
- Select "**Image Options**"
- Under Output Colour, Select "**Black and White**"



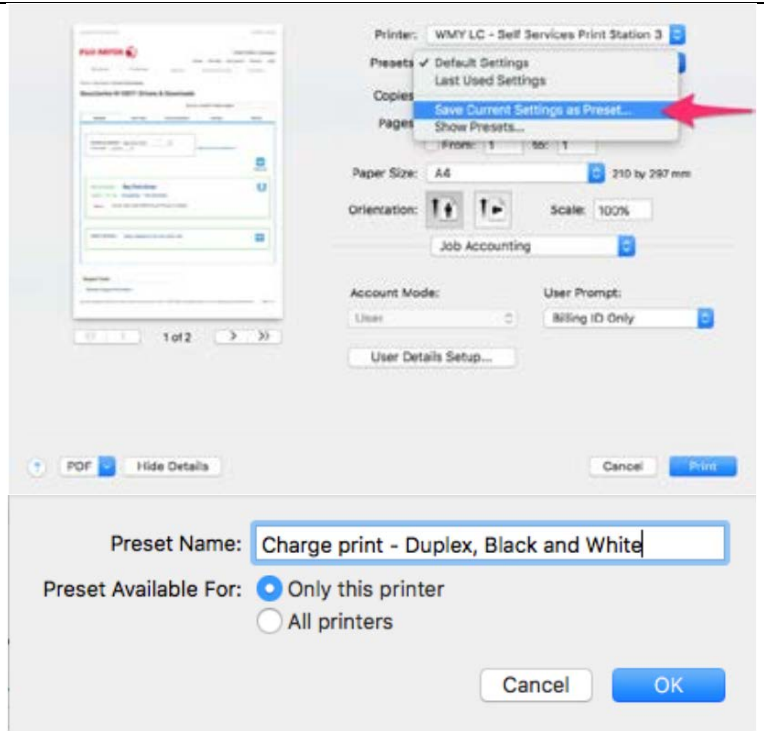
5. To define the printing job user ID and password:

- Select "**Job Accounting**".
- Under "**User Prompt**", Select "**Billing ID Only**", Click "**User Details Setup...**"

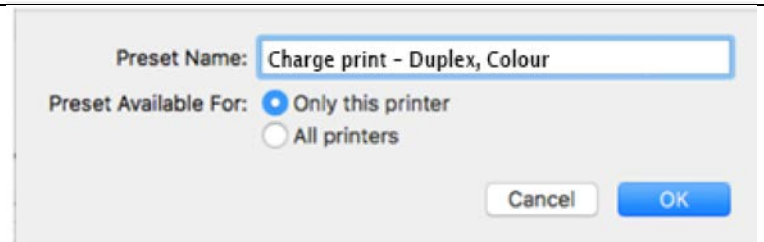
Note: Both "**Billing ID**" and "**Passcode**" can be set by the user. If you do not input "**Billing ID**" and "**Passcode**", the warning screen will display and the print job cannot be sent. Only number is accepted in "**Passcode**" field.



6. To save current setting as preset (Optional):
Select "**Save Current Settings as Preset...**" in Presets. Saved settings can be reused in the future.

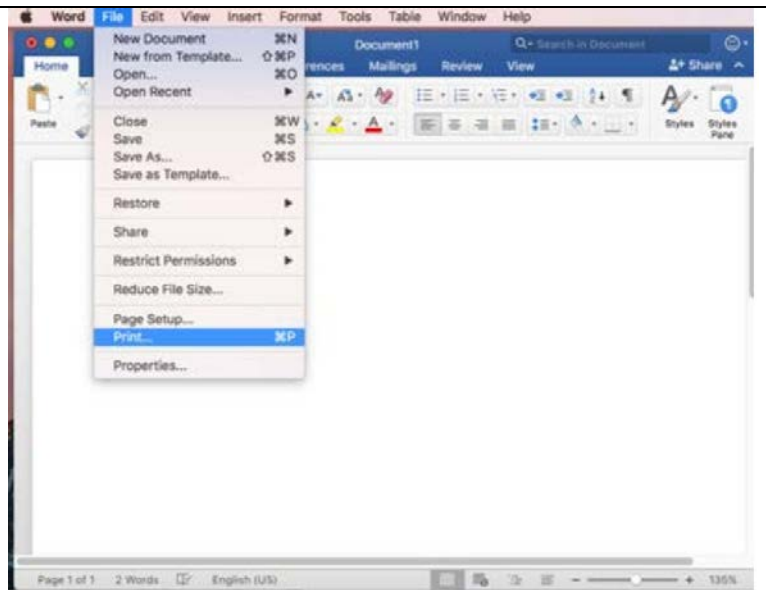


7. Repeat **step 1 to 6** again to create different settings for colour printing and single page printing.

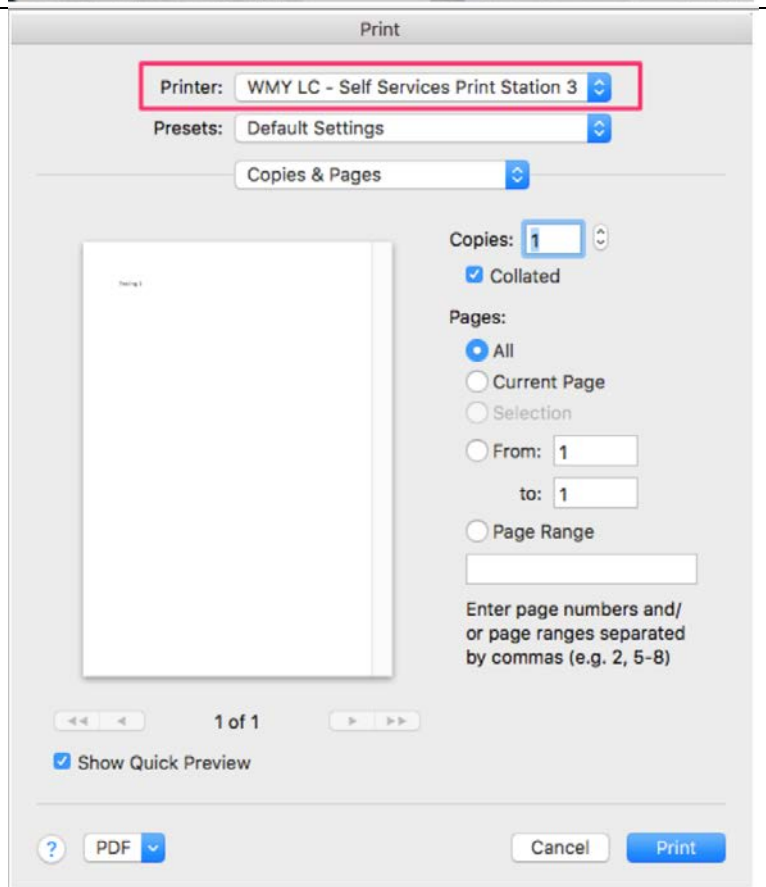


2. Microsoft Word

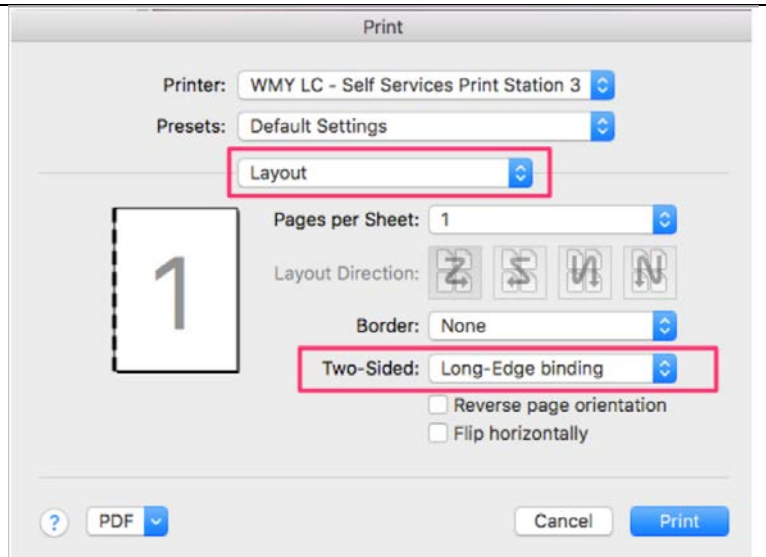
1. Select "File". Then select "Print".



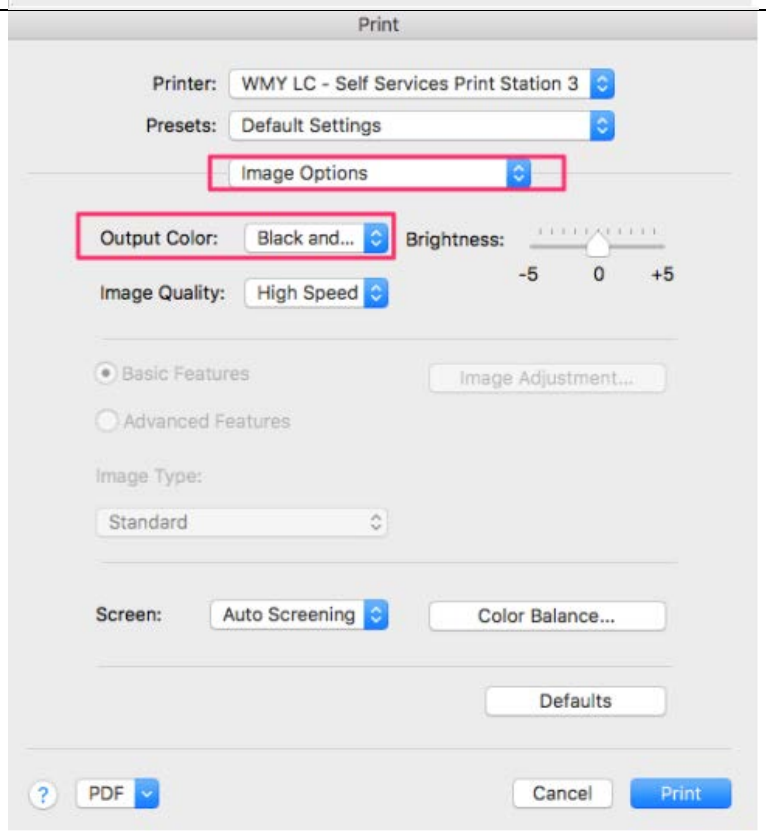
2. Select your target printer.



3. To print duplex (Optional)
- Click "**Layout**" in MS Word
 - Select "**Long-Edge binding**" / "**Short-Edge binding**"



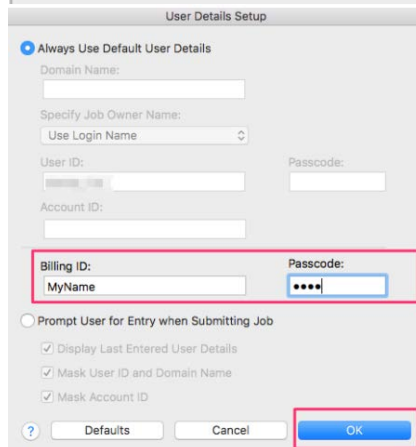
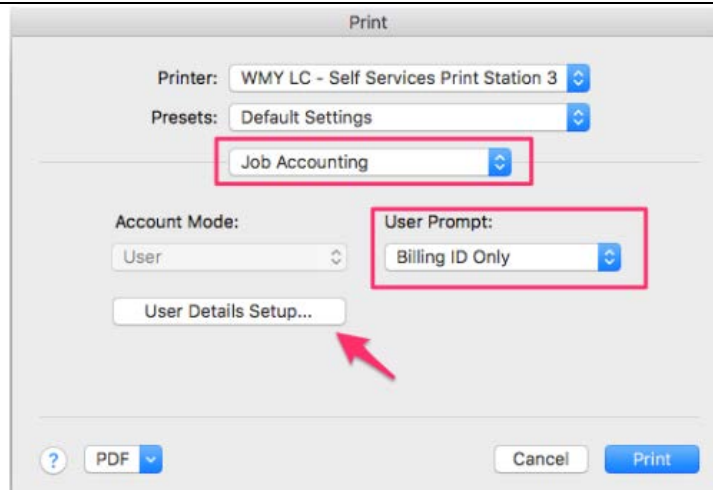
4. To configure "**Black and White**" printing (Optional):
- Select "**Image Options**"
 - Under Output Color, Select "**Black and White**"



5. To define the printing job user ID and password:

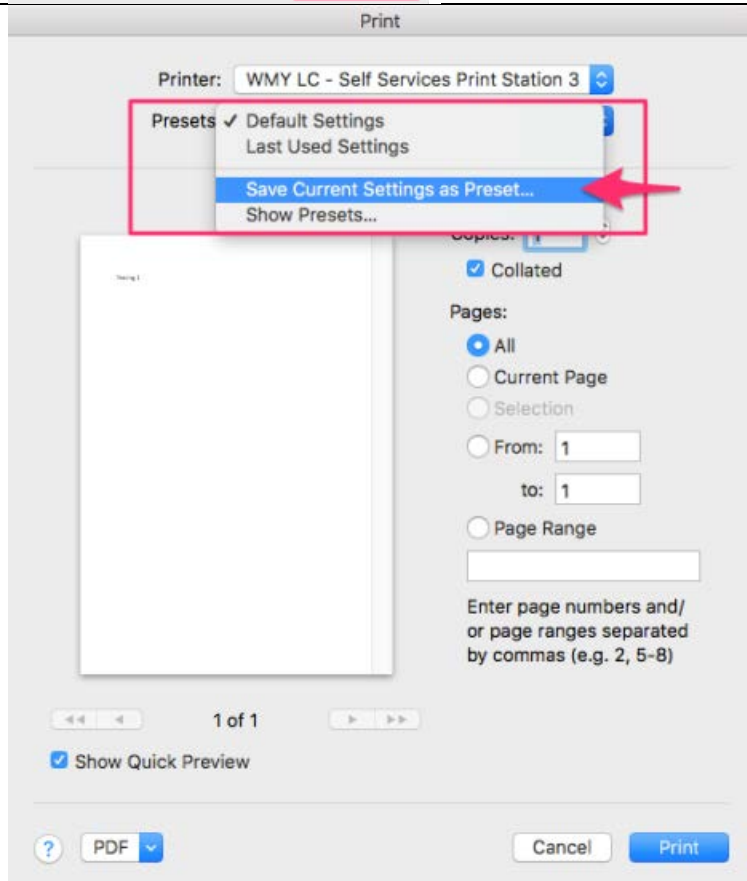
- Select "**Job Accounting**".
- Under "**User Prompt**", Select "**Billing ID Only**", Click "**User Details Setup...**"

Note: Both "**Billing ID**" and "**Passcode**" can be set by the user. If you do not input "Billing ID" and "Passcode", the warning screen will display and the print job cannot be sent. Only number is accepted in "Passcode" field.



6. To save current setting as preset (Optional):

Select "**Save Current Settings as Preset...**" in Presets.



	<p>Preset Name: <input type="text" value="Charge print - Duplex, Black and White"/></p> <p>Preset Available For: <input checked="" type="radio"/> Only this printer <input type="radio"/> All printers</p> <p><input type="button" value="Cancel"/> <input type="button" value="OK"/></p>
<p>7. Repeat step 1 to 6 again to create different settings for colour printing and single page printing.</p>	<p>Preset Name: <input type="text" value="Charge print - Duplex, Colour"/></p> <p>Preset Available For: <input checked="" type="radio"/> Only this printer <input type="radio"/> All printers</p> <p><input type="button" value="Cancel"/> <input type="button" value="OK"/></p>

Prepared by: Information Technology Services Centre
Last Update: May 2017
Copyright © 2017. All Rights Reserved.
Information Technology Services Centre, The Chinese University of Hong Kong