

Pi Chiu - Self-Service Print Station 2 Configuration & User Guide (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)

Configure the print driver to ● ● ○ 〈 〉 Ⅲ Printers & Scanners Q Search enable "Secure Print": Printers Options & Supplies > Options > 137.189.28.76 • Idle ssps2-pichiu.itsc.cuhk.edu.hk Check "Hard Disk" to enable Open Print Queue... kmc364a.itsc.cuhk.e... Idle Options & Supplies... "Secure Print" feature ssp2-wmylc.itsc.cuhk... Idle ssps1.itsc.cuhk.edu.hk Location: Idle Kind: FX DocuCentre-V C3373 T2 v3018.103 PS ssps1.itsc.cuhk.edu.... Status: Idle Idle sps2-pichiu.itsc.cuh. Idle, Last Used Share this printer on the network Sharing Preferences... + -Default printer: Last Printer Used Default paper size: A4 ? 000 < > === Printers & Scanners General Options Supply Levels Printer To take full advantage of your printer's options, confirm that they are accurately ſ shown here. For information on your printer and its optional hardware, check the printer's documentation. Ĩ Output Options: Not Installed Left Top Tray (Face Up) Paper Tray Configuration: 4 Trays High Capacity Feeder 🗹 Hard Disk Paper Size Settings: AB Series (8K / 16K) + -Traditional Chinese Switch Pa...(8K / 16K):

I. Check the printer setting



III. Microsoft Word

1.	Select "File", select "Print"	Print		
	Select Job Type select	Printor	cont would find ouble adu ble	
		Printer.	ssp1-wmylc.itsc.cunk.edu.nk	
	"Secure Print".	Presets:	Default Settings	
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		Pi Chiu - Self-Service Print Station 1 5 Forths carlighton in Microsoft, Sflaren pro	Paper Feed	ent Page
		webjage provides the carrigo action procedure & Microsoft Word;	Cover Page	ction
		1. Select Tar and the select s	Job Accounting	1: 1
			Job Type): 1
		2. Seedlat for	Image Options	
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			Supply Levels	r page numbers and/or page
				(e.g. 2, 5-8)
		Age 1 of 1		
		ৰৰ ৰ 1 of 3		
		Show Quick Preview		
		Page Setup		
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			🛕 Low Toner	Cancel Print
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		Delayed	Print	Defaults
		Store in F	Remote Folder	
		? PDF 🗸	🔔 Low Toner	Cancel Print

2. Enter the "User ID" and	Setup			
"Password" (Must be number) that you like. Click "OK".	User ID: username Secure Print Passcode: 			
	Use Existing Name Cancel Image: New Job Name: Image: OK			
Your print job is sent to the print station and waiting there for you to release. Go to the self-service print station 2 located at 1/F Pi Chiu Building and follow the Notice of "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

Prepared by: User Support Division, Information Technology Services Centre

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