

Send Print job to WMYLC – Self-Service Print Station 3 & 4 (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 guideline provides the configuration procedure for two common programs (Safari and Microsoft Word).

Important:

Before installing printer driver or printing, please connect your computer to the CUHK Campus network. For the Wi-Fi users of SSID=CUguest / Eduroam / Universities Wifi. Please establish CUHK VPN first, click <u>here</u> for the CUHK VPN user guide

1. Safari

1. Select " File ". Then select " Print ".	Index
2. Select your target printer . Then click the arrow	Distant: MARY I P Salt Enclose Dist Enclose 3
button near " presets " to choose the appropriate presets.	Aurenting with the second of t
	Copies 1 Two-Sided
Note: Please refer to the configuration of Mac OS	Pages © All
for making a presets.	Paper Size: A4 201 by 287 mm
	Orientation 11 1+ Scale: 1005
	term D
	Inf2 3 30
	POT Hole Details Cancel
3. Click " Print " to print the selected webpage with	Printer: WMY LC - Self Services Print Station 3
your customised setting.	Preseta: My setting 1
	Automation from the statement of the sta
	in reserve U Disentation: [1] [1] Scale: 1005
	Job Accounting
	Account Model User Prompt
	Uber C Billing ID Only D
	Uver Details Setup
	🕐 POF 📓 Hile Details Cancel
Your print job is sent to the print station and waiting	g there for you to release. Go to the self-service
print station located at Learning Commons, 6/F W	u 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.

2. Microsoft Word

1. Select "File". Then select "Print".	Word File Edit. View Insert Format Tools Tools	
2. Select your target printer . Then click the arrow	Papel of 1 2 Words (2) English (US) (2) Papel of 2 2 2 + 135% (2) Print	
button near "presets" to choose the appropriate	Printer: WMY LC - Self Services Print Station 3	
presets.	Presets: Default Settings	
Note: Please refer to the configuration of Mac OS for making a presets.	Copies & Pages	
	Collated Pages: All Current Page Selection From: 1 to: 1 Page Range Enter page numbers and/ or page ranges separated by commas (e.g. 2, 5-8) Show Quick Preview	
	? PDF v Cancel Print	

3. Click " Print " to print the selected job with your	Print		
customised setting.	Printer: WMY LC - S	Self Services Print Station 3 📀	
	Presets: Charge prin	Charge print - Duplex, Black and White	
	Copies & Pa	ages	
	Copies & Pr Copies & Pr I of 1 Show Quick Preview PDF S	ages Copies: Copies:: C	
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