

## Using Procedure for printing to Fuji Xerox MFP Printer at ELB 10/F (Mac)

### A. Introduction

This guide outlines the steps for adding the following printer to your Mac and sending the print job from the campus Wi-Fi network to the Fuji Xerox printer at ELB 10/F.


Campus	Printer Location	IP address	Brand	Model	B&W / Colour
CUHK	ELB 10/F (Lobby)	137.189.68.242	Fuji Xerox	ApeosPort-V C5575 T2	Color

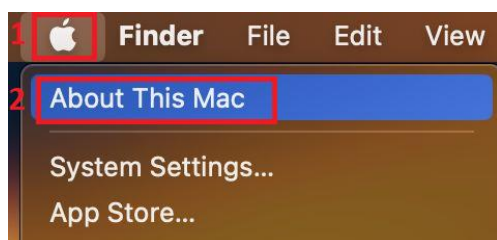
### B. Connect to CUHK campus Wi-Fi network(SSID: CUHK1x)

Before connecting to the printer, you are required to connect your Mac to the on-campus Wi-Fi network (SSID: [CUHK1x](#)).

### C. Download and install the printer driver

#### i. How to check your macOS version

1. Click on the icon .
2. Click **About This Mac**.



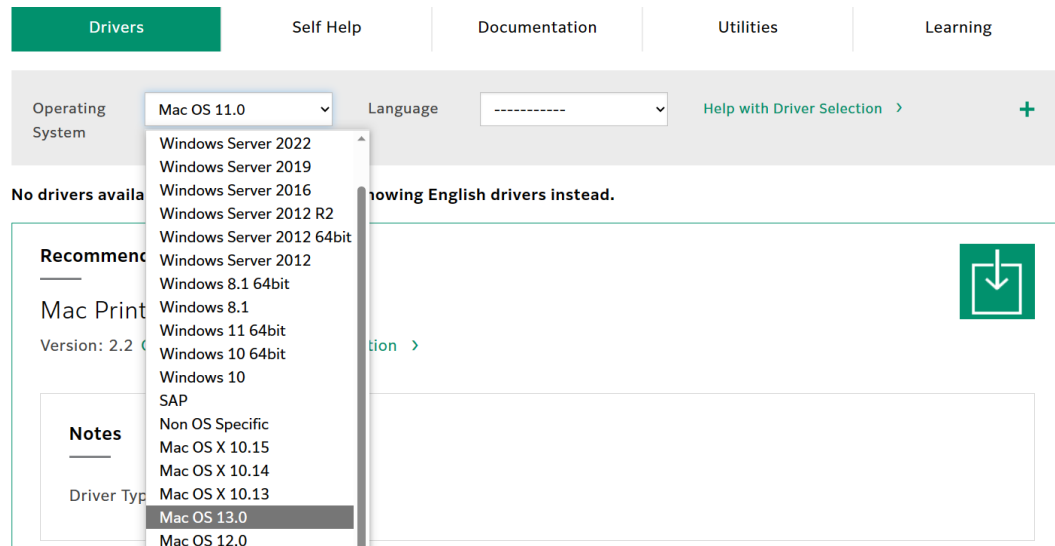
## ii. Download the printer driver

- Download the driver for **Fuji Xerox ApeosPort-V C5575 T2** from the following website.

[FUJIFILM Business Innovation Drivers & Downloads](#)

- In the **Operating System** field, click the drop-down menu and select the appropriate version of macOS.

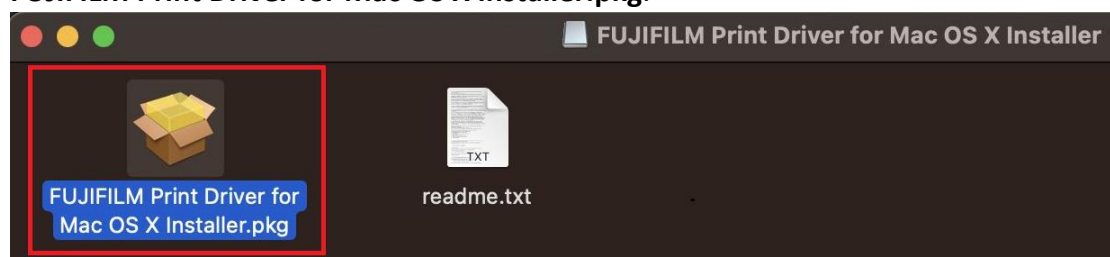
**Note:** If the version of your macOS is Ventura (version 13.4.1), please select **Mac OS 13.0**.



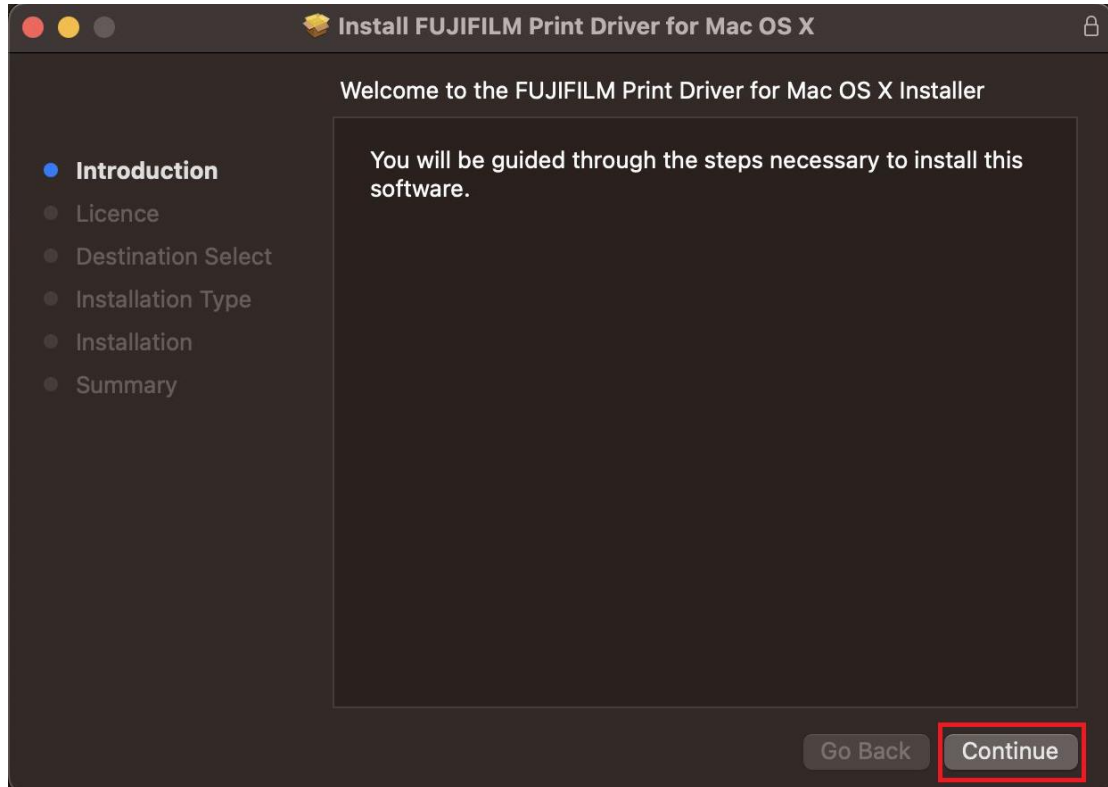
- Click on the icon  to download the driver.

## iii. Install the printer driver

- Before starting, please make sure your login account on your Mac has an administrator privilege for the printer driver installation.
- In **Downloads**, double-click the downloaded file and then double-click on the file named **FUJIFILM Print Driver for Mac OS X Installer.pkg**.



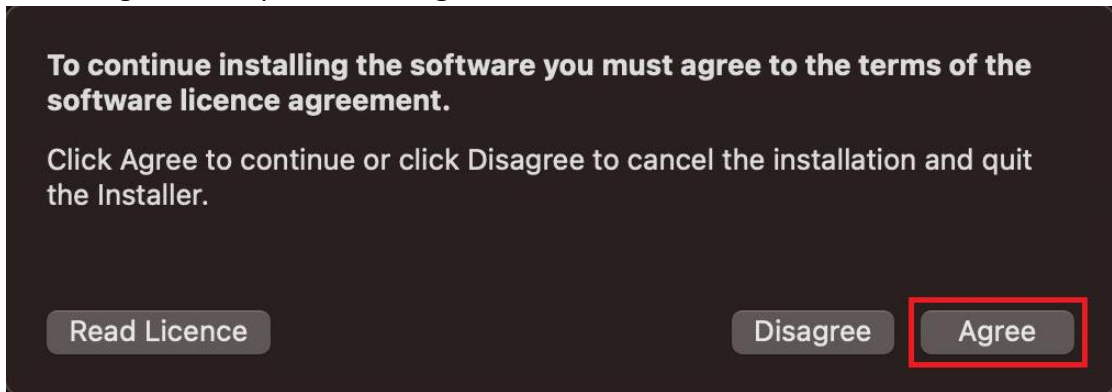
- Click **Continue**.



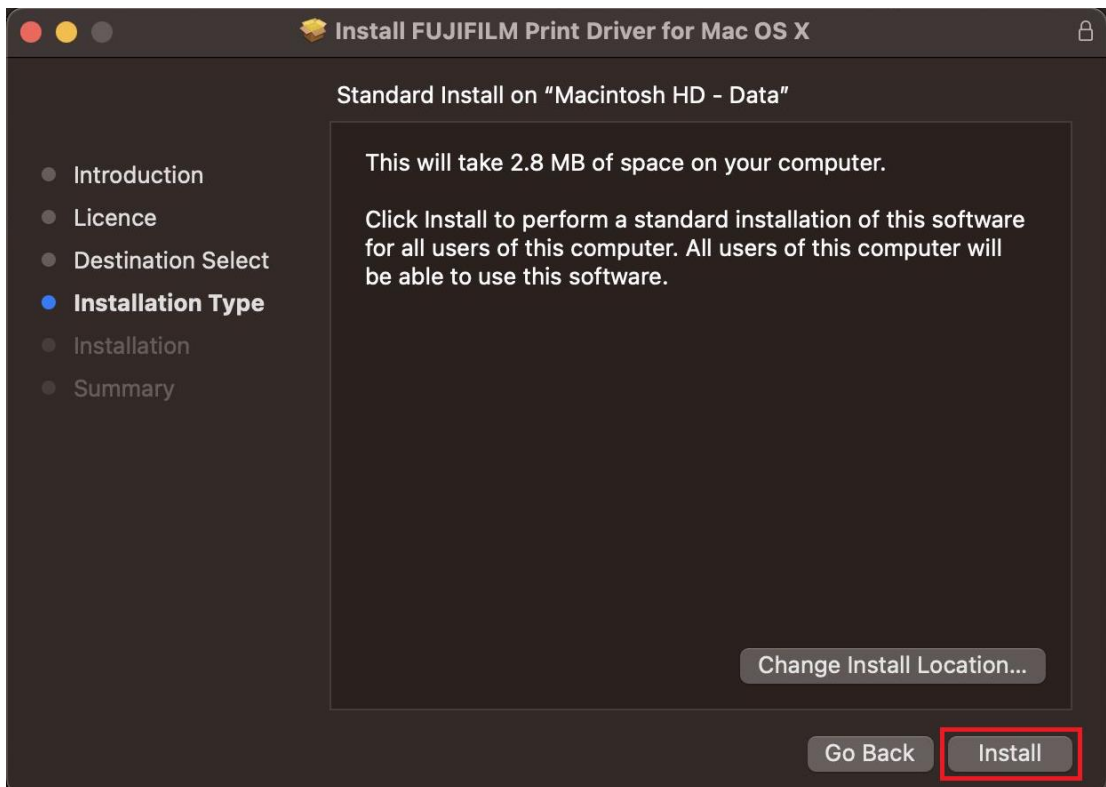
- Read the Software License Agreement and then click **Continue**.



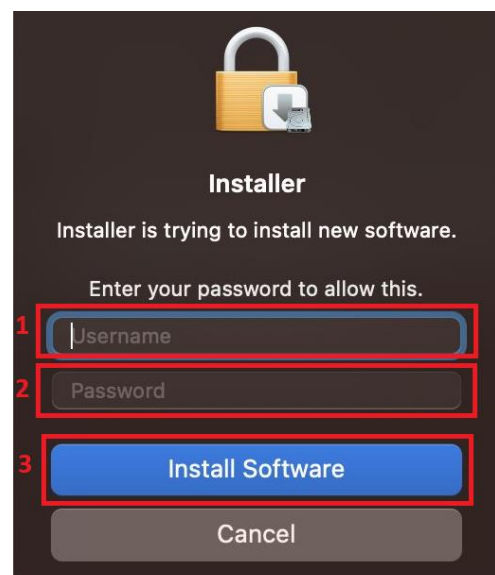
- If you want to continue installing the software and agree to the terms of the software license agreement, please click **Agree**.



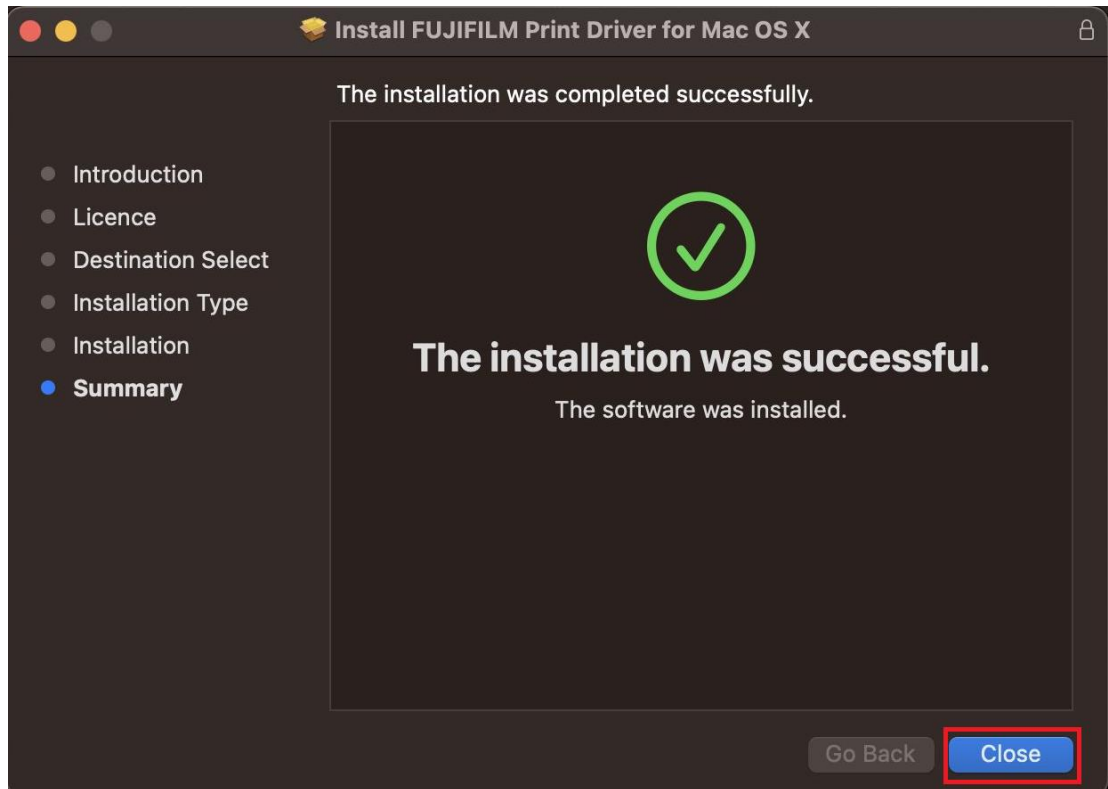
- Click **Install**.



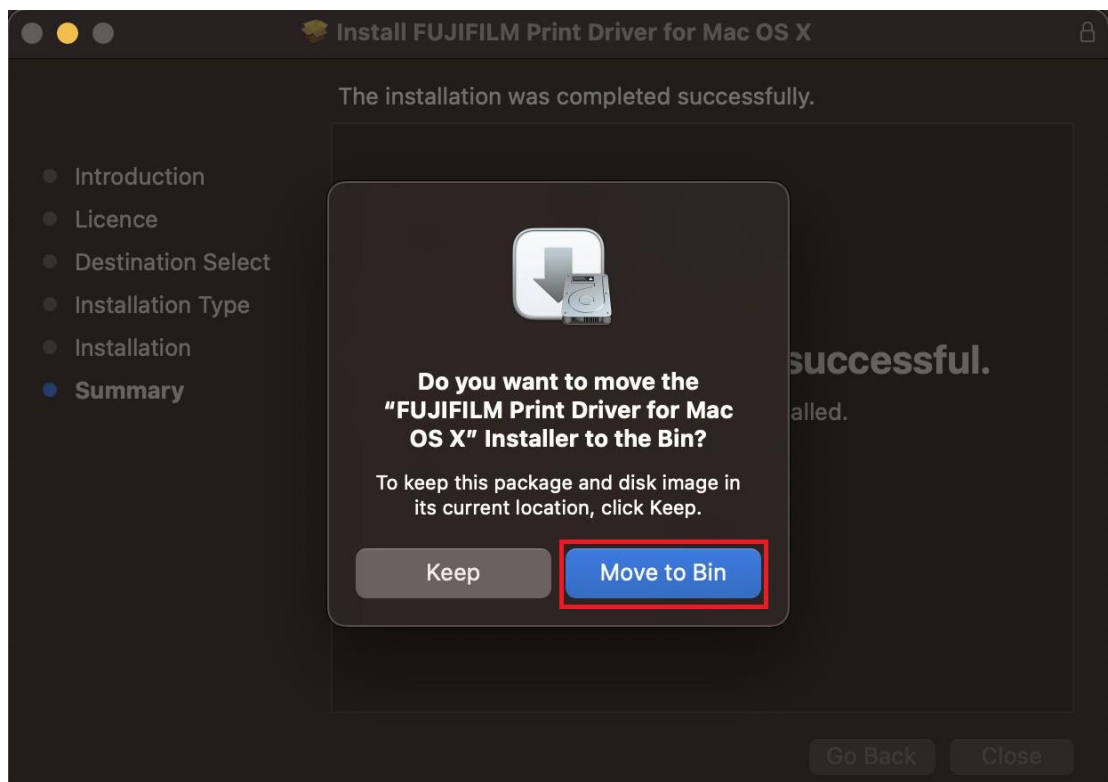
- On the Installer Windows,
  1. In the **Username** field, enter your Mac's username.
  2. In the **Password** field, enter your Mac's password.
  3. Click **Install Software**.



- The software was installed. Click **Close** to leave the installer.

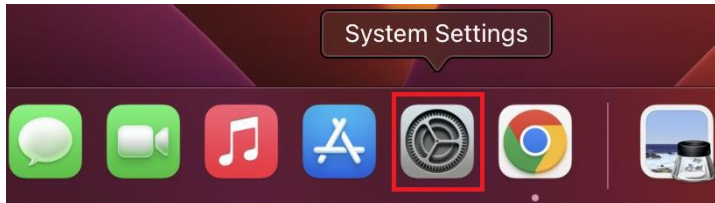


- Click **Move to Bin** to move the **FUJIFILM Print Driver for Mac OS X Installer** to the Bin.

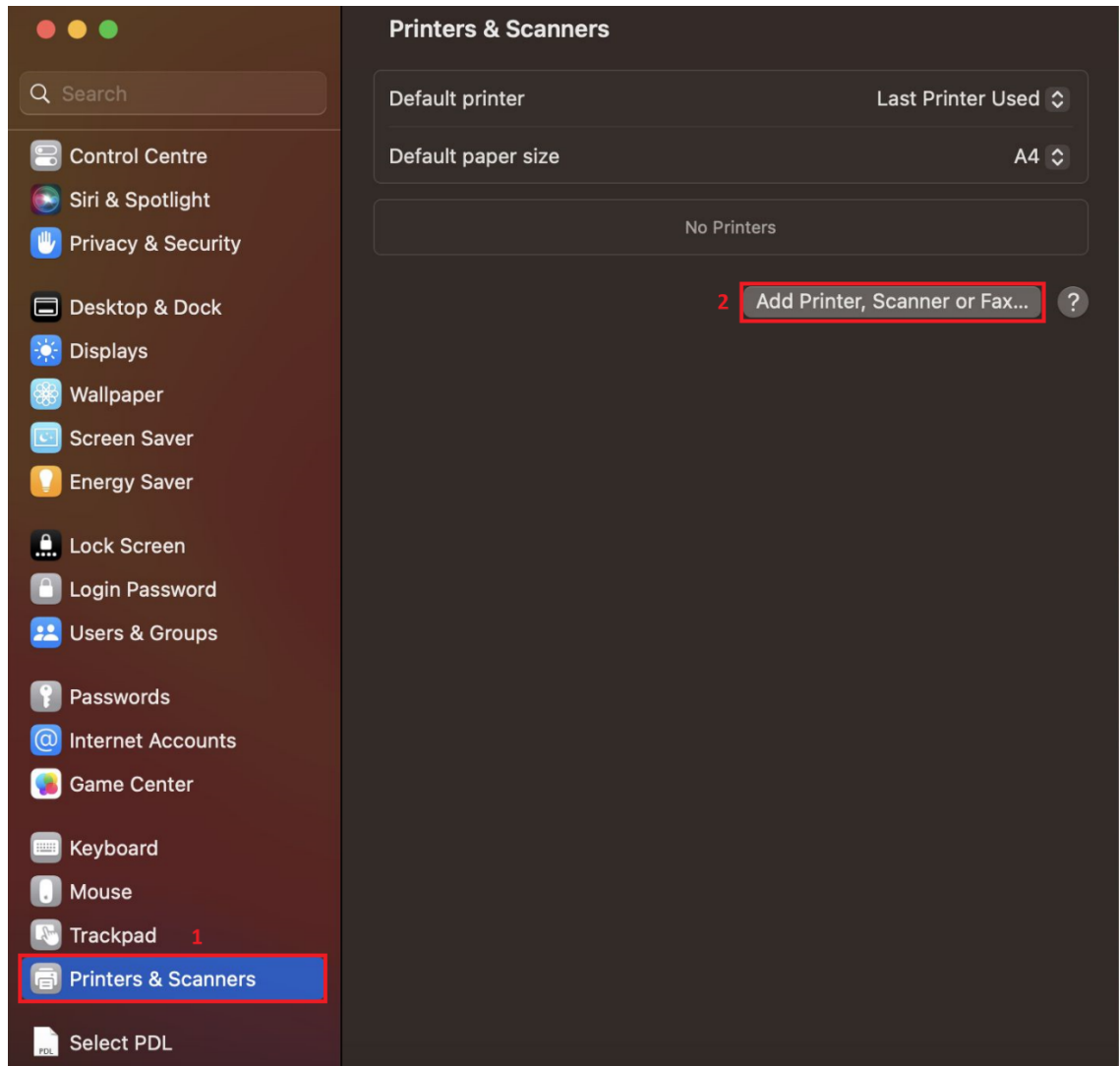


### iii. Add a printer to your printer list so you can use it on Mac

- Open **System Settings**.



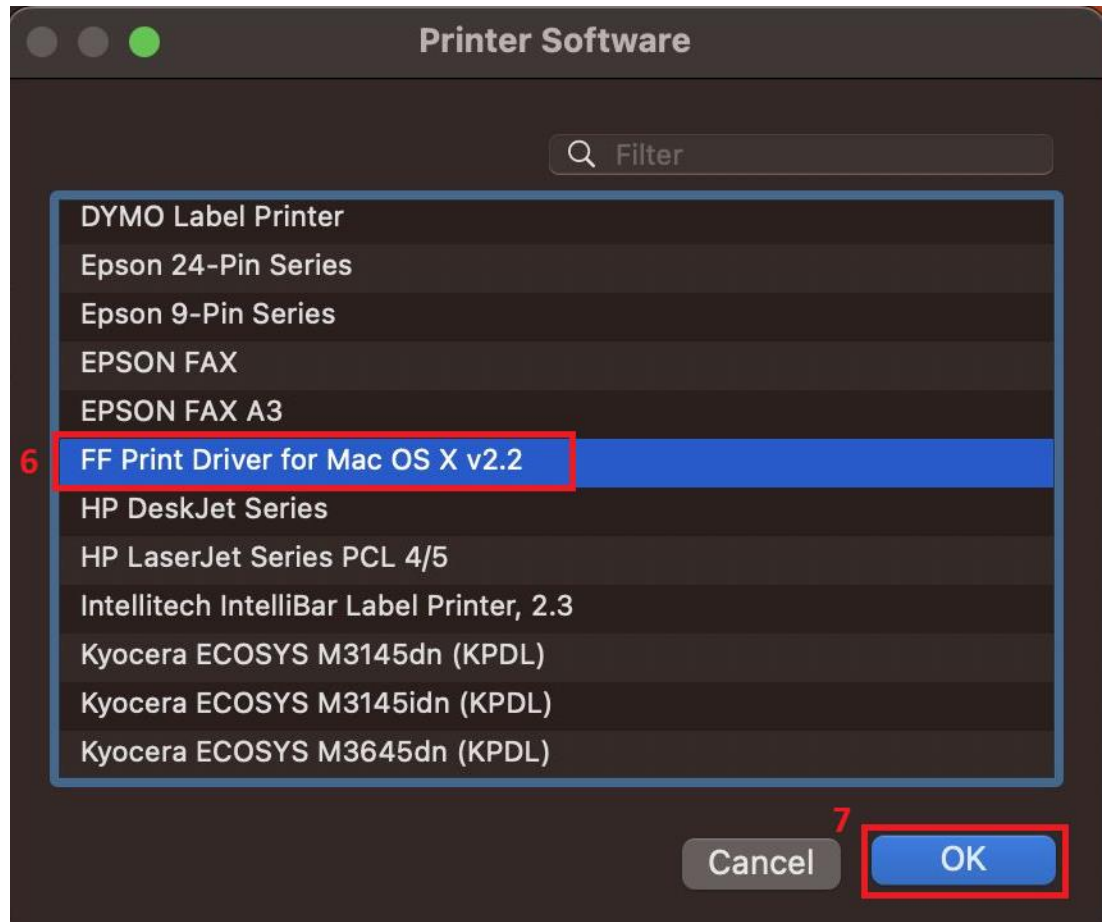
- On the System Settings Windows,
  1. Click **Printers & Scanners**.
  2. Click **Add Printer, Scanner or Fax...** .



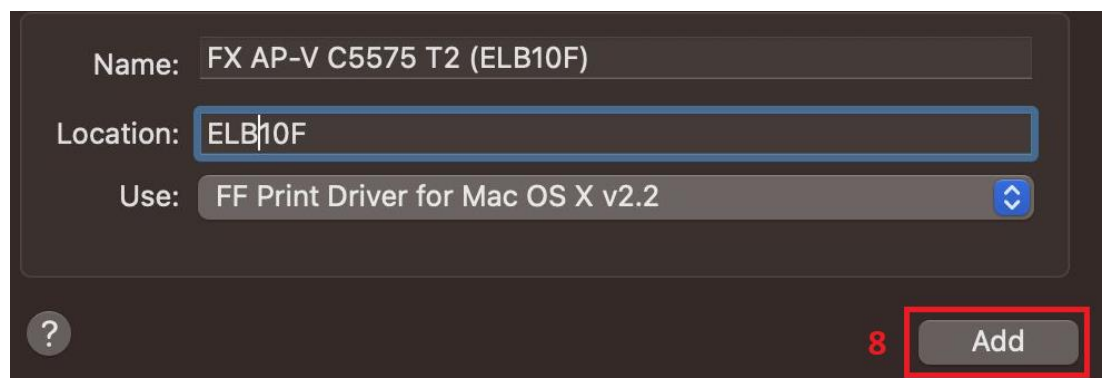


6. Select the printer model named **FF Print Driver for Mac OS X v2.2**.

7. Click **OK**.

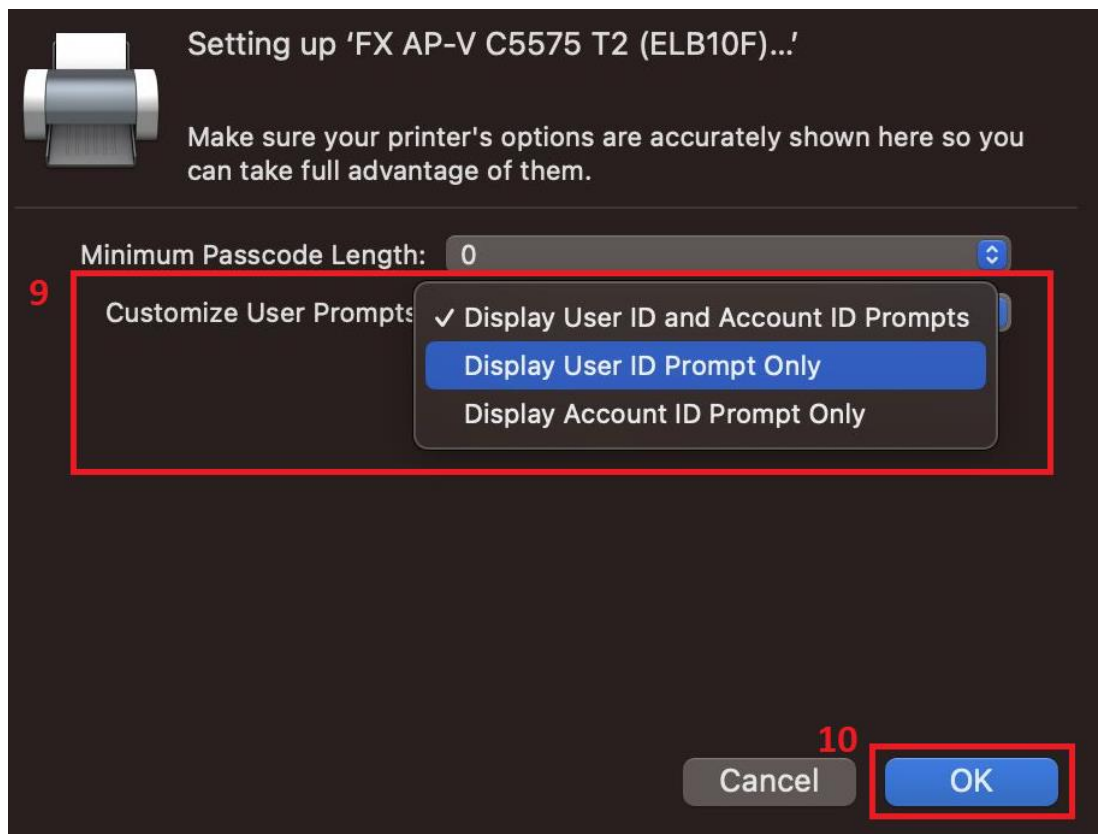


8. Click **Add** button to add the printer.

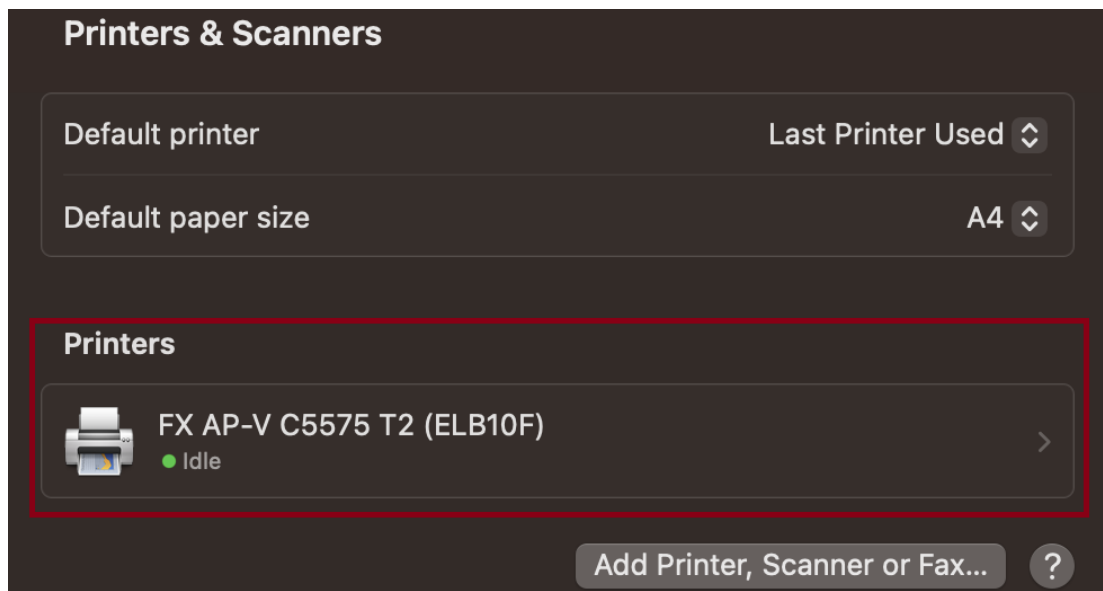




9. In **Customize User Prompts** field, click the drop-down menu and then select **Display User ID Prompt Only**.
10. Click **OK**.



- The printer now appears in the **Printers & Scanners** panel and it is ready to use.

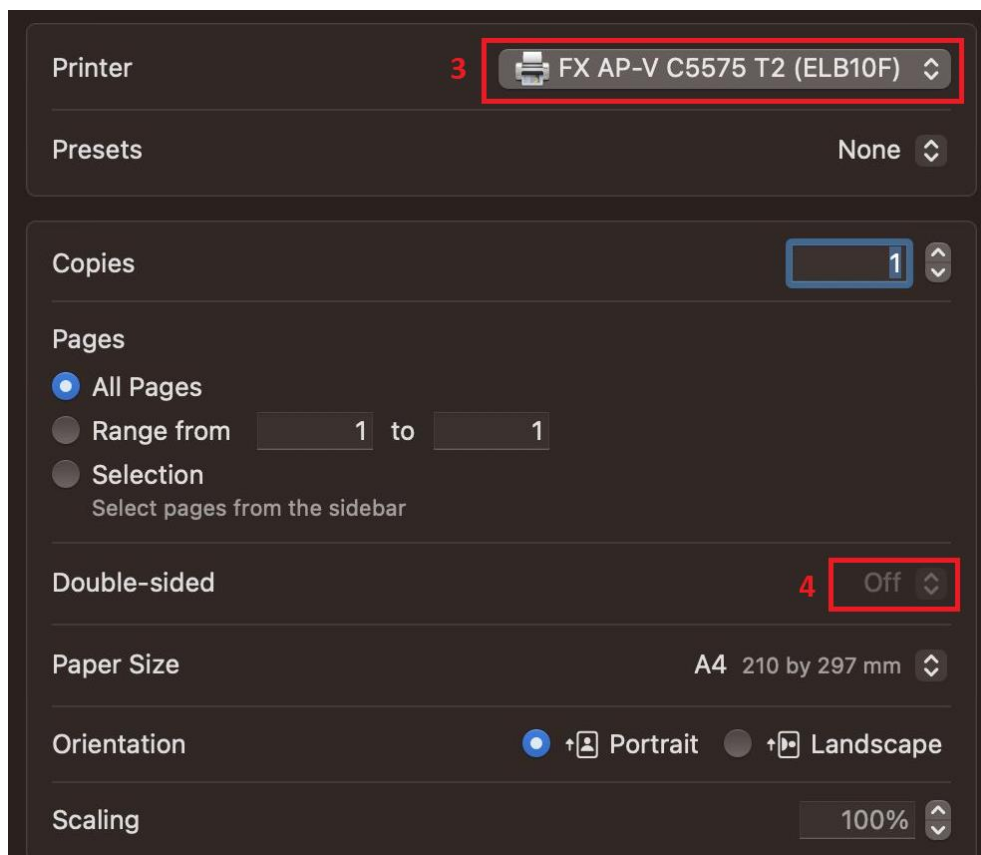


## D. Sending Print Job to Printer

The printing of three common kinds of documents (**Webpage, Word and PDF**) are described in the following:

### i. Webpage (Safari)

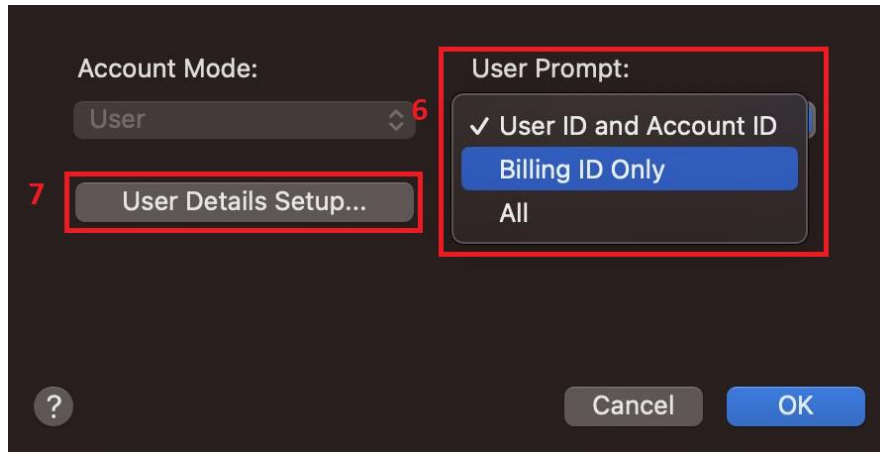
1. Open the webpage using **Safari**.
2. To access the print menu, you can simply click the **File** tab & then click **Print** or press **Command + P** to bring it up.
3. In the **Printer** field, select the target printer named **FX AP-V C5575 T2 (ELB10F)**.
4. In the **Double-sided** field, select **On**.



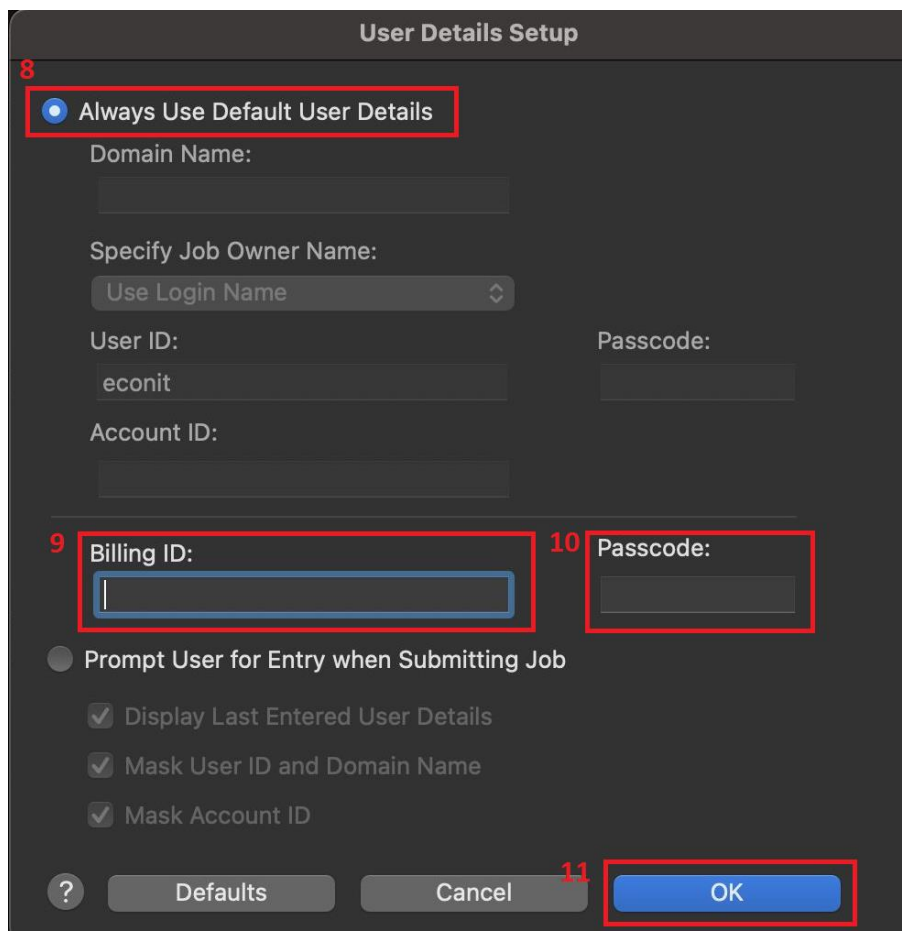
5. In the **Printer Options** field, click the drop-down menu and then click **Job Accounting**.



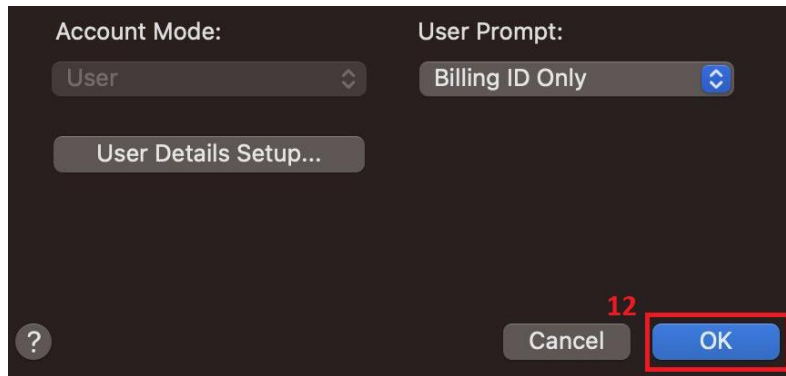
6. In the **User Prompt** field, click the drop-down menu and then select **Billing ID Only**.
7. Click **User Details Setup...**



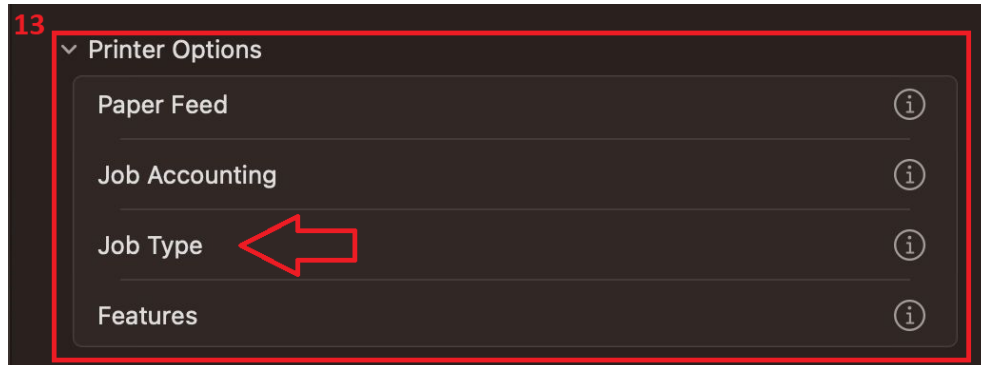
8. Select **Always Use Default User Details**.
9. In the **Billing ID** field, enter your ID (in example: econman).
  - The **Billing ID** is the one shown on the panel of the Multifunctional Printer (MFP) for you to select. It should not be more than 24 characters.
10. In the **Passcode** field, enter your password (in example: 123321).
  - **Passcode** is used to verify the job owner. It should not be more than 12 numeric characters.
11. Click **OK**.



12. Click **OK**.

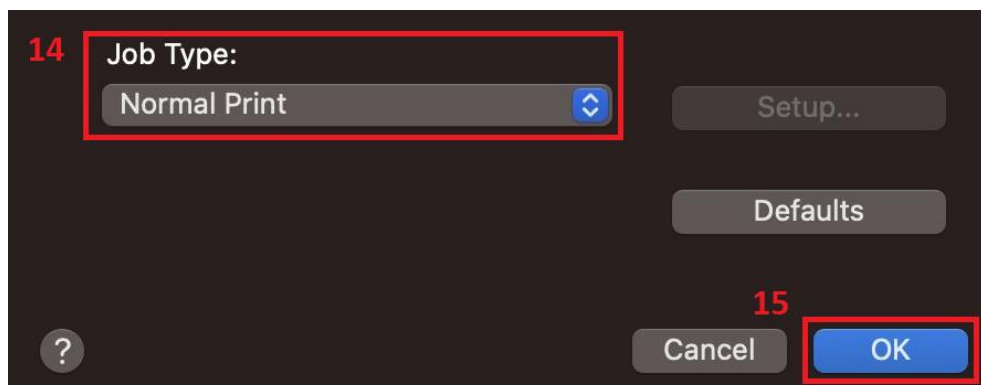


13. In the **Printer Options** field, click the drop-down menu and then click **Job Type**.

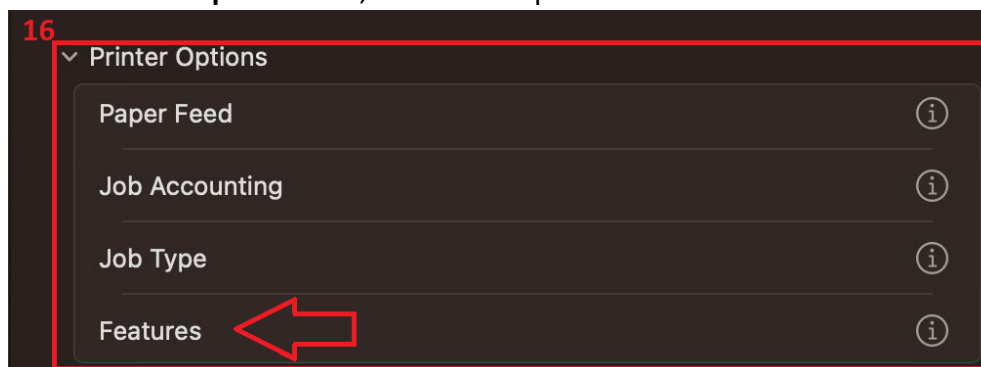


14. In the **Job Type** field, select **Normal Print**.

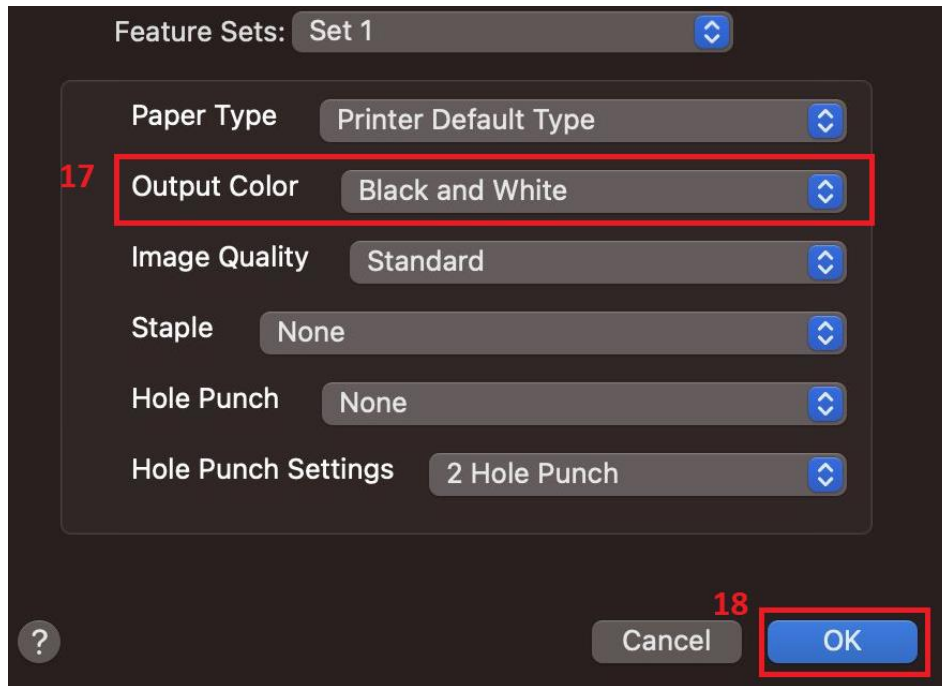
15. Click **OK**.



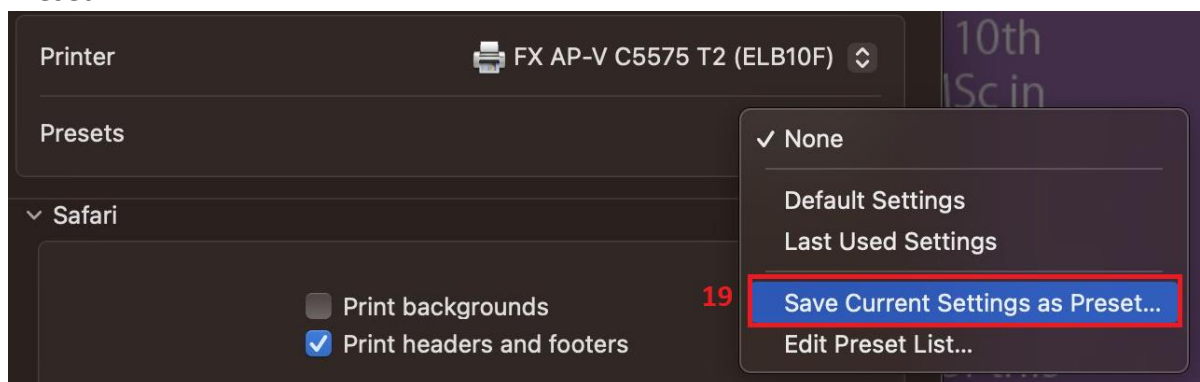
16. In the **Printer Options** field, click the drop-down menu and then click **Features**.



17. In the **Output Color** field, click the drop-down menu and then select **Black and White**.
18. Click **OK**.

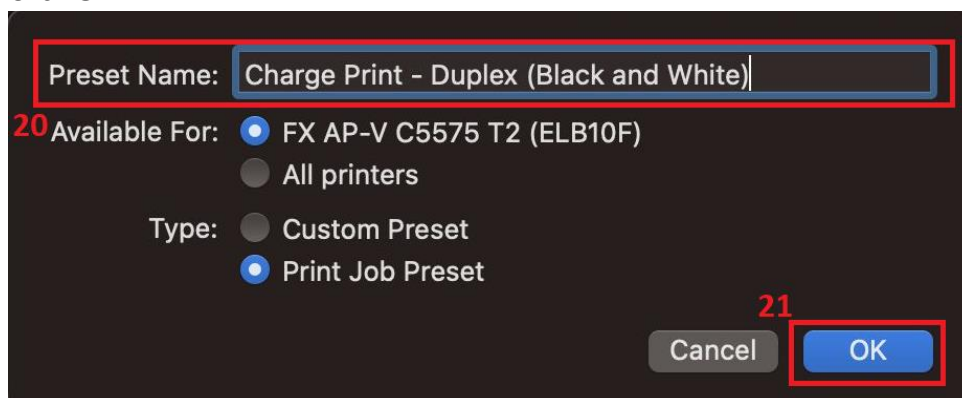


19. In the **Presets** field, click the drop-down menu and then select **Save Current Settings as Preset...**



20. In the **Present Name** field, enter **Charge Print – Duplex (Black and White)**.  
*Note: Saved settings can be reused in the future.*

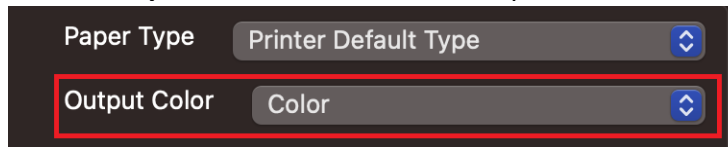
21. Click **OK**.



22. Repeat **step 1 to 21** to create different settings, such as **Color Printing**, **Single Page Printing**, and **Finishing Documents with Stapling**.

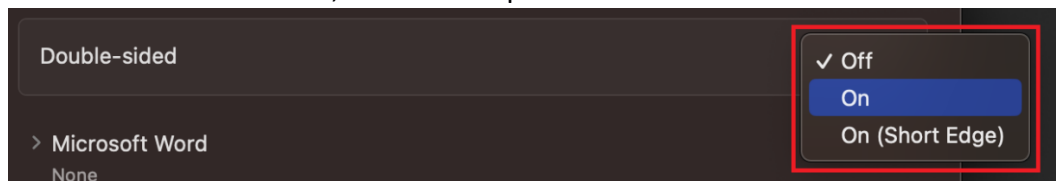
➤ **Color Printing:**

- In the **Output Color** field, click the drop-down menu and then select **Color**.



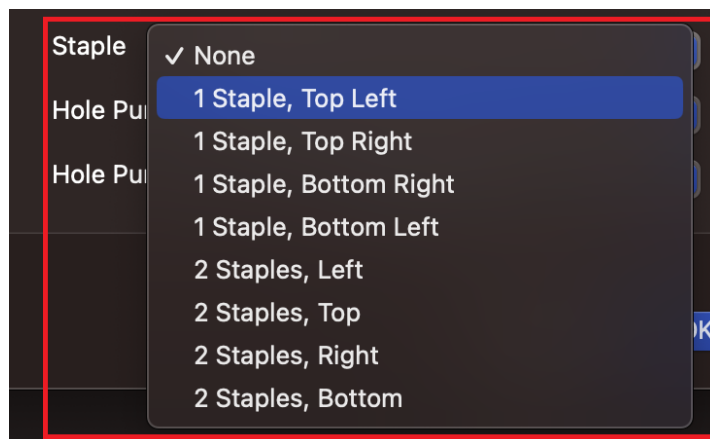
➤ **Single Page Printing:**

- In the **Double-sided** field, click the drop-down menu and then select **Off**.



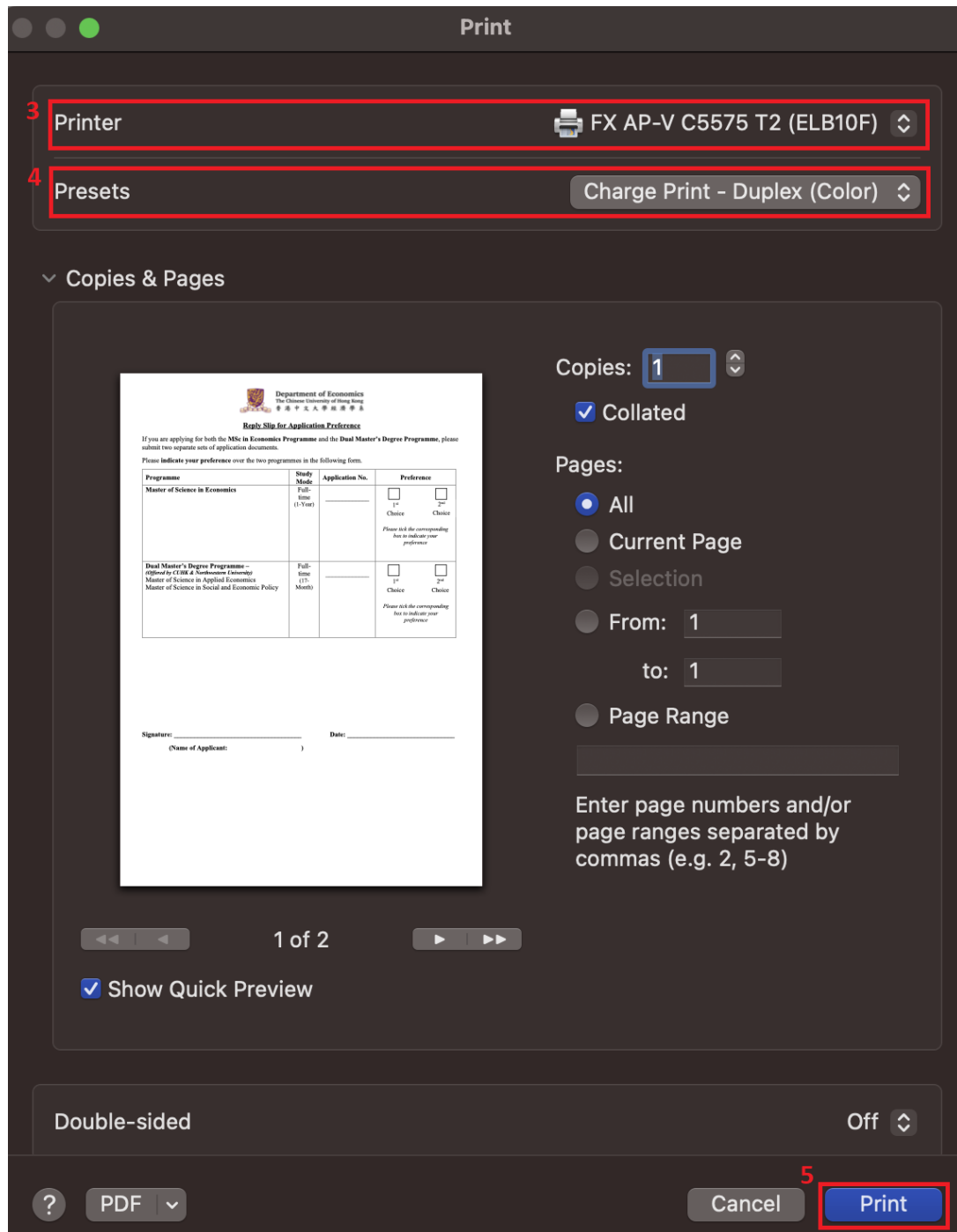
➤ **Finishing Documents with Stapling:**

- In the **Staple** field, click the drop-down menu to select the setting that you want to use.



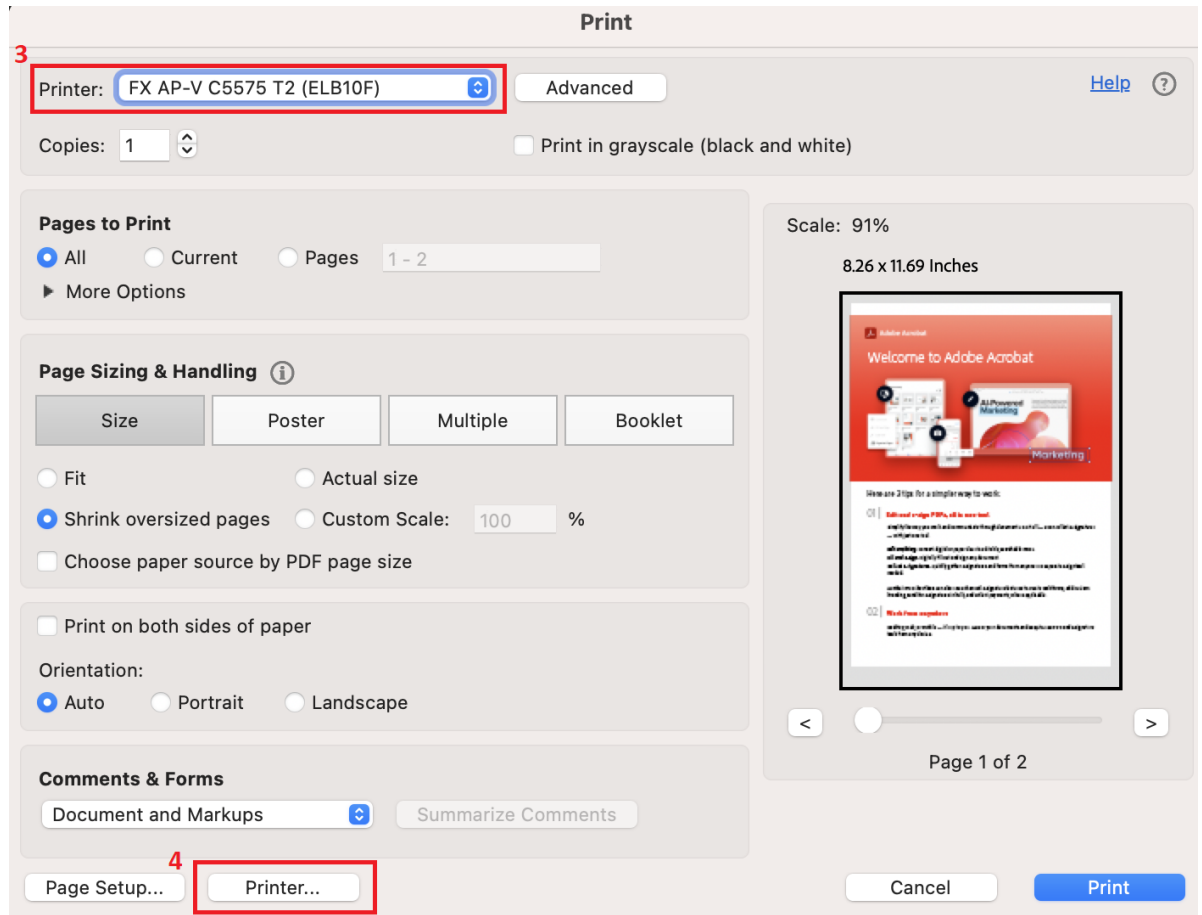
## ii. MS Word file

1. Open the Word document using **MS Word**.
2. To access the print menu, you can simply click the **File** tab & then click **Print** or press **Command + P** to bring it up.
3. In the **Printer** field, select the target printer named **FX AP-V C5575 T2 (ELB10F)**.
4. In the **Presets** field, click the drop-down menu and then select the setting that you want to use. **For example: Charge Print – Duplex (Color)**.
5. Click **Print**.



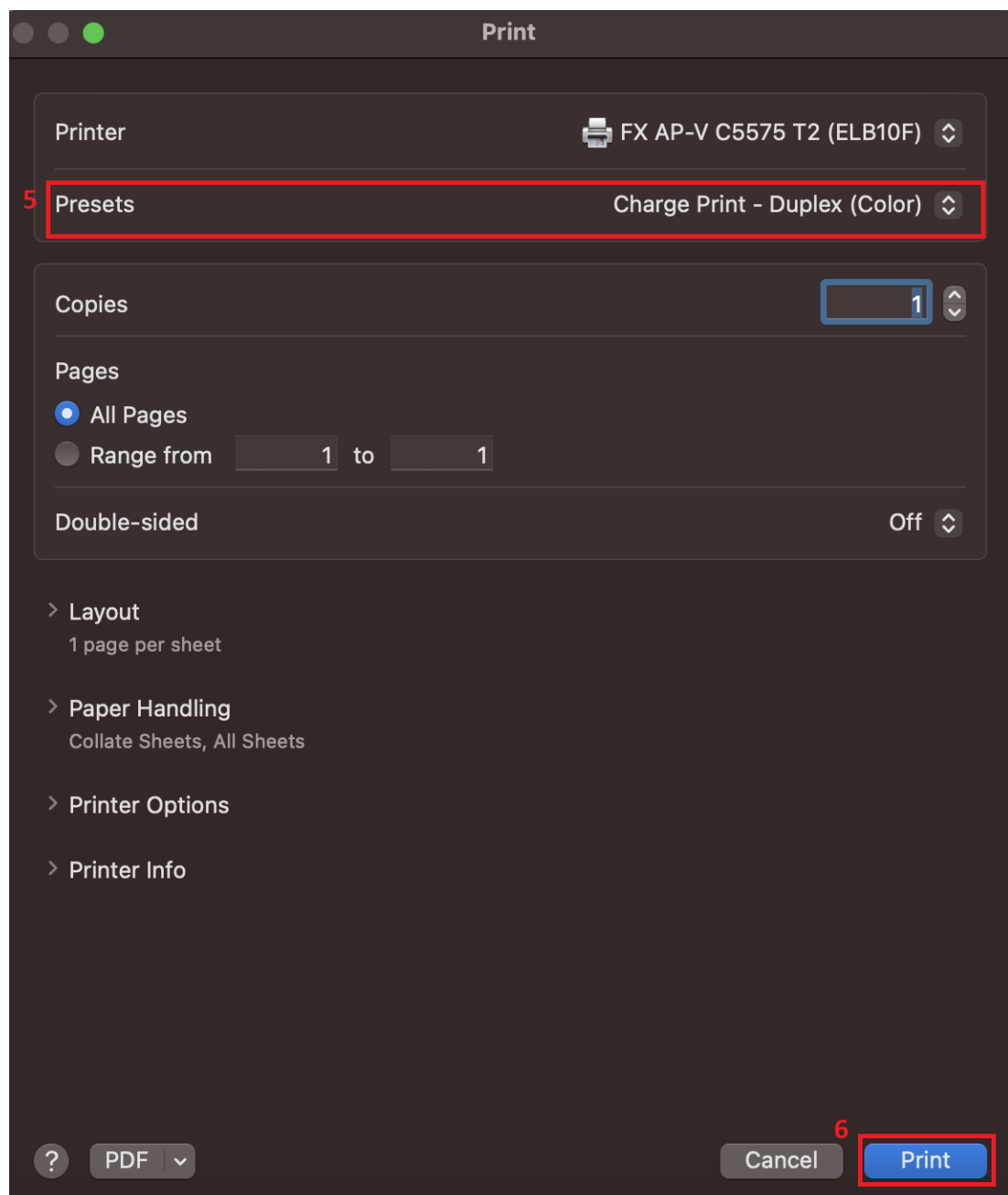
### iii. PDF file

1. Open the PDF file using **Acrobat DC Reader**.
2. To access the print menu, you can simply click the **File** tab & then click **Print** or press **Command + P** to bring it up.
3. In the **Printer** field, select the target printer named **FX AP-V C5575 T2 (ELB10F)**.
4. Click **Printer**.





5. In the **Presets** field, click the drop-down menu and then select the setting that you want to use. **For example: Charge Print – Duplex (Color).**
6. Click **Print**.



1. Click **Print**.



## E. Tips for Printing

- To avoid an unexpected printing out, please don't print PDF files directly from the browser. Please consider downloading the PDF file & save it on your computer first and then print it by using the PDF software (e.g. Adobe Acrobat Reader DC).
- To avoid the print job taking a long time to print, please don't print the whole file at a time if your file is huge in size or rich in graphics or has a lots of pages. Please arrange to print it into smaller page ranges with several times, e.g. Page 1-50, Page 50 – 100 and so on.

## F. Collection of your Print Job

- Walking to the MFP in the ELB 10/F.

### i. Retrieve Charge Print (Use User Account)

1. Select **Secure Print** from the screen of Octopus Card Reader.



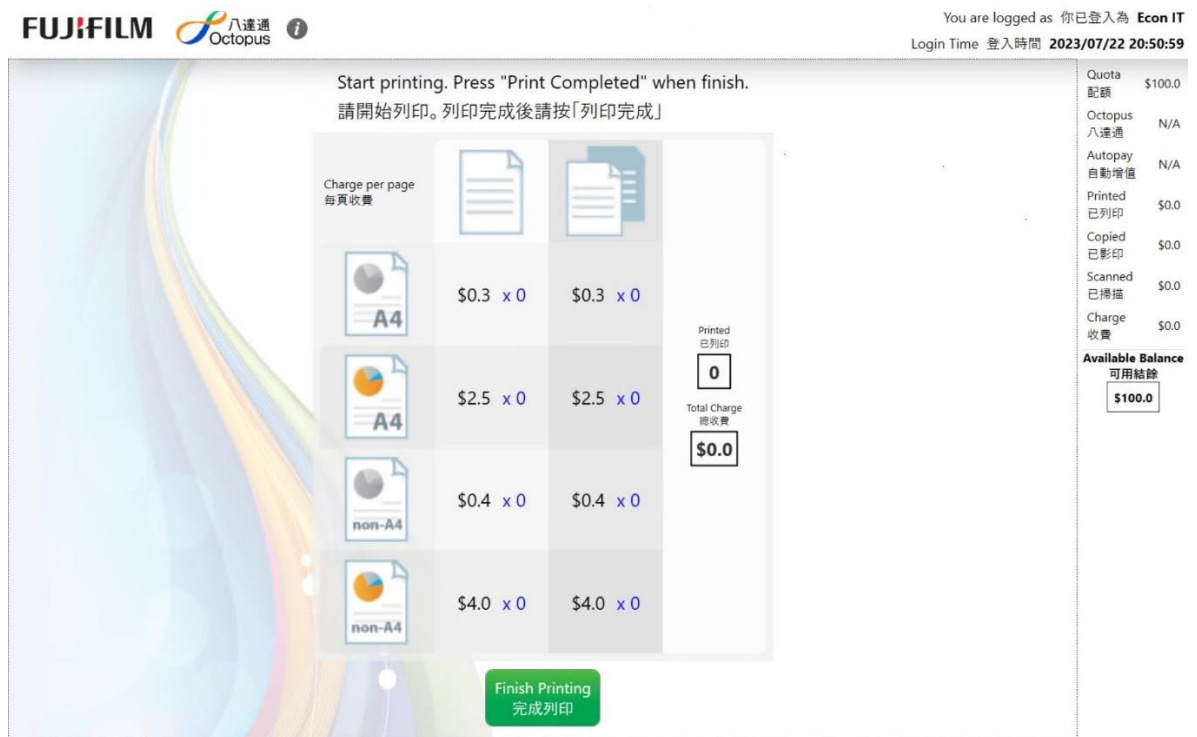
2. Select **Login By User Account**.



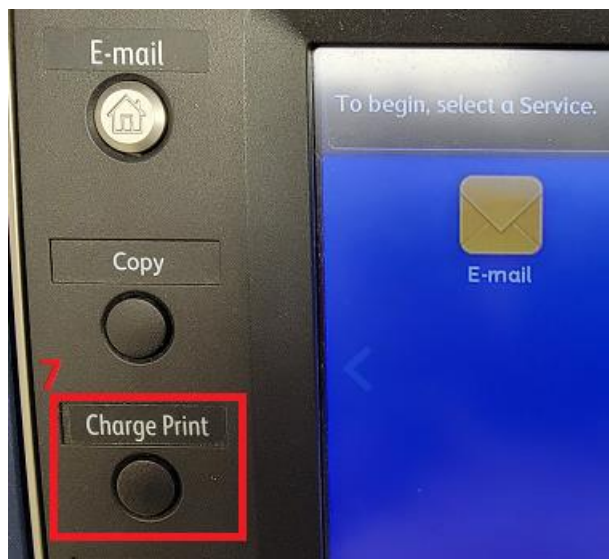
3. In the **Login Name** field, enter your student ID.
4. In the **Password** field, enter the password we assigned to you for printing.
5. Press **Login**.

The image shows a login form with a white background and a grey border. At the top right is a lock icon. Below it are two input fields. The first field is labeled 'Login Name' and '登入名稱' (Dēng Rù Míng Chēng) and is highlighted with a red box and the number '3'. The second field is labeled 'Password' and '密碼' (Mì Mǎ) and is highlighted with a red box and the number '4'. At the bottom are two buttons: 'Cancel' and '取消' (Qǔxiāo) on the left, and 'Login' and '登入' (Dēng Rù) on the right. The 'Login' button is highlighted with a red box and the number '5'.

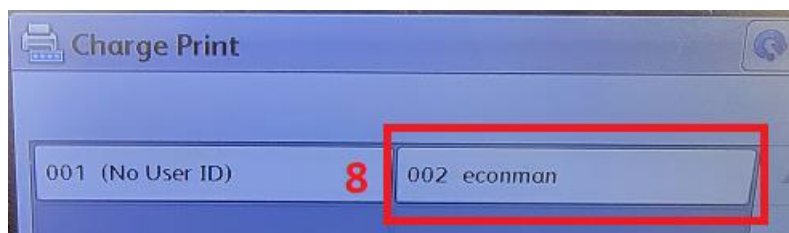
6. Start Printing.



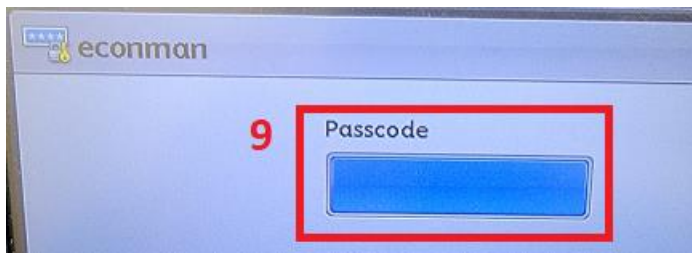
7. Press **Charge Print** button next to the panel of the MFP.



8. Select the print job according to your **Billing ID**.

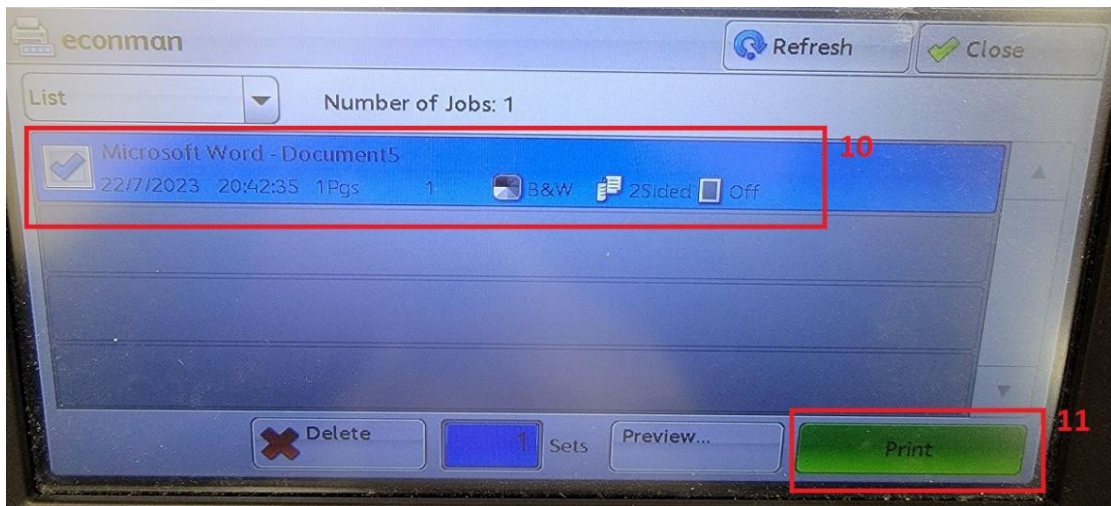


9. Enter the **Passcode**.

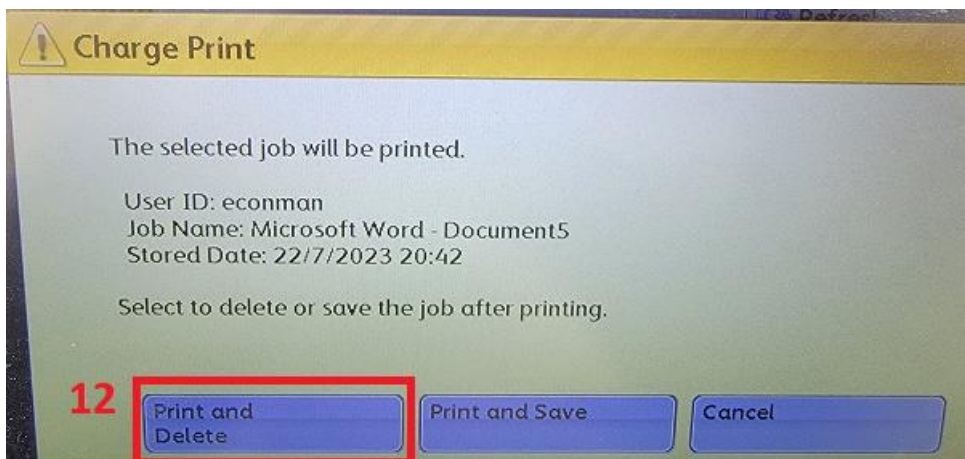


10. Select the print job that you want to print.

11. Select **Print**.



12. Select **Print and Delete**.



13. When print done, press **Finish Printing**.

**FUJIFILM** 八達通 Octopus

You are logged as 你已登入為 **Econ IT**  
Login Time 登入時間 2023/07/22 20:50:59

Start printing. Press "Print Completed" when finish.  
請開始列印。列印完成後請按「列印完成」

Charge per page 每頁收費		
	\$0.3 x 1	\$0.3 x 0
	\$2.5 x 0	\$2.5 x 0
	\$0.4 x 0	\$0.4 x 0
	\$4.0 x 0	\$4.0 x 0

Printed 已列印 1  
Total Charge 總收費 \$0.3

**13** **Finish Printing**  
完成列印

Quota 配額	\$100.0
Octopus 八達通	N/A
Autopay 自動增值	N/A
Printed 已列印	\$0.3
Copied 已影印	\$0.0
Scanned 已掃描	\$0.0
Charge 收費	\$0.0
<b>Available Balance 可用結餘</b>	<b>\$100.0</b>

14. Press **Complete and Logout**.

**FUJIFILM** 八達通 Octopus

You are logged as 你已登入為 **Econ IT**  
Login Time 登入時間 2023/07/22 20:50:59

Print done  
列印完成

No. of printed page(s) 已列印頁數 1

Total Charge 總收費 \$0.3

**14** **Complete and Logout**  
完成並登出

Continue to use 繼續使用

Quota 配額	\$100.0
Octopus 八達通	N/A
Autopay 自動增值	N/A
Printed 已列印	\$0.3
Copied 已影印	\$0.0
Scanned 已掃描	\$0.0
Charge 收費	\$0.3
<b>Available Balance 可用結餘</b>	<b>\$99.7</b>

15. Press **Confirm**.

Payment Method 付款方法

Total Charge 總收費	<b>\$0.3</b>
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☒ Use Quota to pay  
使用配額付款

15 **Confirm**  
確定

16. Press **Finish**.

Quota Transacted 配額交易	Transaction Date / Time 交易日期 / 時間
Amount 收費	<b>\$0.3</b>
Balance 餘額	<b>\$99.7</b>
	2023/07/22 20:53:45
	Receipt No. 收據號碼
	33DB
	Print Console 控制台
	Console01

The chargeable amount is rounded to the closest 10 cents for the limitation on Octopus Card  
因為「八達通」卡的限制，收費金額將四捨五入至1毫

16 **Finish**  
完成



## ii. Retrieve Charge Print (Use Octopus)

1. Select **Secure Print** from the screen of Octopus Card Reader.



2. Select **Use Octopus**.



3. Insert Octopus Card, press **Continue**.



4. Start Printing.

FUJIFILM 八達通 Octopus

You are logged as 你已登入為  
Login Time 登入時間 2023/07/22 20:56:20

Start printing. Press "Print Completed" when finish.  
請開始列印。列印完成後請按「列印完成」

Charge per page 每頁收費		
A4	\$0.3 x 0	\$0.3 x 0
A4	\$2.5 x 0	\$2.5 x 0
non-A4	\$0.4 x 0	\$0.4 x 0
non-A4	\$4.0 x 0	\$4.0 x 0

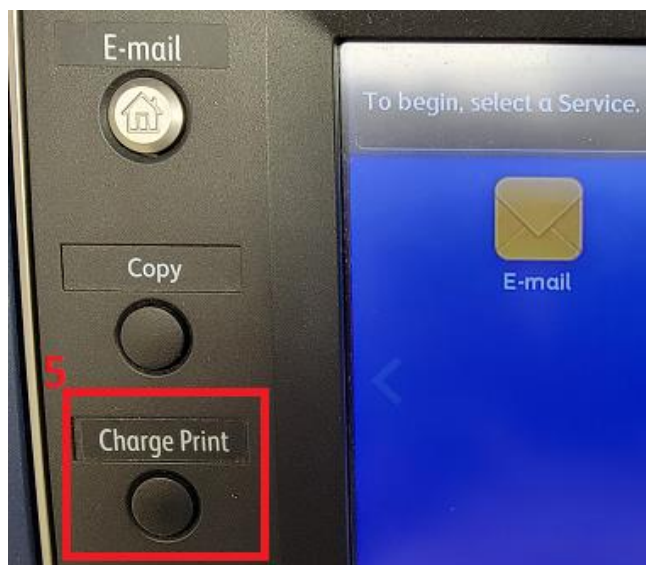
Printed 已列印  
0  
Total Charge 總收費  
\$0.0

Finish Printing  
完成列印

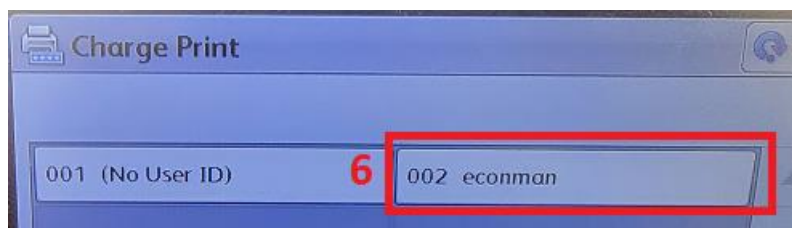
Quota 配額	N/A
Octopus 八達通	\$71.5
Autopay 自動增值	\$250.0
Printed 已列印	\$0.0
Copied 已影印	\$0.0
Scanned 已掃描	\$0.0
Charge 收費	\$0.0

**Available Balance  
可用結餘**  
\$321.5

5. Press **Charge Print** button next to the panel of the MFP.

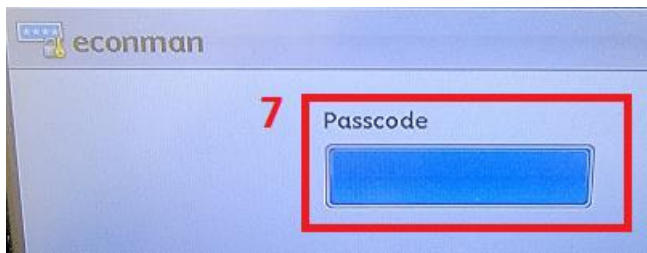


6. Select the print job according to your **Billing ID**.

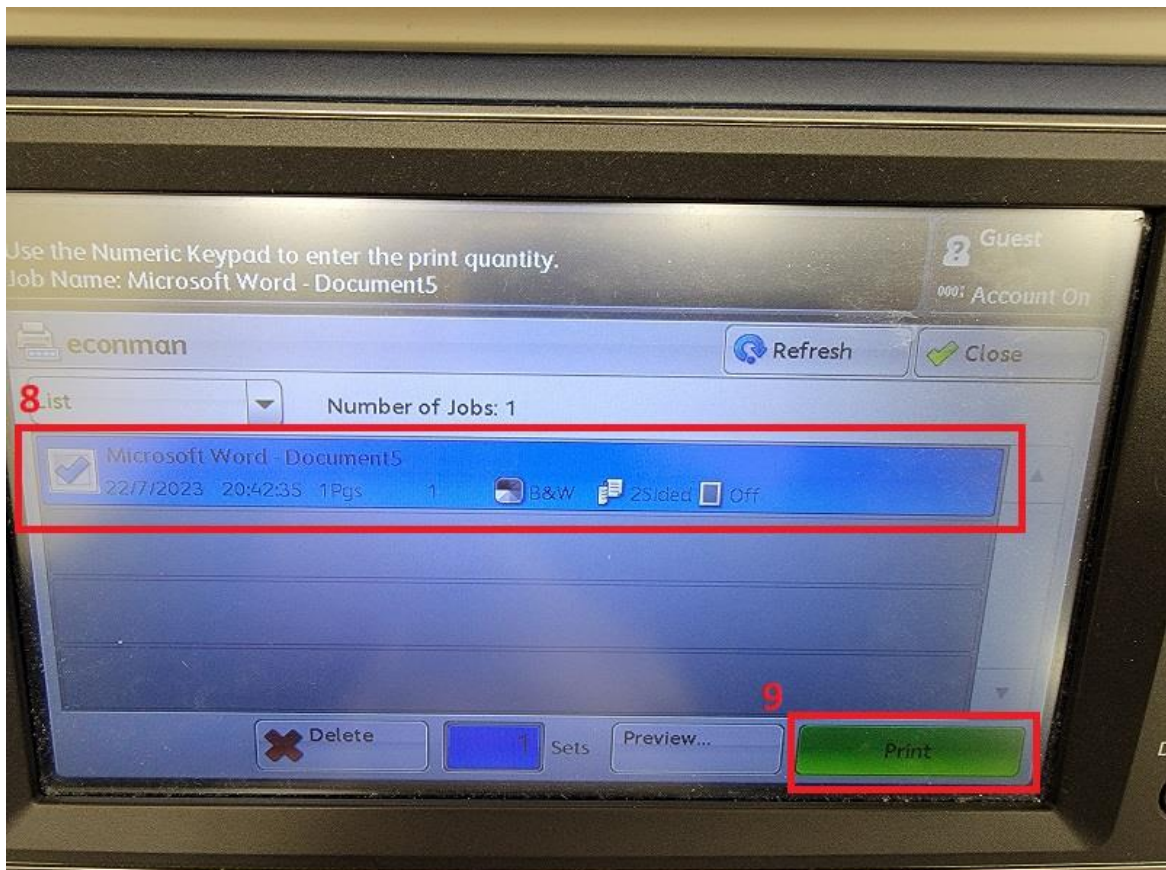




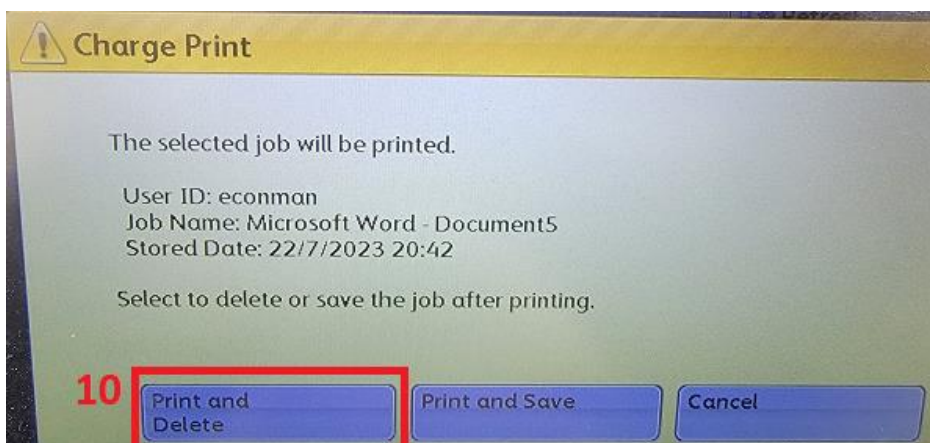
7. Enter the **Passcode**.



8. Select the print job that you want to print.
9. Select **Print**.



10. Select **Print and Delete**.



## 11. When print done, press **Finish Printing**.

Start printing. Press "Print Completed" when finish.  
請開始列印。列印完成後請按「列印完成」

Charge per page 每頁收費

Document Type	Charge per page	Printed	Charge
A4	\$0.3	x 1	\$0.3
A4	\$2.5	x 0	\$2.5 x 0
non-A4	\$0.4	x 0	\$0.4 x 0
non-A4	\$4.0	x 0	\$4.0 x 0

Printed 已列印: 1  
Total Charge 總收費: \$0.3

**11** Finish Printing 完成列印

You are logged as 你已登入為  
Login Time 登入時間 2023/07/22 20:56:20

Item	Amount
Quota 配額	N/A
Octopus 八達通	\$71.5
Autopay 自動增值	\$250.0
Printed 已列印	-\$0.3
Copied 已影印	\$0.0
Scanned 已掃描	\$0.0
Charge 收費	\$0.0
<b>Available Balance 可用結餘</b>	<b>\$321.5</b>

## 12. Press **Complete and Logout**.

Print done  
列印完成

No. of printed page(s) 已列印頁數: 1

Total Charge 總收費: \$0.3

**12** Complete and Logout 完成並登出

You are logged as 你已登入為  
Login Time 登入時間 2023/07/22 20:56:20

Item	Amount
Quota 配額	N/A
Octopus 八達通	\$71.5
Autopay 自動增值	\$250.0
Printed 已列印	\$0.3
Copied 已影印	\$0.0
Scanned 已掃描	\$0.0
Charge 收費	\$0.3
<b>Available Balance 可用結餘</b>	<b>\$321.2</b>

13. Press **Confirm**.

## Payment Method 付款方法

Total Charge 總收費	<b>\$0.3</b>
<input checked="" type="checkbox"/> Deduct in Octopus card first, then Quota 首先扣減八達通,然後使用配額付款	

13



14. Press **Finished**.

FUJIFILM  八達通 Octopus 

Octopus Transacted 八達通交易		Octopus Card No. 八達通卡號碼
Amount 收費	<b>\$0.3</b>	Octopus Device No. 八達通閱讀器機號
Balance 餘額	<b>\$71.2</b>	<b>585E9D</b>
Last Add Value by AAVS on 2023-07-20 上一次於 2023-07-20 自動增值		Transaction Date / Time 交易日期 / 時間
		<b>2023/07/22 20:58:25</b>
		Receipt No. 收據號碼
		<b>33DC</b>
		Print Console 控制台
		<b>Console01</b>

The chargeable amount is rounded to the closest 10 cents for the limitation on Octopus Card  
因為八達通卡的限制,收費金額將四捨五入至1毫

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For enquiries or assistance, please send email to [it-econ@cuhk.edu.hk](mailto:it-econ@cuhk.edu.hk).

(Updated on 27-7-2023)