

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

## A. Introduction

This guide outlines the steps for adding the following MFP printer to your Windows-based computer and sending the print job from the campus Wi-Fi network to the Fuji Xerox MFP 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 laptop to the on-campus Wi-Fi network (SSID: [CUHK1x](#)).

## C. Download and install printer driver

### i. Download the Printer driver

- Choose and download the appropriate driver (32/64bit) from the following website.  
<https://www.econ.cuhk.edu.hk/econ/en-gb/facilities/computer-facilities>.

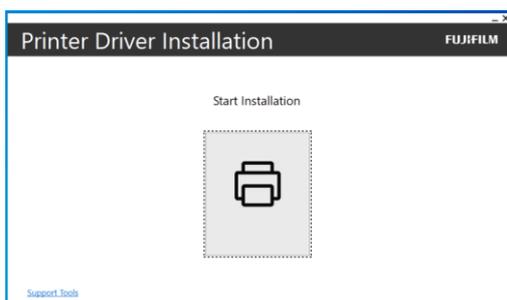
Model @ Location	Windows 32bit (Win10 & 11)	Windows 64bit (Win10 & 11)	Driver Installation (Mac)	User Guide
FX ApeosPort-V C5575 T2 @ ELB10F	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>
FX ApeosPort-V C5575 @ ELB916	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>
Kyocera ECOSYS M3645idn @ UCA306	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>

### ii. Install the Printer driver

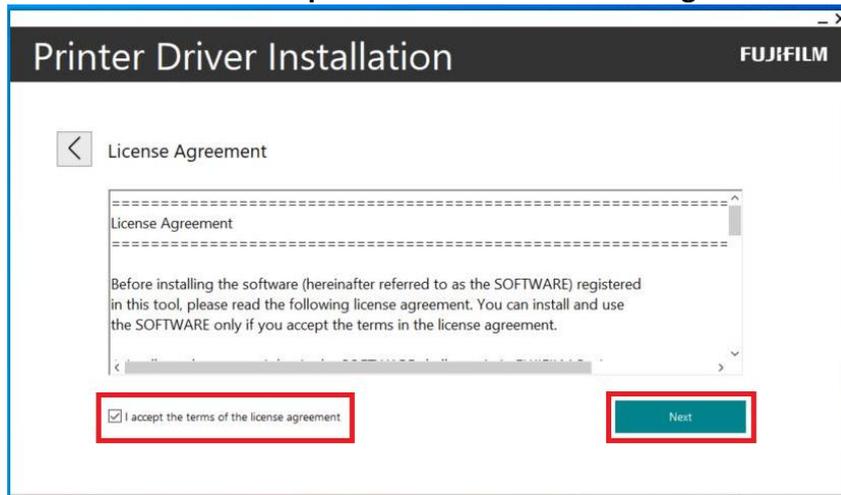
- Before starting, please make sure your login account on your own computer has an administrator privilege for the printer driver installation.
- Open the location of the downloaded **exe** file, double-click on the **exe** file.

Name	Date modified	Type	Size
 C5575-T2_ELB10_w10&11(64).exe	22/7/2023 2:09 PM	Application	26,211 KB

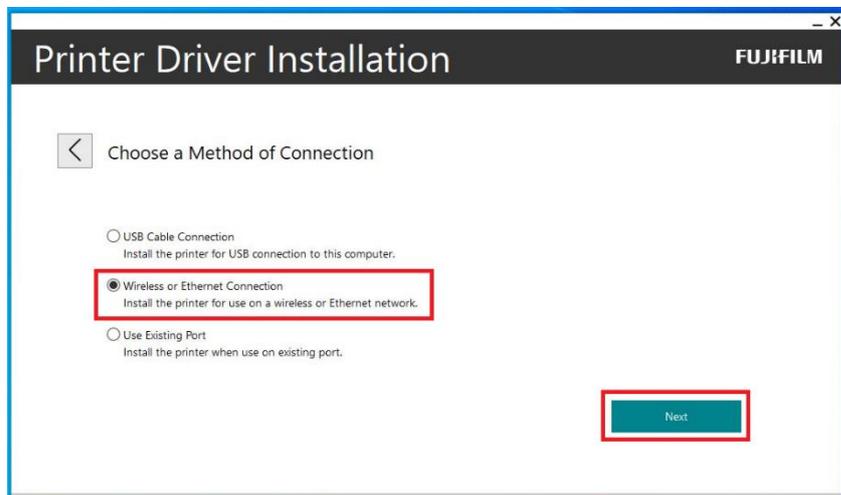
- Click  to **Start Installation**.



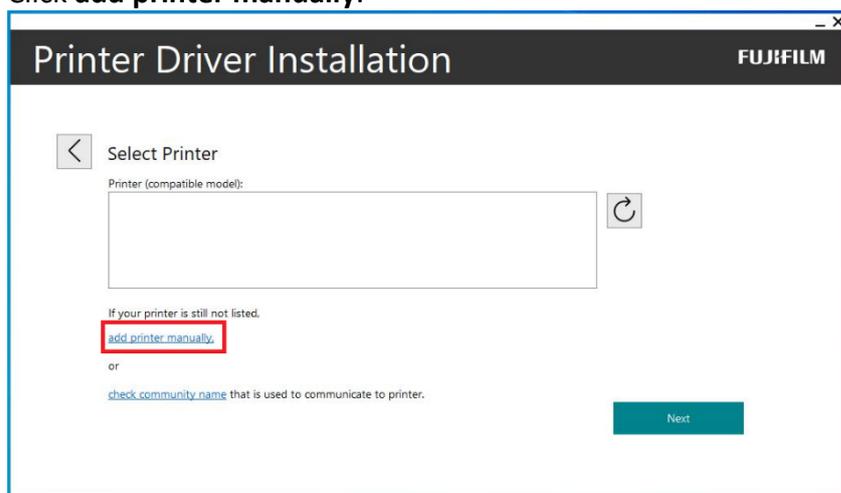
- Click **Yes**.
- Check the box of **I accept the terms of the license agreement** and then click **Next**.



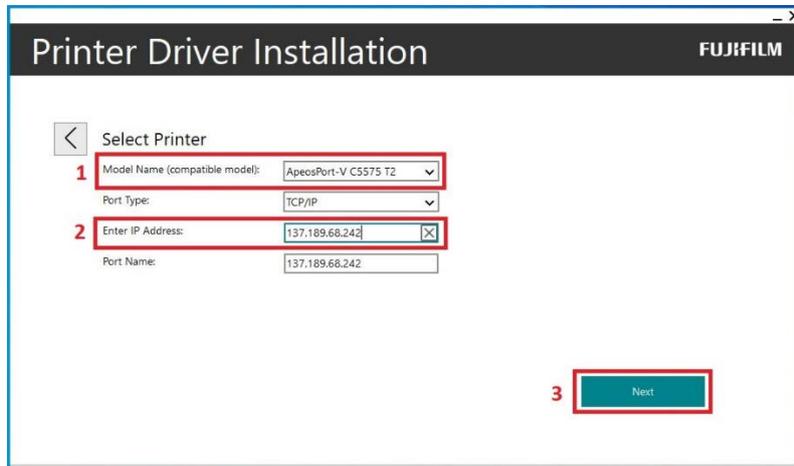
- Select **Wireless or Ethernet Connection** and then click **Next**.



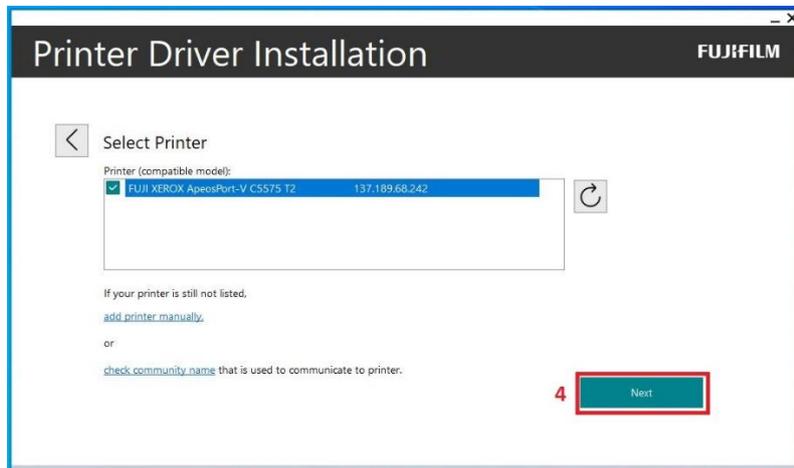
- Click **add printer manually**.



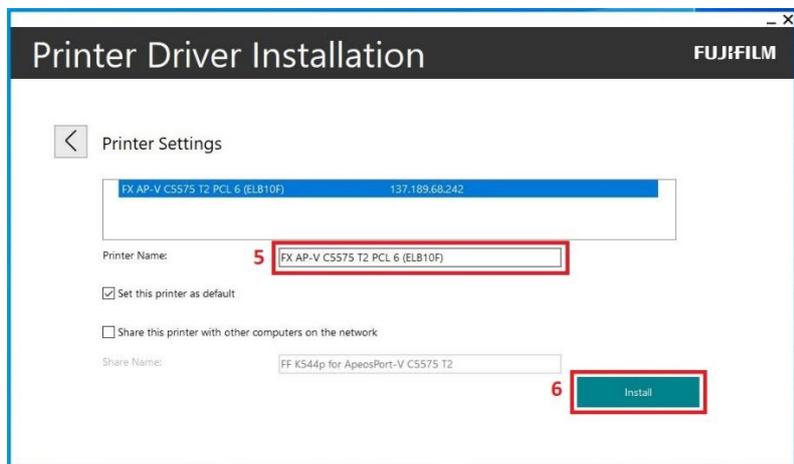
- On the **Printer Driver Installation** windows,
  1. In the **Model Name (compatible model)** field, select **ApeosPort-V C5575-T2**.
  2. In the **Enter IP Address** field, enter **137.189.68.242**.
  3. Click **Next**.



4. Click **Next**.

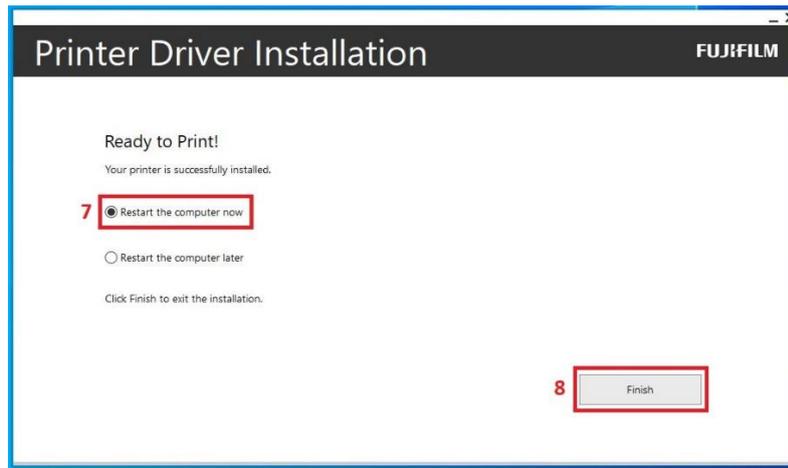


5. In the **Printer Name** field, enter **FX AP-V C5575 T2 PCL 6 (ELB10F)**.
6. Click **Install**.



7. Select **Restart the computer now**.

8. Click **Finish**.

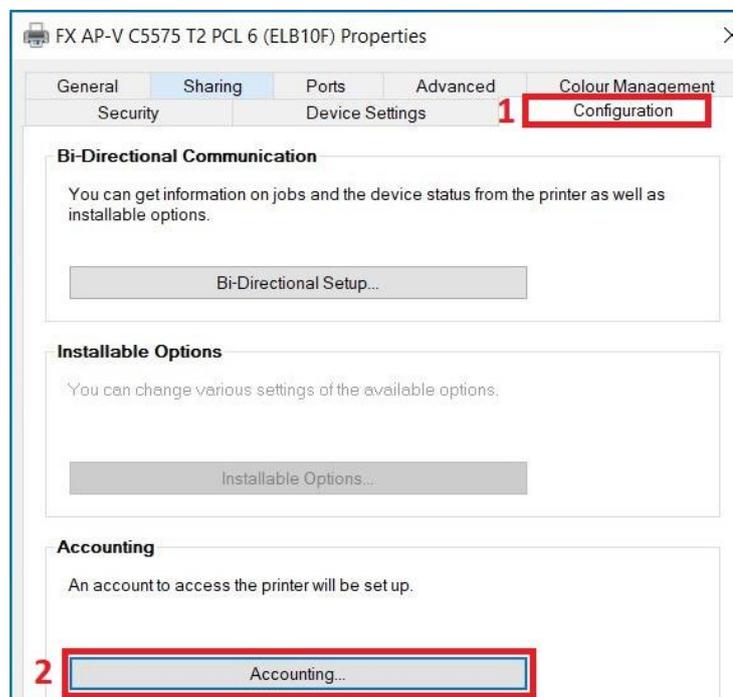


#### **D. Change the setting in the Printer driver**

- Go to **Control Panel**, choose **Devices and Printers**, and select the printer with named **FX AP-V C5575 T2 PCL 6 (ELB10F)** printer.
- Right-click on the **FX AP-V C5575 T2 PCL 6 (ELB10F)** printer and then click **Printer properties**.

#### **i. Enable Account setup in the Printer driver**

- On the **Printer Properties** Windows,
  1. Select **Configuration** tab.
  2. Click **Accounting**.



3. In the **Accounting System** field, select **Enable Account Setup**.
4. In the **Account Mode** field, select **User**.
5. In the **User Prompt** field, select **Billing ID Only**.
6. Select **Always Use Default User Details**.
7. 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 be more than 24 characters.
8. In the **Passcode** field, enter your passcode (in example: 123321).
  - **Passcode** is used to verify the job owner. It should not be more than 12 numeric characters.
9. Click **OK**.

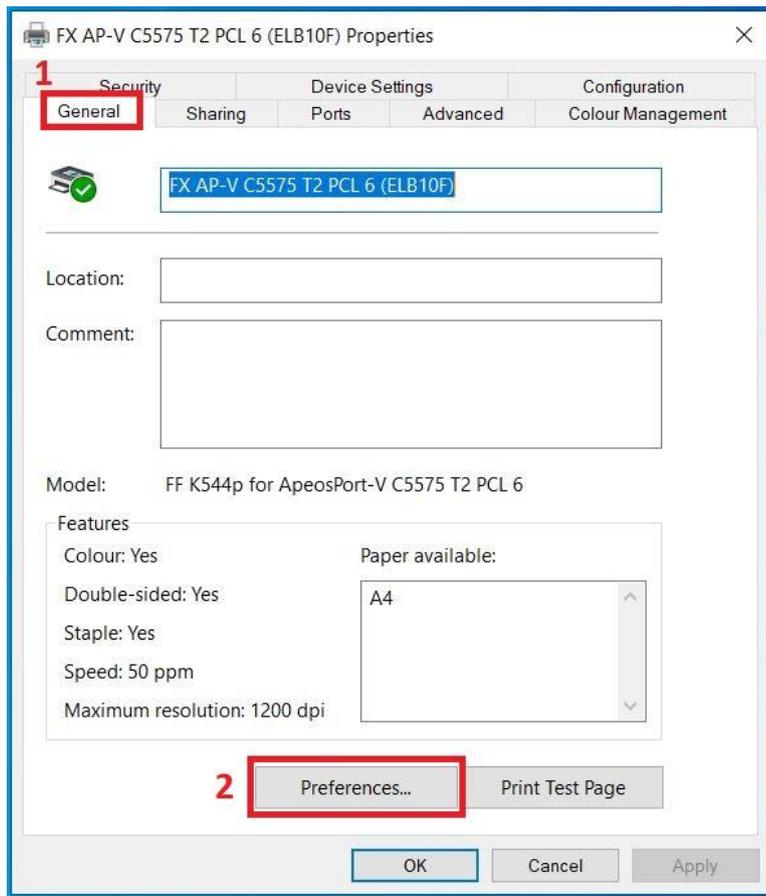
The screenshot shows the 'Accounting' dialog box with the following fields and options highlighted by red boxes and numbered callouts:

- 3**: Accounting System dropdown menu, set to 'Enable Account Setup'.
- 4**: Account Mode dropdown menu, set to 'User'.
- 5**: User Prompt dropdown menu, set to 'Billing ID Only'.
- 6**: Radio button for 'Always Use Default User Details' (selected).
- 7**: Billing ID text input field.
- 8**: Passcode text input field.
- 9**: OK button.

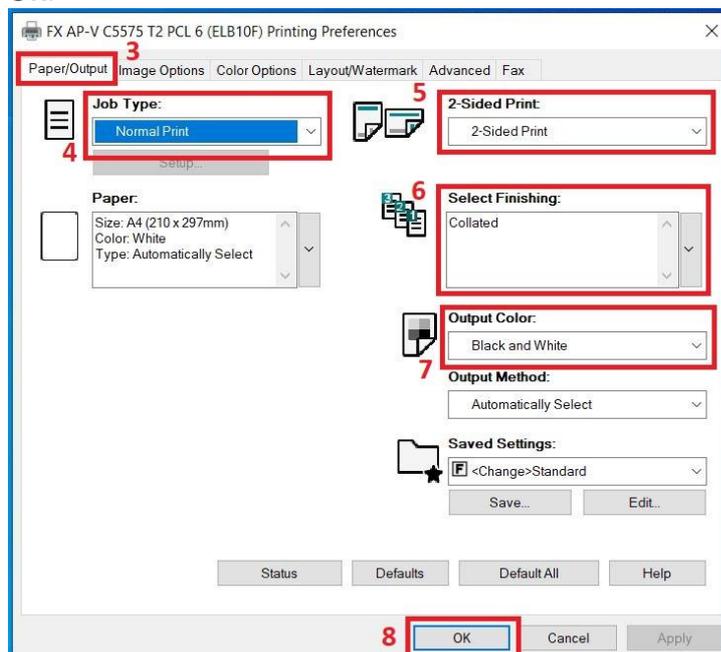
Other visible fields and options include: 'Prompt User for Entry when Submitting Job' (unselected), 'Display Last Entered User Details' (checked), 'Mask User ID (\*\*\*)' (unchecked), 'Mask Account ID (\*\*\*)' (unchecked), 'Specify Job Owner Name' dropdown (set to 'Use Login Name'), 'User ID' (EconUser), 'Domain', 'Account ID', 'Cancel', 'Defaults', and 'Help' buttons.

## ii. Change Printing Preferences in the Printer driver

- On the **Printer Properties** Windows,
  1. Select **General** tab.
  2. Click **Preferences...**

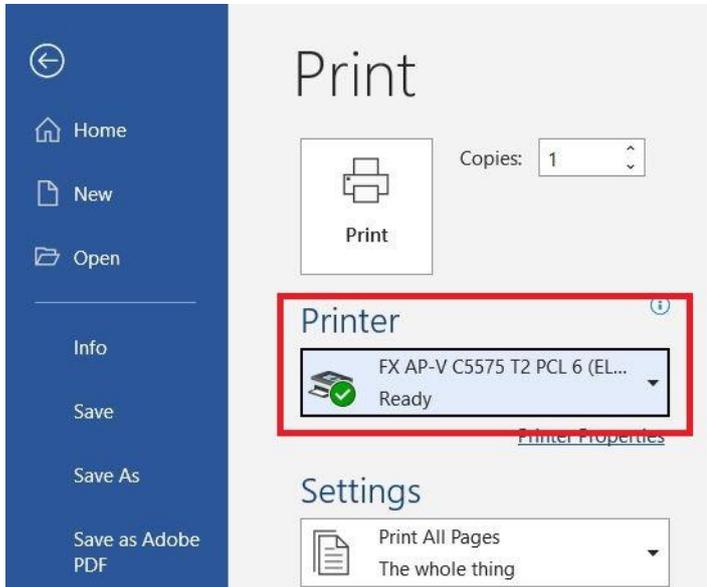


3. Select **Paper/Output** tab.
4. In the **Job Type** field, select **Normal Print**.
5. In the **2-Sided Print** field, select **2-Sided Print**.
6. In the **Select Finishing** field, select **Collated**.
7. In the **Output Color** field, select **Black and White**.
8. Click **OK**.

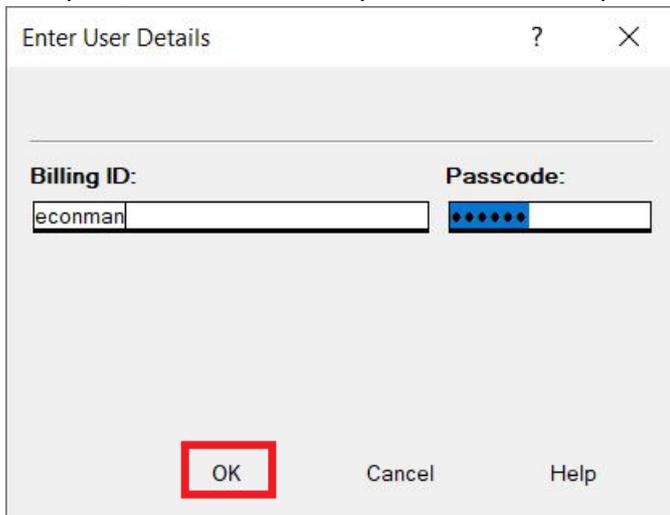


## E. Sending Print Job to Printer

1. To access the print menu in your applications, you can simply select the **File** tab and then click **Print** or press **Ctrl + P** to bring it up.
2. Select the printer and then click **Print**.
  - In the below example at Microsoft Word 2021, the printer named **FX AP-V C5575 T2 PCL 6 (ELB10F)** is selected.



3. When prompted, click **OK** to send your document to print.



## F. 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 (i.e. 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.

## G. Pick up 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**.

3

4

5

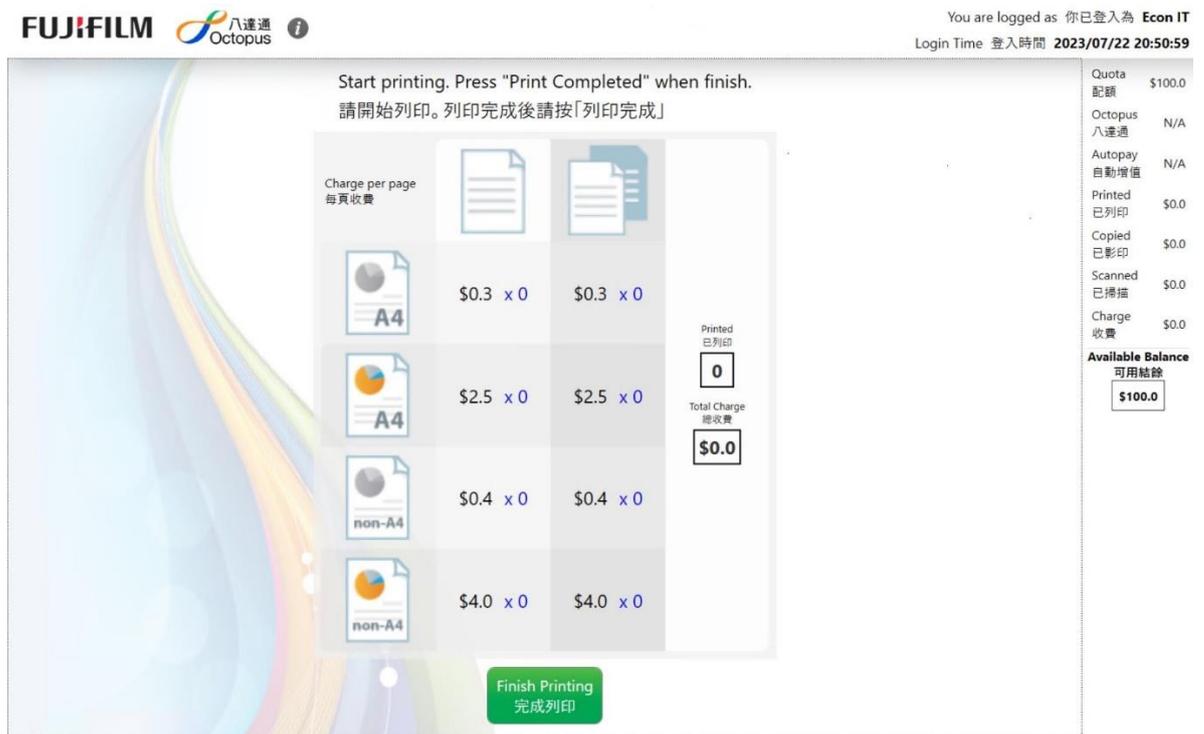
Login Name  
登入名稱

Password  
密碼

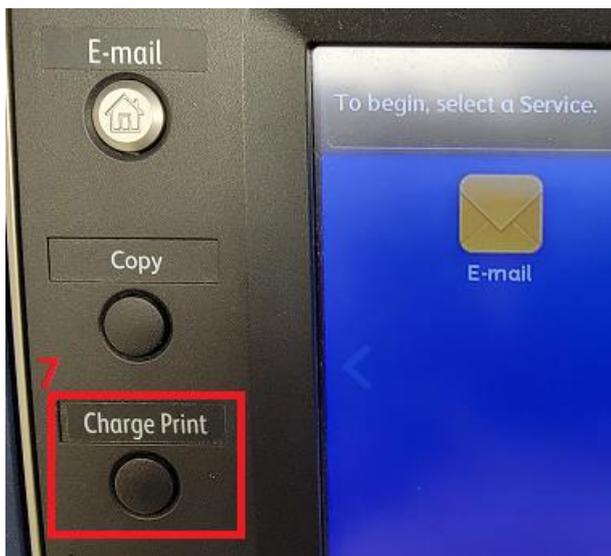
Cancel  
取消

Login  
登入

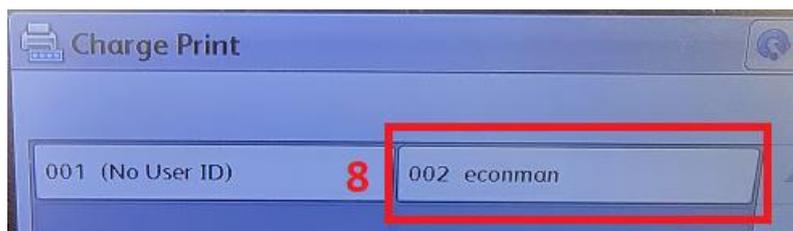
6. Start Printing.



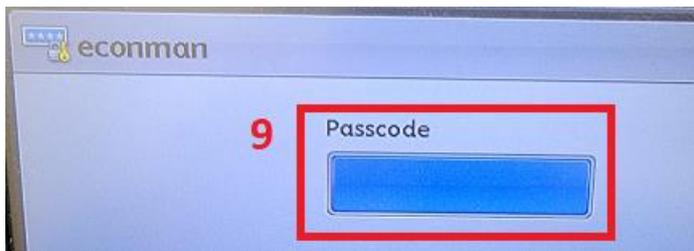
7. Press **Charge Print** button next to the panel of the MFP.



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

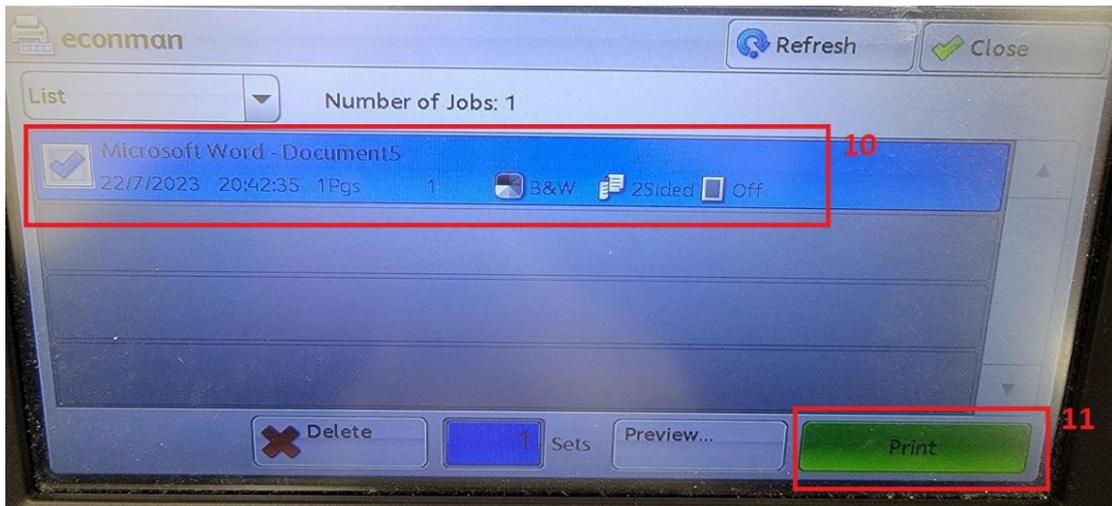


9. Enter the **Passcode**.

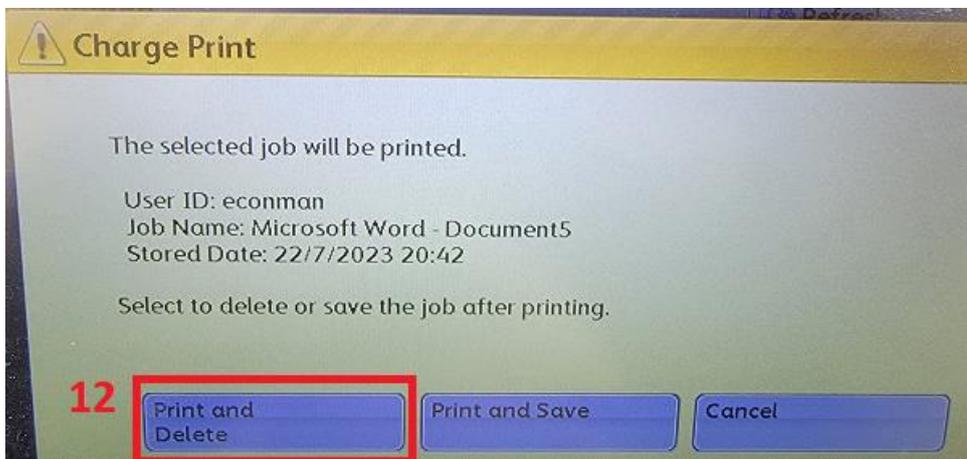


10. Select the print job that you want to print.

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	\$0.0
Copied 已影印	+\$0.3
Scanned 已掃描	\$0.0
Charge 收費	\$0.0
<b>Available Balance</b> 可用結餘	<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</b> 可用結餘	<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>	<b>2023/07/22 20:53:45</b>
Balance 餘額 <b>\$99.7</b>	Receipt No. 收據號碼
	<b>33DB</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

**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			
	\$0.3 x 0	\$0.3 x 0	Printed 已列印 0 Total Charge 總收費 \$0.0
	\$2.5 x 0	\$2.5 x 0	
	\$0.4 x 0	\$0.4 x 0	
	\$4.0 x 0	\$4.0 x 0	

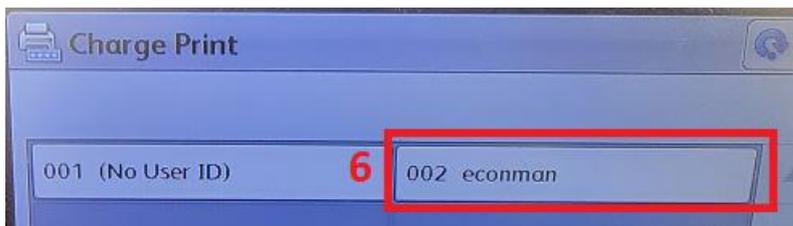
Finish Printing  
完成列印

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
<b>Available Balance 可用結餘</b>	<b>\$321.5</b>

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



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

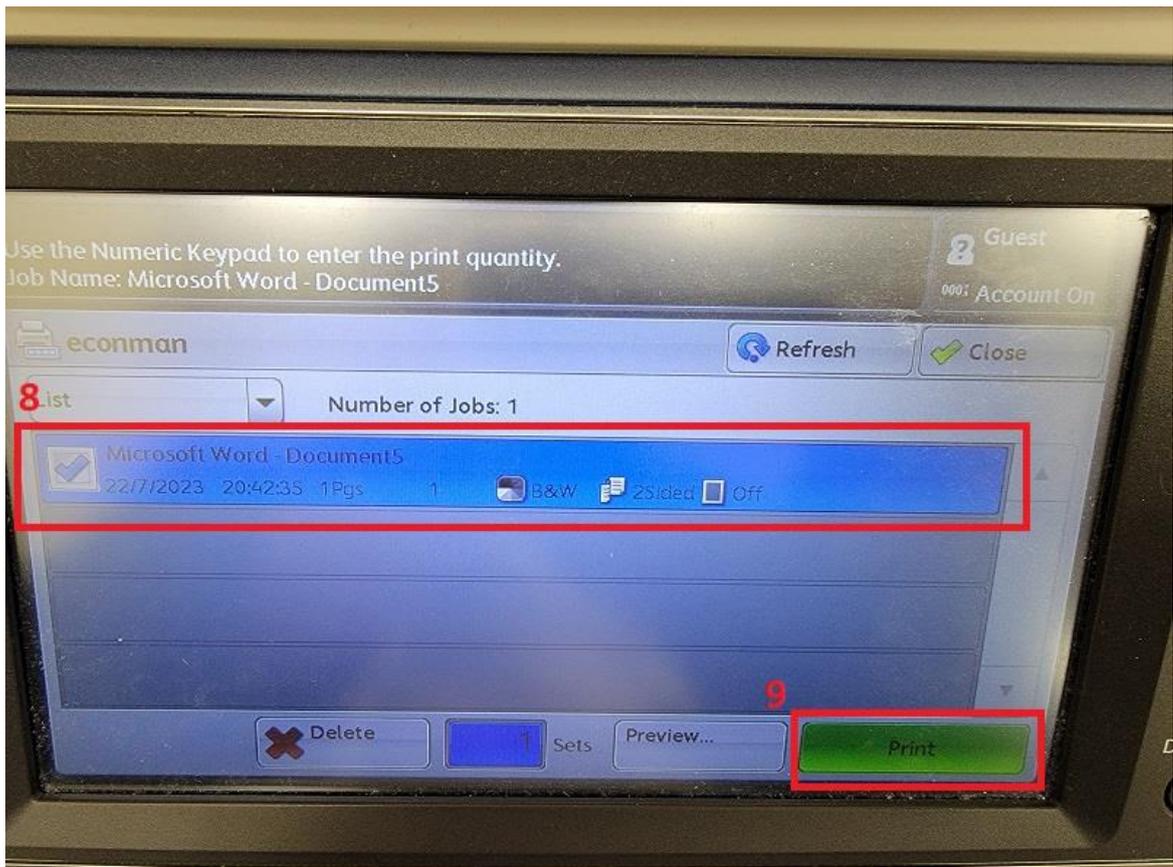


7. Enter the **Passcode**.

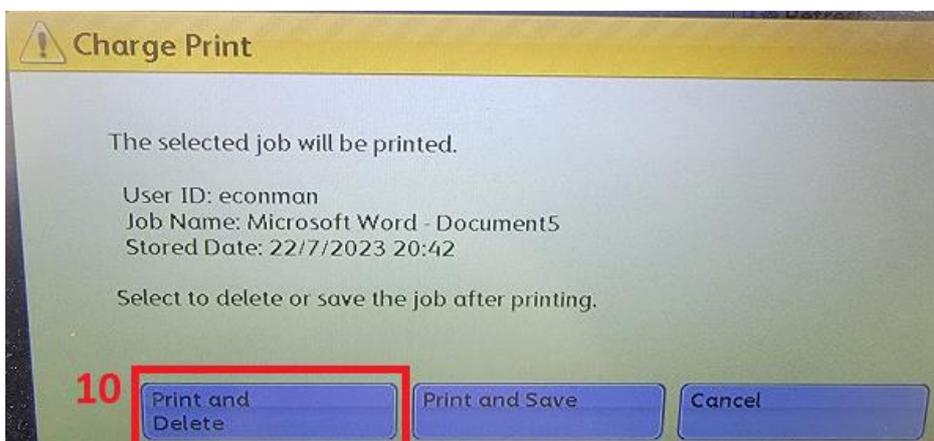


8. Select the print job that you want to print.

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			Printed 已列印
A4	\$0.3	x 1	\$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

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

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	-\$0.3
Scanned 已掃描	\$0.0
Charge 收費	\$0.0
<b>Available Balance</b> 可用結餘	<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

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</b> 可用結餘	<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	



14. Press **Finished**.

FUJIFILM 八達通 Octopus

Octopus Transacted 八達通交易	八達通 Octopus	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 31-7-2023)