

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>.

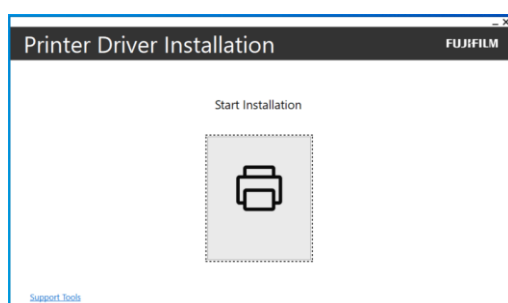
Model @ Location	Windows 32bit (Win10 & 11)	Windows 64bit (Win10 & 11)	Driver Installation (Mac)	User Guide
FX ApeosPort-V C5575 T2 @ ELB10F	download	download	download	download
FX ApeosPort-V C5575 @ ELB916	download	download	download	download
Kyocera ECOSYS M3645idn @ UCA306	download	download	download	download

ii. Install the Printer driver

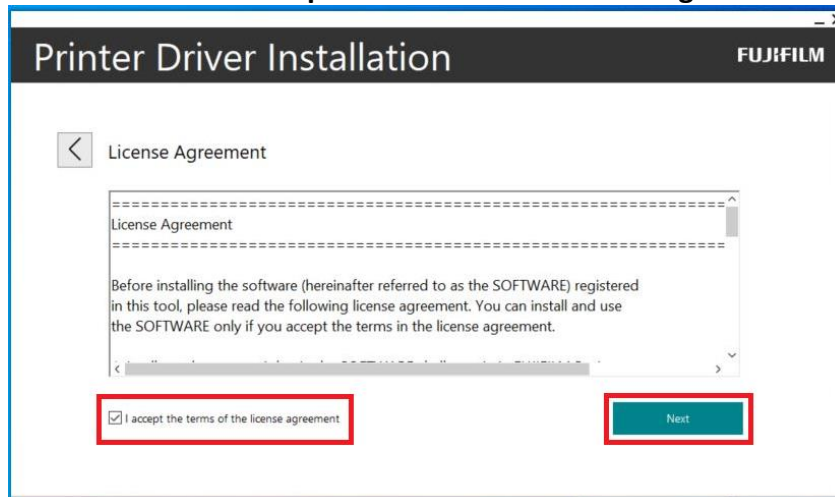
- Before starting, please make sure your login account on your own computer has an administrator privilege for the printer driver installation.
- Open the location of the downloaded **exe** file, double-click on the **exe** file.

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

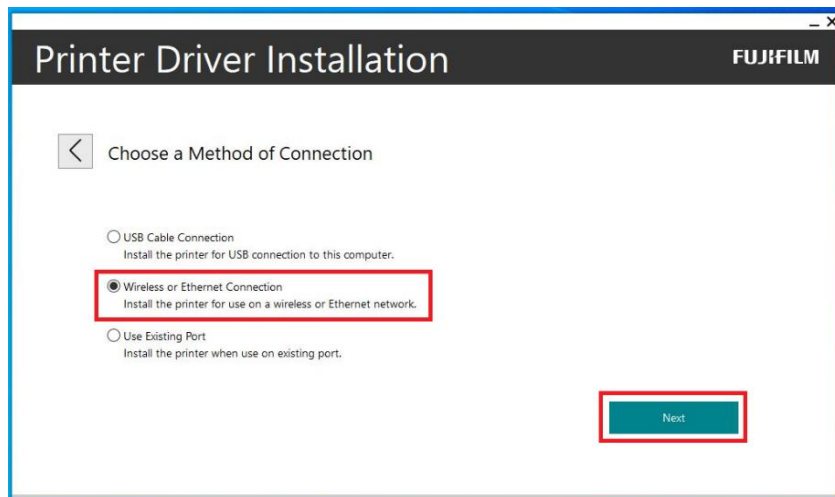
- Click  to **Start Installation**.



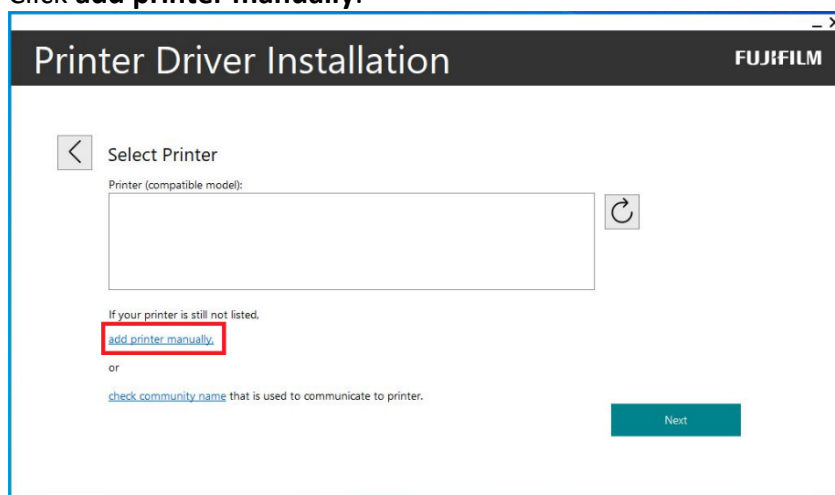
- Click **Yes**.
- Check the box of **I accept the terms of the license agreement** and then click **Next**.



- 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**.

Printer Driver Installation FUJIFILM

Select Printer

1 Model Name (compatible model): ApeosPort-V C5575 T2

Port Type: TCP/IP

2 Enter IP Address: 137.189.68.242

Port Name: 137.189.68.242

3 Next

4. Click **Next**.

Printer Driver Installation FUJIFILM

Select Printer

Printer (compatible model):

- ✓ FUJI XEROX ApeosPort-V C5575 T2 137.189.68.242

If your printer is still not listed,
[add printer manually](#),
or
[check community name](#) that is used to communicate to printer.

4 Next

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

Printer Driver Installation FUJIFILM

Printer Settings

FX AP-V C5575 T2 PCL 6 (ELB10F) 137.189.68.242

Printer Name: 5 FX AP-V C5575 T2 PCL 6 (ELB10F)

☒ Set this printer as default

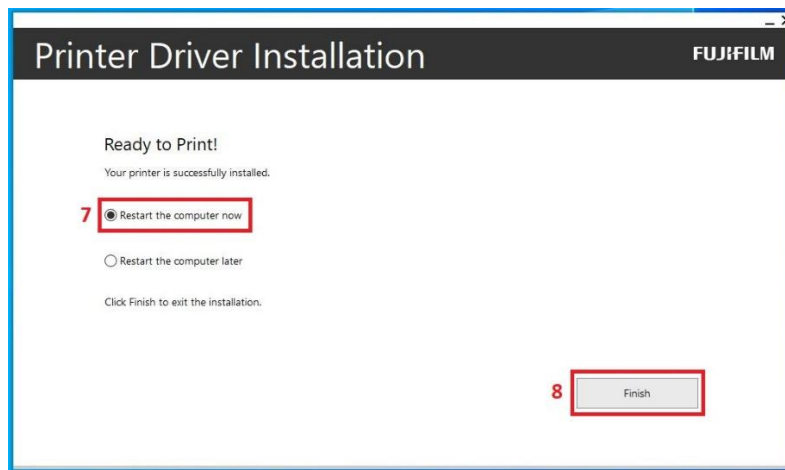
☐ Share this printer with other computers on the network

Share Name: FF K544p for ApeosPort-V C5575 T2

6 Install

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

8. Click **Finish**.

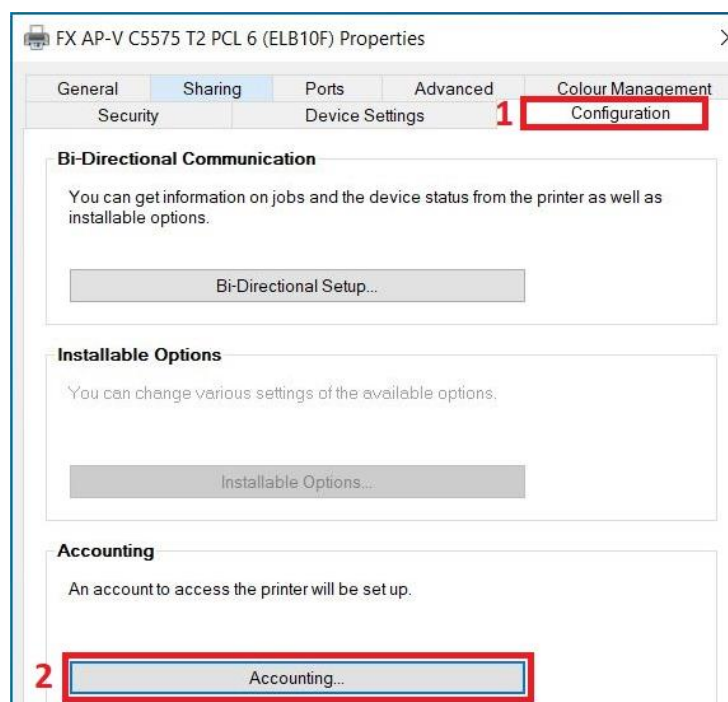


D. Change the setting in the Printer driver

- 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**.



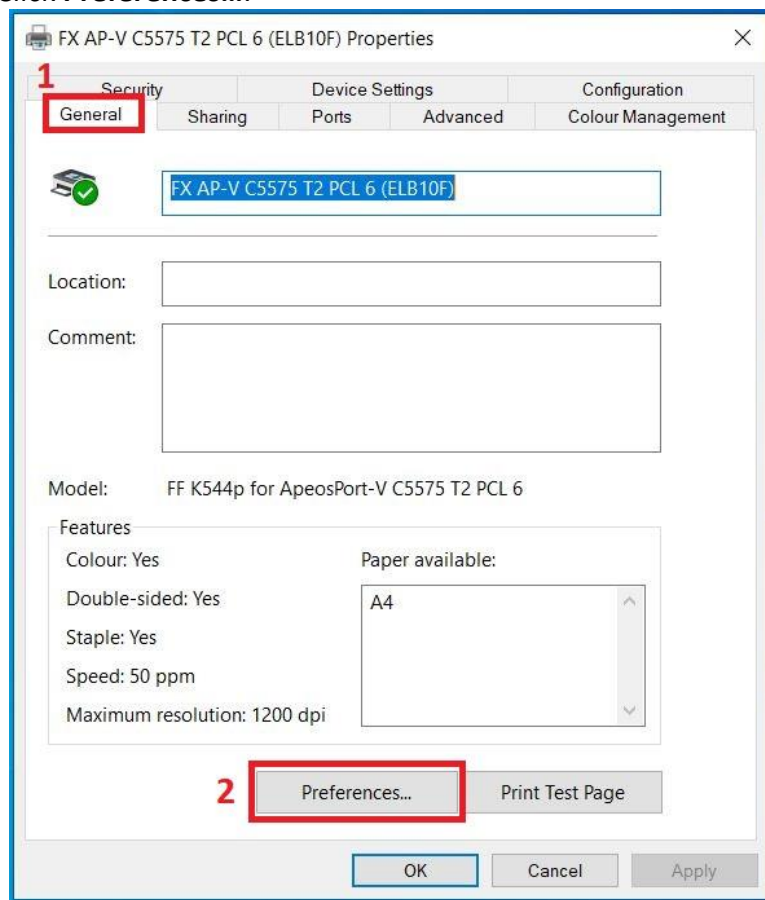
3. In the **Accounting System** field, select **Enable Account Setup**.
4. In the **Account Mode** field, select **User**.
5. In the **User Prompt** field, select **Billing ID Only**.
6. Select **Always Use Default User Details**.
7. In the **Billing ID** field, enter your ID (in example: econman).
 - 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:

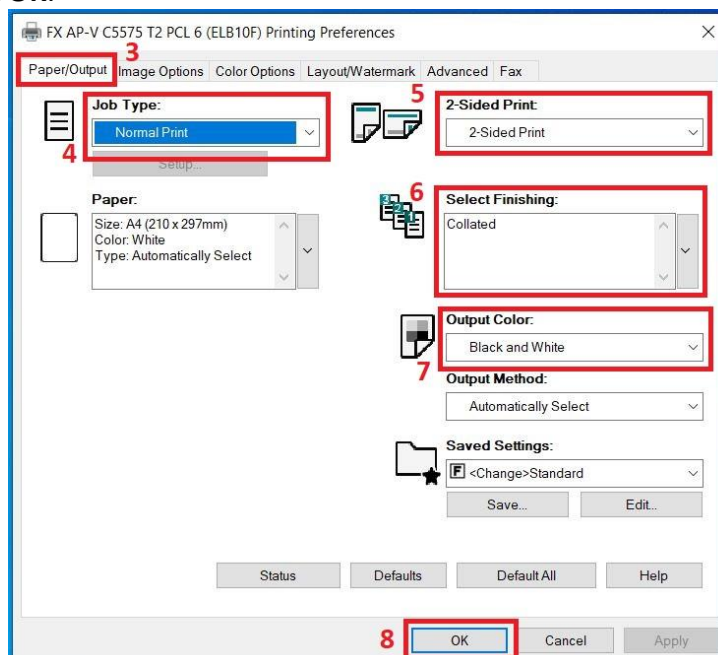
- Accounting System:** A dropdown menu with 'Enable Account Setup' selected. (Annotated with 3)
- Account Mode:** A dropdown menu with 'User' selected. (Annotated with 4)
- User Prompt:** A dropdown menu with 'Billing ID Only' selected. (Annotated with 5)
- Prompt User for Entry when Submitting Job:** An unselected radio button.
- Display Last Entered User Details:** A checked checkbox.
- Mask User ID (***):** An unchecked checkbox.
- Mask Account ID (***):** An unchecked checkbox.
- Always Use Default User Details:** A selected radio button. (Annotated with 6)
- Specify Job Owner Name:** A dropdown menu with 'Use Login Name' selected.
- User ID:** A text field containing 'EconUser'.
- Passcode:** An empty text field.
- Domain:** An empty text field.
- Account ID:** An empty text field.
- Billing ID:** An empty text field. (Annotated with 7)
- Passcode:** An empty text field. (Annotated with 8)
- OK:** A button. (Annotated with 9)
- Cancel:** A button.
- Defaults:** A button.
- Help:** A button.

ii. Change Printing Preferences in the Printer driver

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

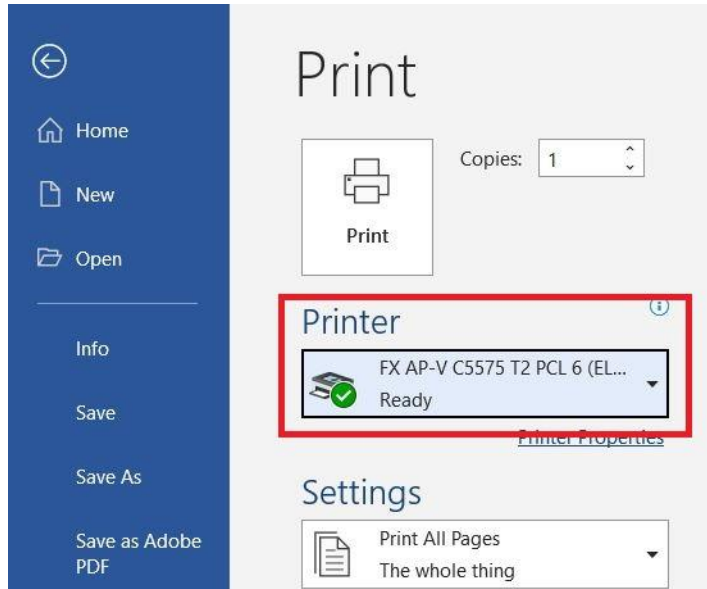


3. Select **Paper/Output** tab.
4. In the **Job Type** field, select **Normal Print**.
5. In the **2-Sided Print** field, select **2-Sided Print**.
6. In the **Select Finishing** field, select **Collated**.
7. In the **Output Color** field, select **Black and White**.
8. Click **OK**.

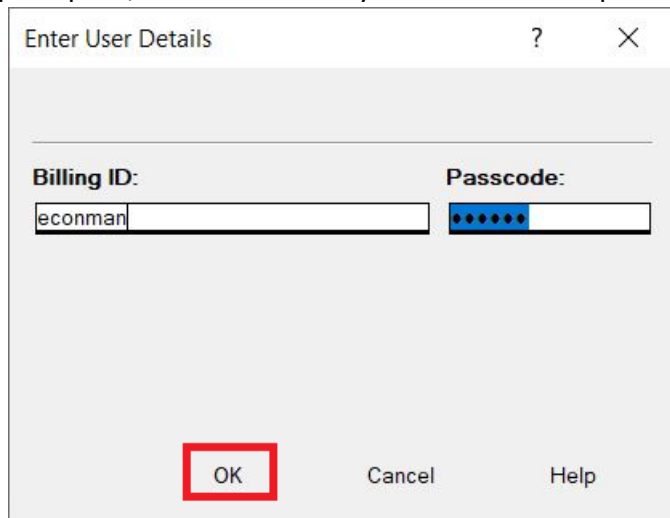


E. Sending Print Job to Printer

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.



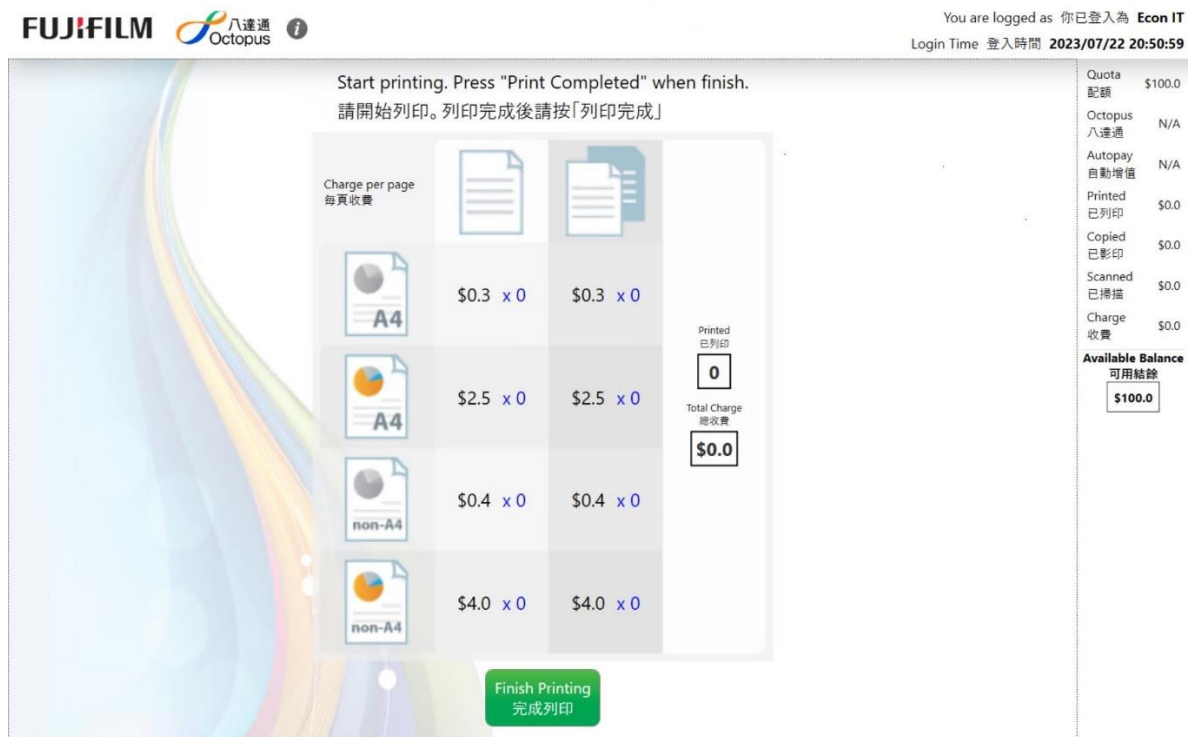
2. Select **Login By User Account**.



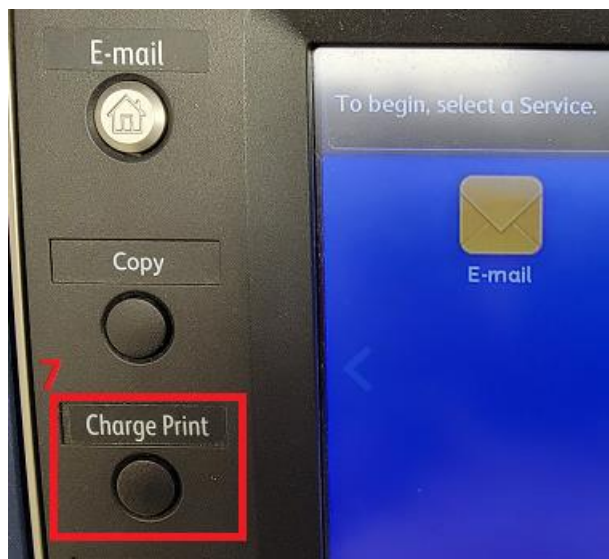
3. In the **Login Name** field, enter your student ID.
4. In the **Password field**, enter the password we assigned to you for printing.
5. Press **Login**.

The image shows a login form with two input fields and two buttons. The first field is labeled 'Login Name' and '登入名稱' (Deng Ru Ming Cheng). The second field is labeled 'Password' and '密碼' (Mi Ma). There are two buttons at the bottom: 'Cancel' (取消) and 'Login' (登入). A red box highlights the 'Login' button, and the number '5' is placed to its right. Another red box highlights the 'Password' field, and the number '4' is placed to its left. A third red box highlights the 'Login Name' field, and the number '3' is placed to its left.

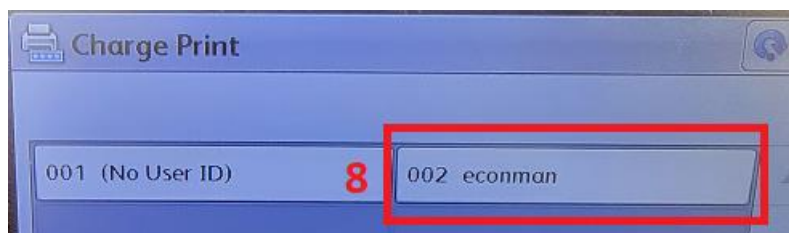
6. Start Printing.



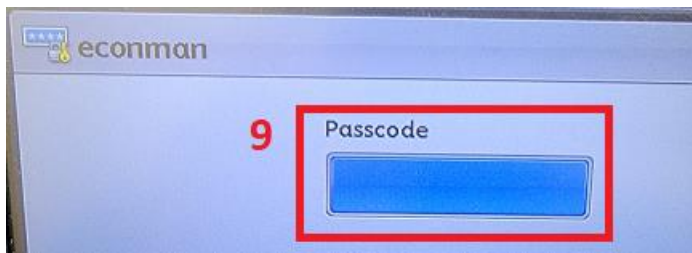
7. Press **Charge Print** button next to the panel of the MFP.



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

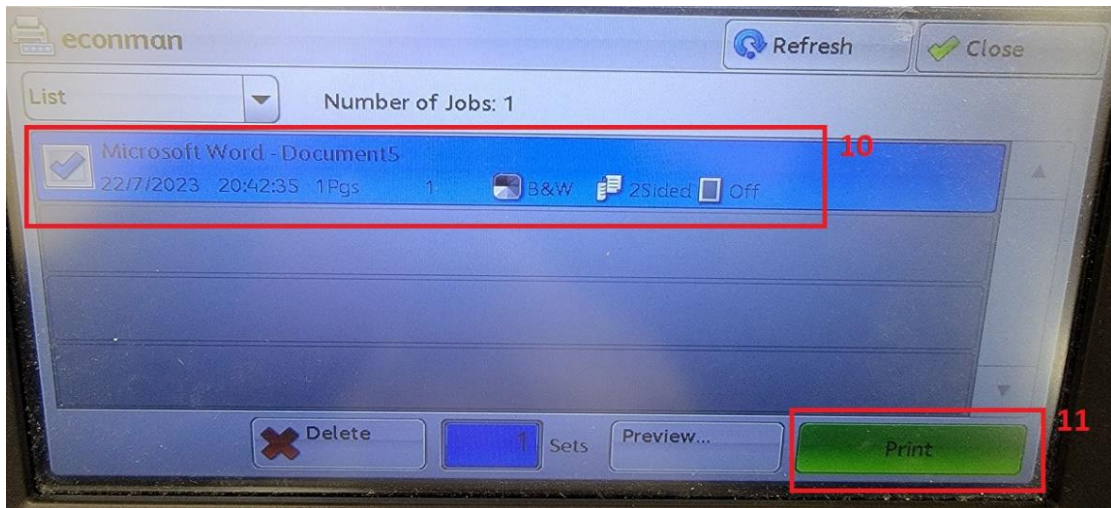


9. Enter the **Passcode**.

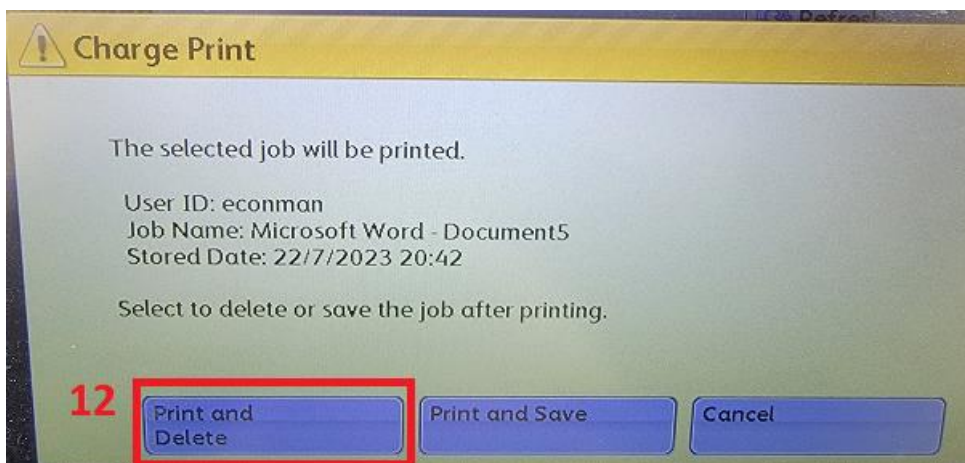


10. Select the print job that you want to print.

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		
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

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

Available Balance 可用結餘 \$100.0

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

Available Balance 可用結餘 \$99.7

15. Press **Confirm**.

Payment Method 付款方法

Total Charge 總收費	\$0.3
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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	\$0.3
Balance 餘額	\$99.7
	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.



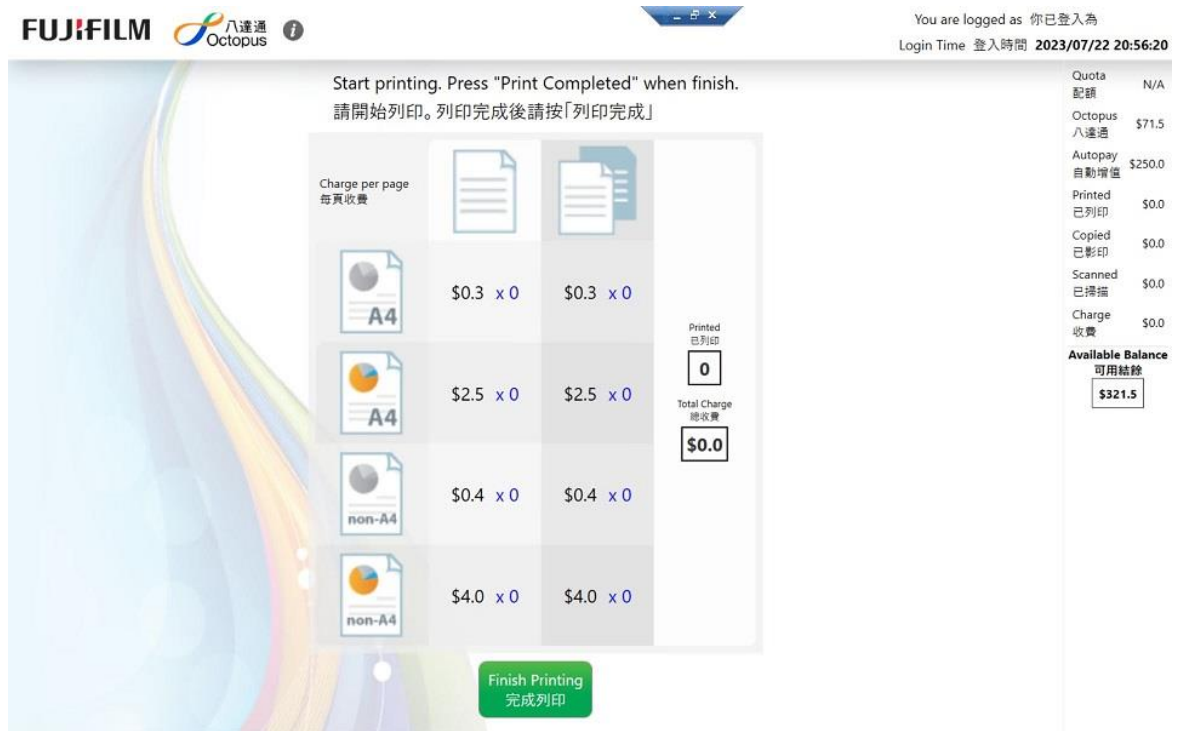
2. Select **Use Octopus**.



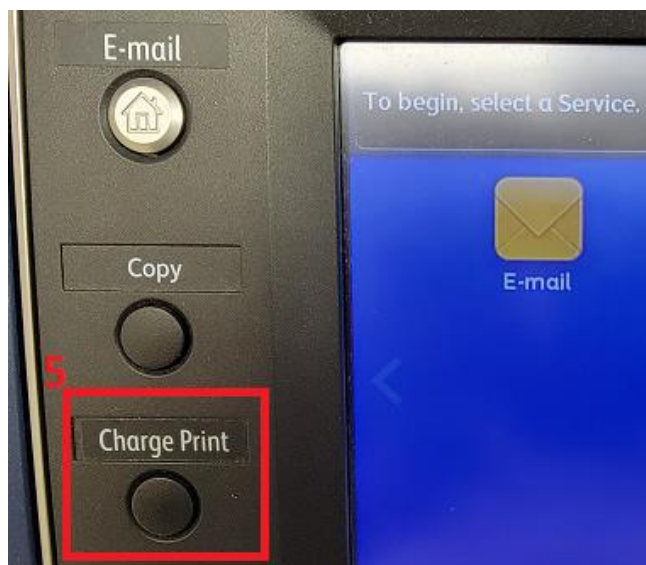
3. Insert Octopus Card, press **Continue**.



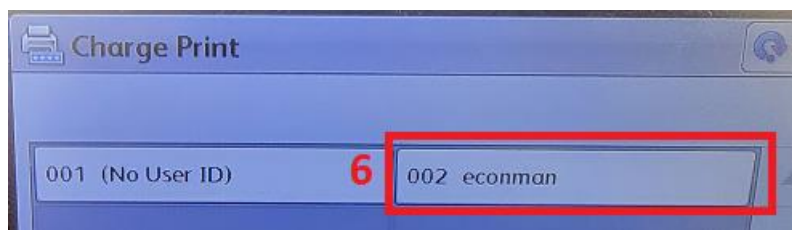
4. Start Printing.



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



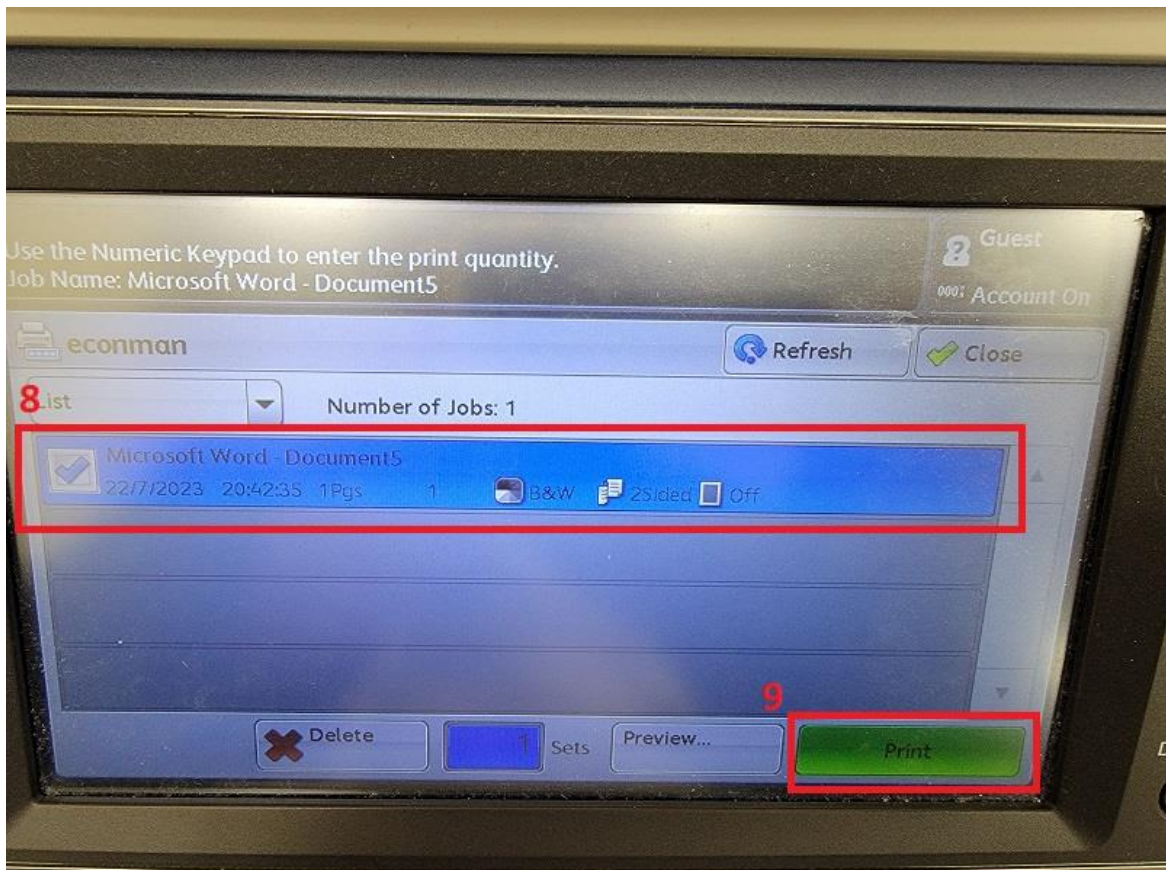
6. Select the print job according to your **Billing ID**.



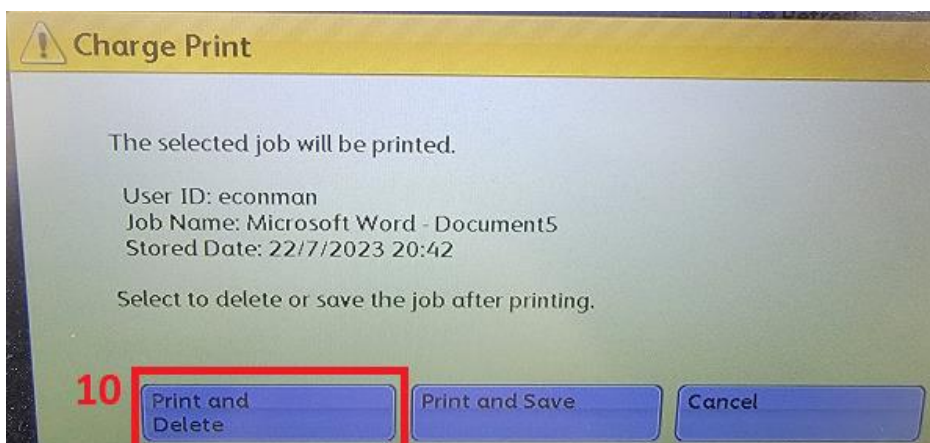
7. Enter the **Passcode**.



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
non-A4	\$0.4	x 0	\$0.4
non-A4	\$4.0	x 0	\$4.0

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
Available Balance 可用結餘	\$321.5

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
Available Balance 可用結餘	\$321.2

13. Press **Confirm**.

Payment Method 付款方法

Total Charge 總收費	\$0.3
<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	\$0.3
Balance 餘額	\$71.2
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 2023/07/22 20:58:25	
Receipt No. 收據號碼 33DC	
Print Console 控制台 Console01	

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

14

Finish
完成

For enquiries or assistance, please send email to it-econ@cuhk.edu.hk.

(Updated on 31-7-2023)