

# Using Procedure for printing to Fuji Xerox MFP Printer at ELB916 (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 ELB916.

Campus	Printer Location	IP address	Brand	Model	B&W / Colour
CUHK	ELB916	137.189.68.241	Fuji Xerox	ApeosPort-V C5575	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>.

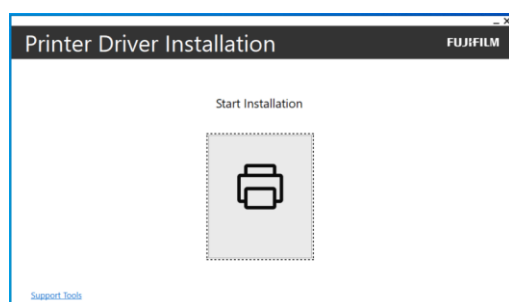
Model @ Location	Windows 32bit (Win10 & 11)	Windows 64bit (Win10 & 11)	Driver Installation (Mac)	User Guide
FX ApeosPort-V C5575 T2 @ ELB10F	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>	<a href="#">download</a>
FX ApeosPort-V C5575 @ ELB916	<a href="#">download</a>	<a href="#">download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

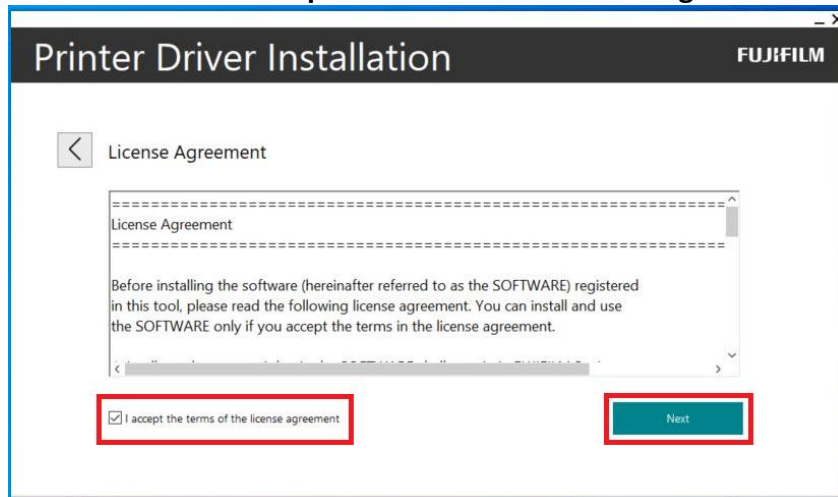
- Before starting, please make sure your login account on your own computer has an administrator privilege for the printer driver installation.
- Open the location of the downloaded exe file, double-click on the **exe** file.

Name	Date modified	Type	Size
 C5575_EL916_w10&11(64).exe	22/7/2023 2:09 PM	Application	26,211 KB

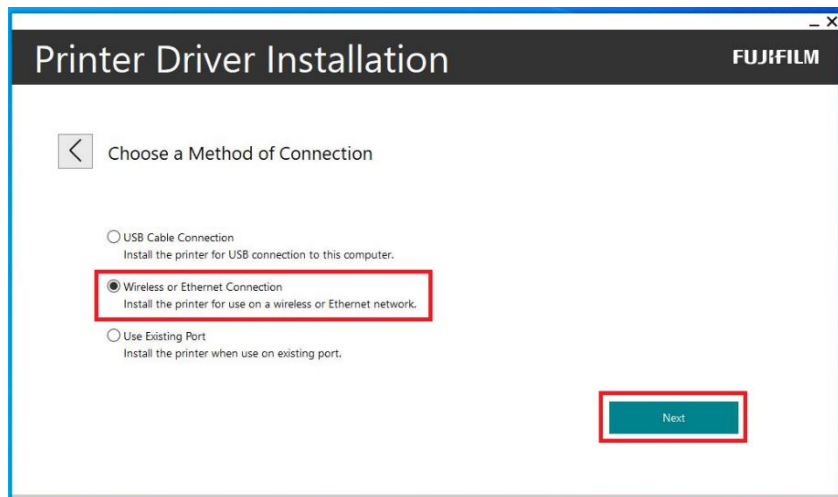
- Click  to **Start Installation**.



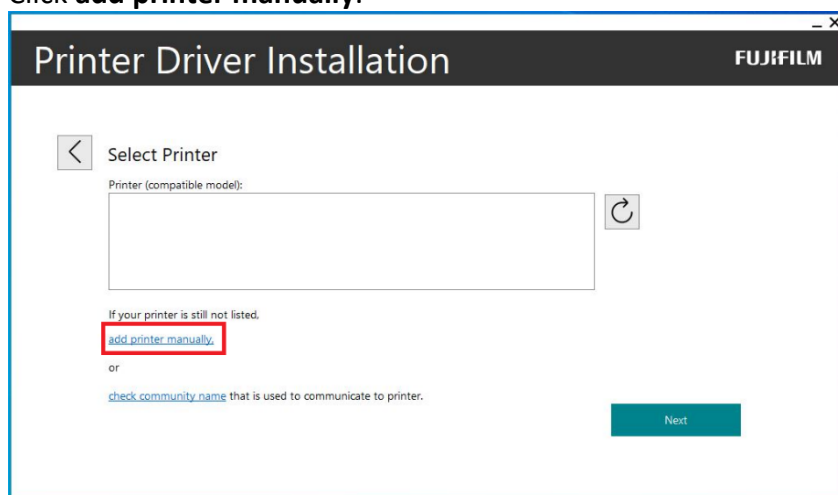
- Click **Yes**.
- Check the box of **I accept the terms of the license agreement** and then click **Next**.



- 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**.
  2. In the **Enter IP Address** field, enter **137.189.68.241**.
  3. Click **Next**.

Printer Driver Installation FUJIFILM

Select Printer

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

Port Type: TCP/IP

2 Enter IP Address: 137.189.68.241

Port Name: 137.189.68.241

3 Next

4. Click **Next**.

Printer Driver Installation FUJIFILM

Select Printer

Printer (compatible model):

✓ FUJI XEROX ApeosPort-V C5575 137.189.68.241

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 PCL 6 (ELB916)**.
6. Click **Install**.

Printer Driver Installation FUJIFILM

Printer Settings

FX AP-V C5575 PCL 6 (ELB916) 137.189.68.241

Printer Name: 5 FX AP-V C5575 PCL 6 (ELB916)

☒ Set this printer as default

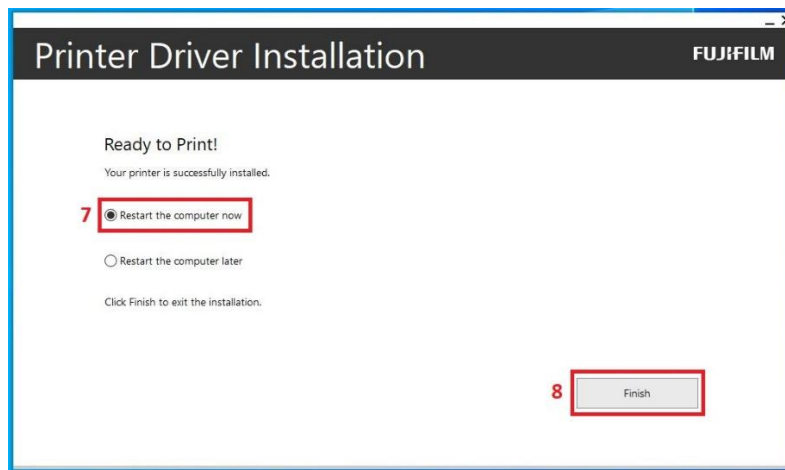
☐ Share this printer with other computers on the network

Share Name: FF K543p for ApeosPort-V C5575

6 Install

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

8. Click **Finish**.

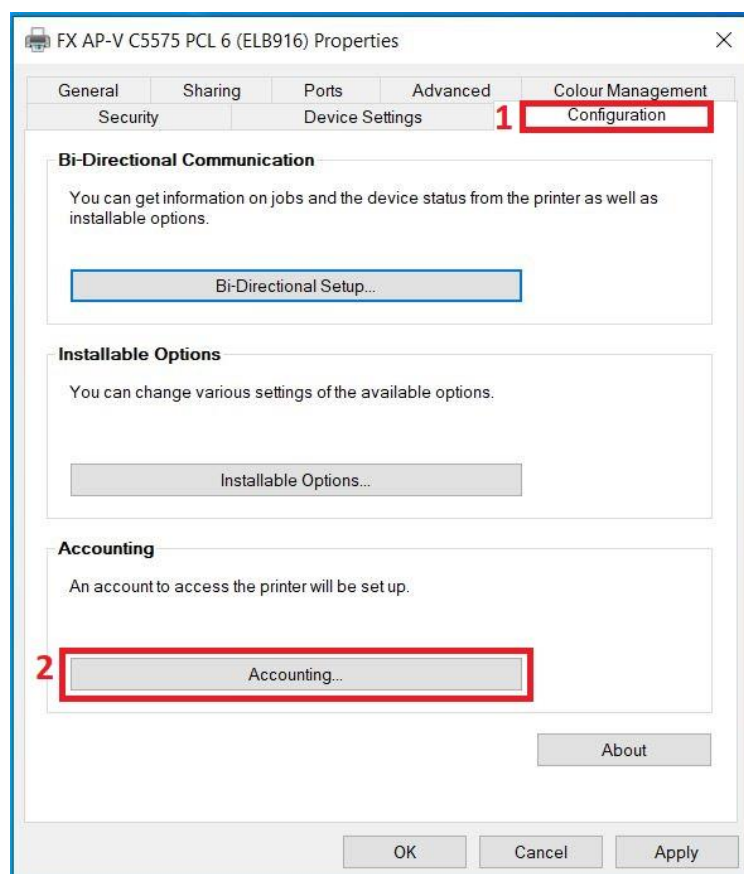


#### **D. Change the setting in the Printer driver**

- Go to **Control Panel**, choose **Devices and Printers**, and select the printer with named **FX AP-V C5575 PCL 6 (ELB916)** printer.
- Right-click on the **FX AP-V C5575 PCL 6 (ELB916)** 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**.



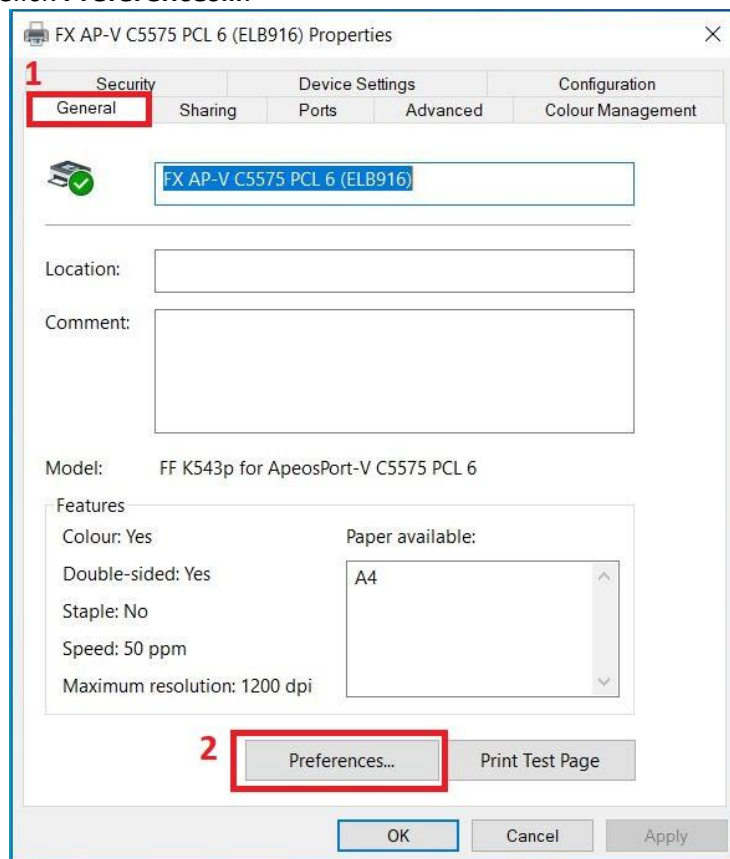
3. In the **Accounting System** field, select **Enable Account Setup**.
4. In the **Account Mode** field, select **User**.
5. In the **User Prompt** field, select **Billing ID Only**.
6. Select **Always Use Default User Details**.
7. In the **Billing ID** field, enter your ID (in example: econman).
  - The **Billing ID** is the one shown on the panel of the Multifunctional Printer (MFP) for you to select. It should not 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:

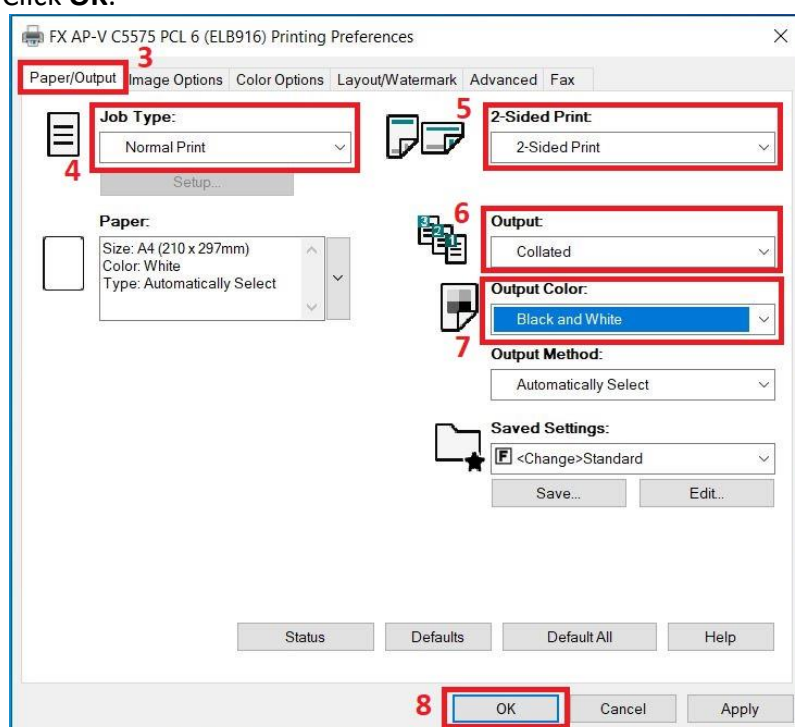
- Accounting System:** A dropdown menu with 'Enable Account Setup' selected. (Annotated with 3)
- Account Mode:** A dropdown menu with 'User' selected. (Annotated with 4)
- User Prompt:** A dropdown menu with 'Billing ID Only' selected. (Annotated with 5)
- Prompt User for Entry when Submitting Job:** An unchecked 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. (Annotated with 8)
- 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...**

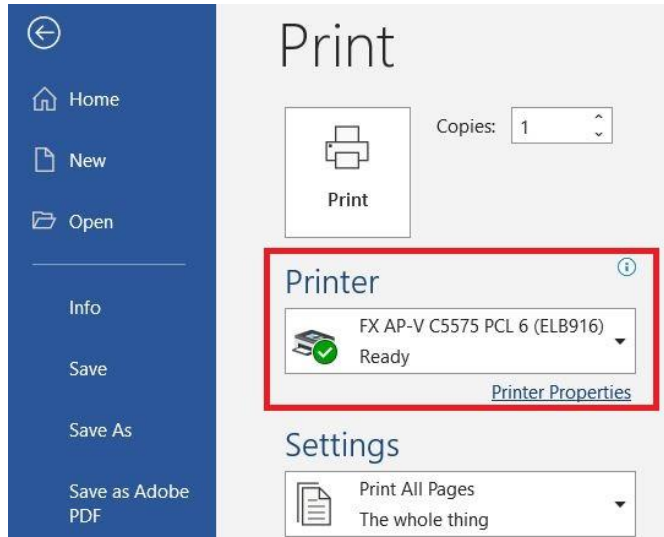


3. Select **Paper/Output** tab.
4. In the **Job Type** field, select **Normal Print**.
5. In the **2-Sided Print** field, select **2-Sided Print**.
6. In the **Output** field, select **Collated**.
7. In the **Output Color** field, select **Black and White**.
8. Click **OK**.

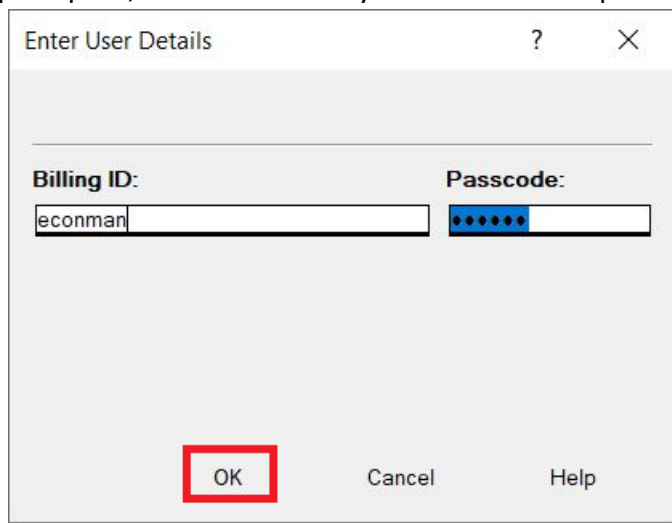


## E. Sending Print Job to Printer

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 PCL 6 (ELB916)** 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 ELB916.

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

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



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

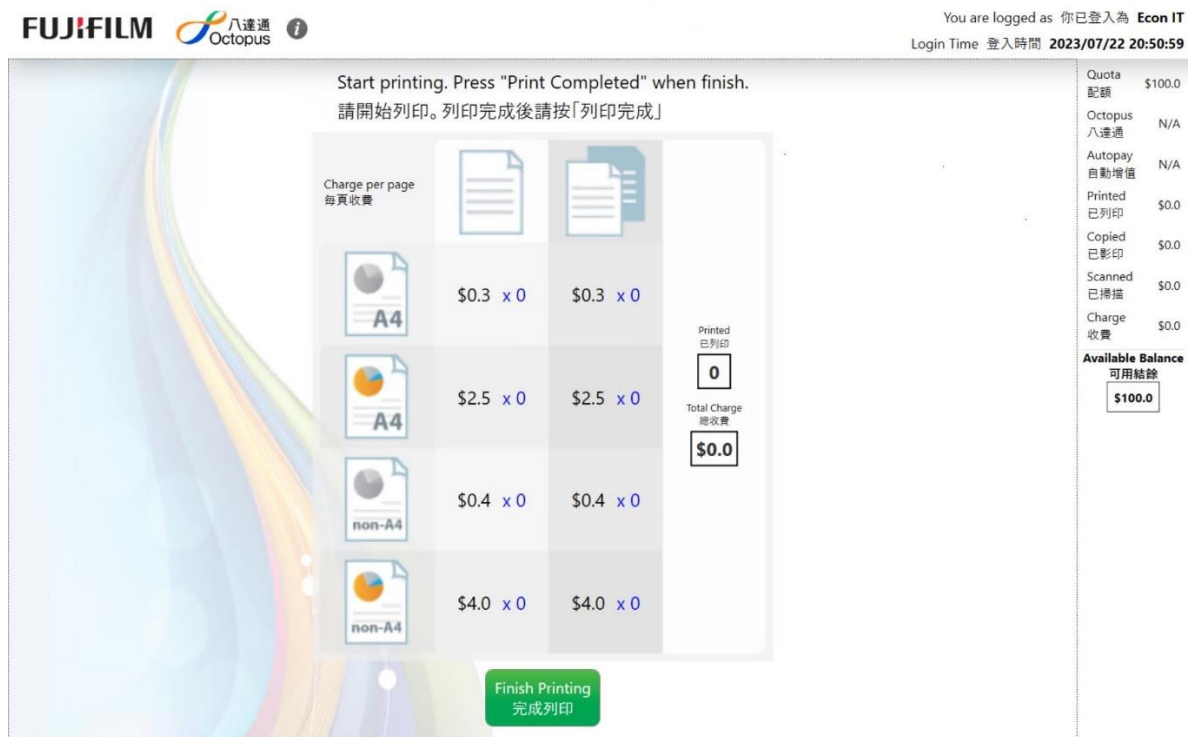


3. In the **Login Name** field, enter your student ID.
4. In the **Password field**, enter the password we assigned to you for printing.
5. Press **Login**.

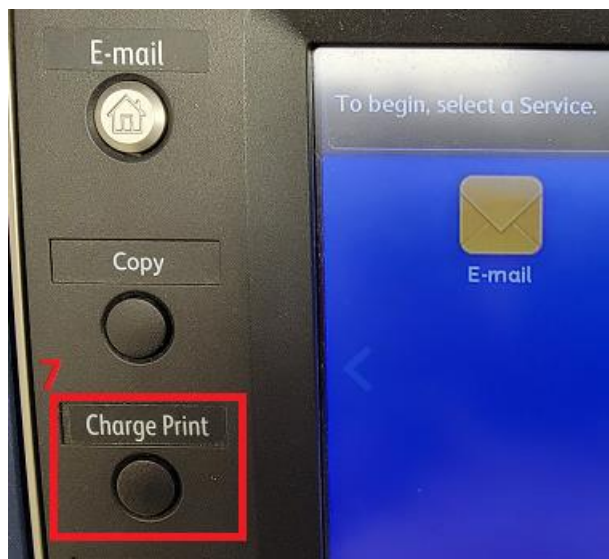
The image shows a login form with a lock icon in the top right corner. It has two input fields: 'Login Name' (登入名稱) and 'Password' (密碼). Below the fields are two buttons: 'Cancel' (取消) and 'Login' (登入). A red box highlights the 'Login Name' field with a red number '3' to its left. Another red box highlights the 'Password' field with a red number '4' to its left. A third red box highlights the 'Login' button with a red number '5' to its right.



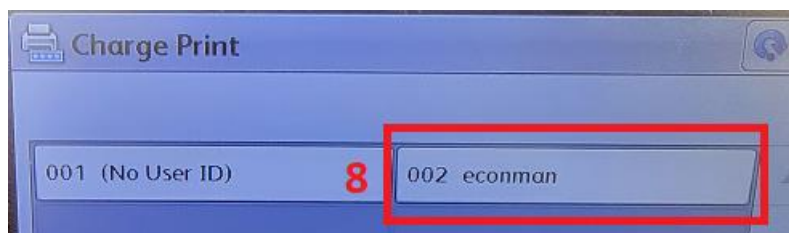
6. Start Printing.



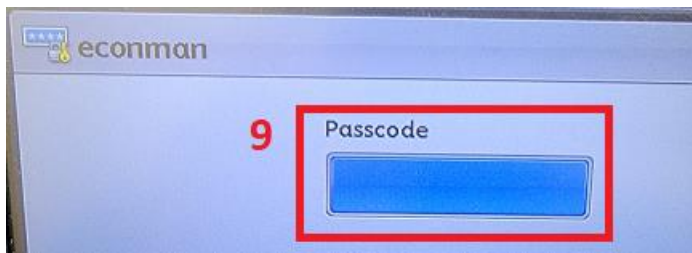
7. Press **Charge Print** button next to the panel of the MFP.



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

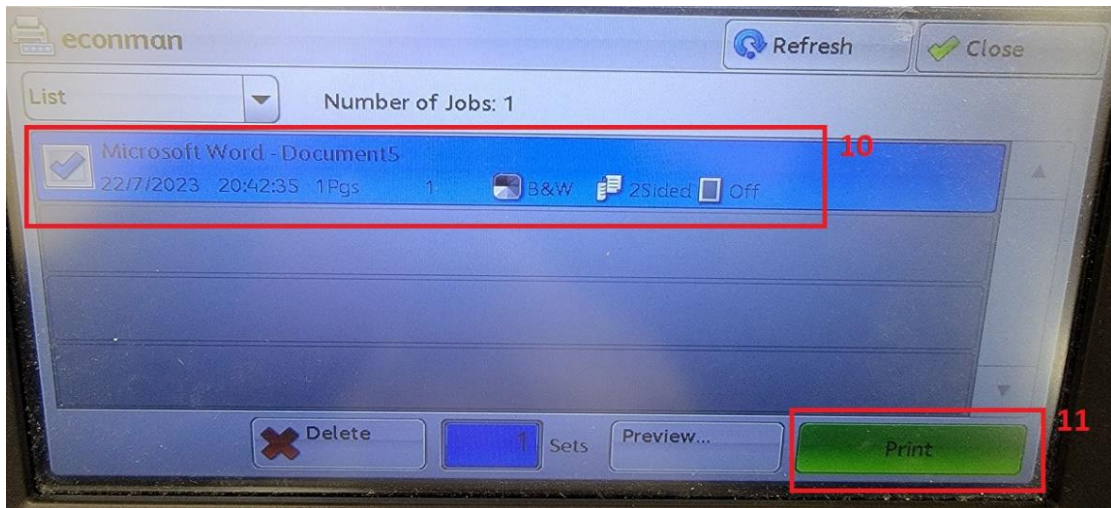


9. Enter the **Passcode**.

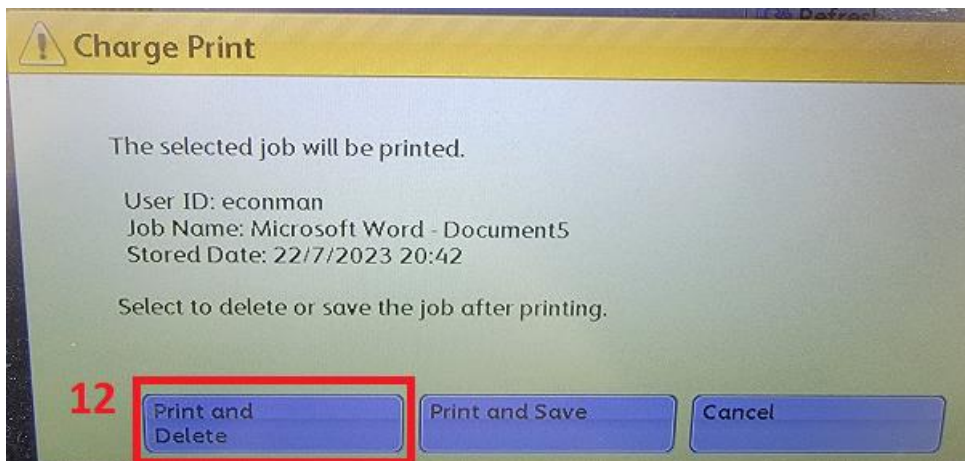


10. Select the print job that you want to print.

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	\$0.3
Copied 已影印	\$0.0
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	<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
	<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**.

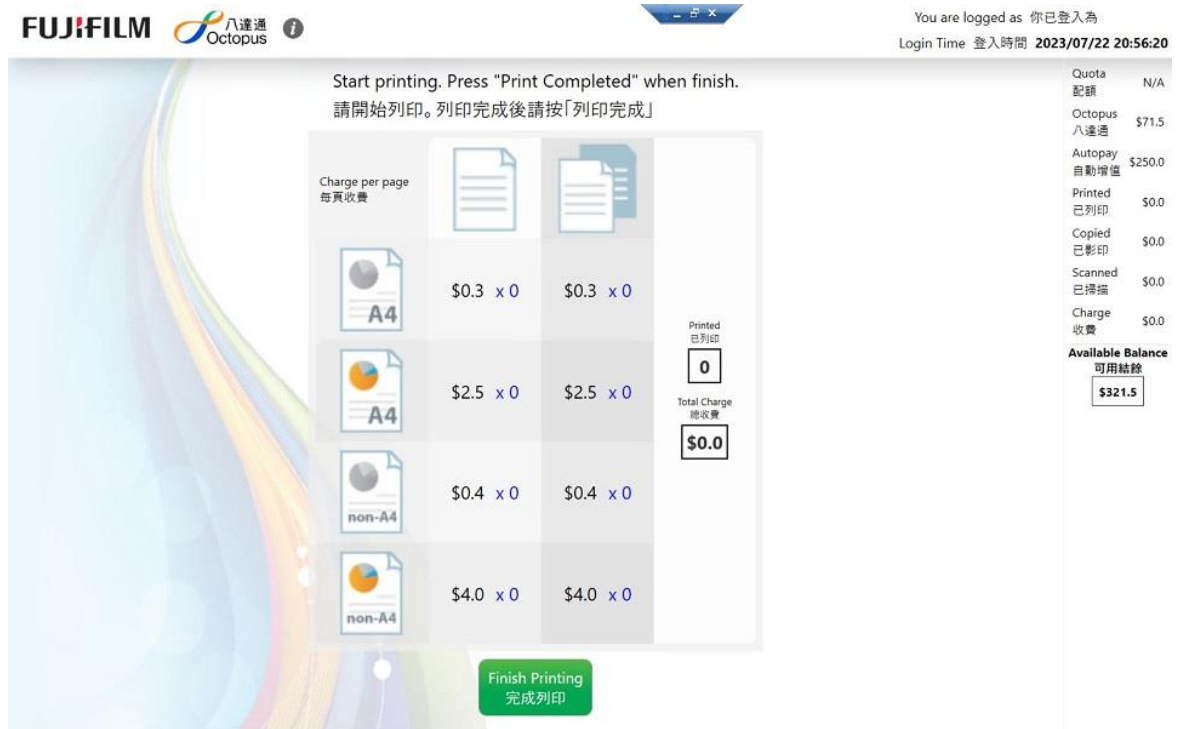


3. Insert Octopus Card, press **Continue**.

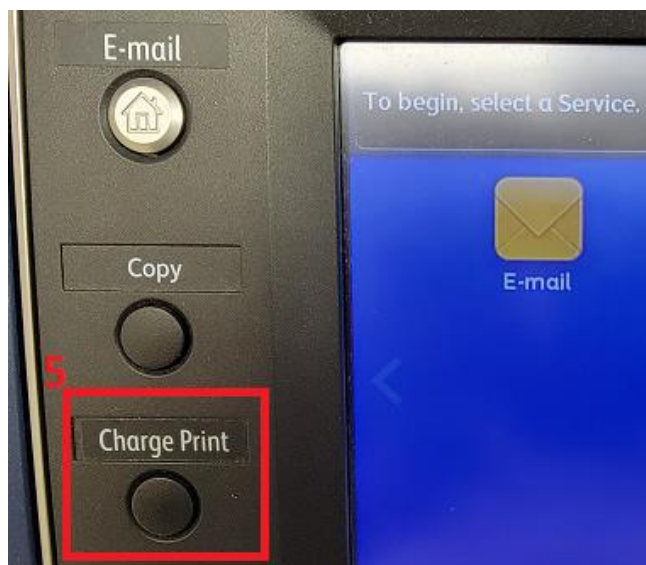




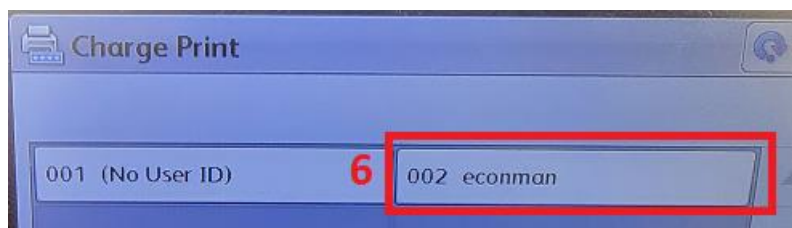
4. Start Printing.



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



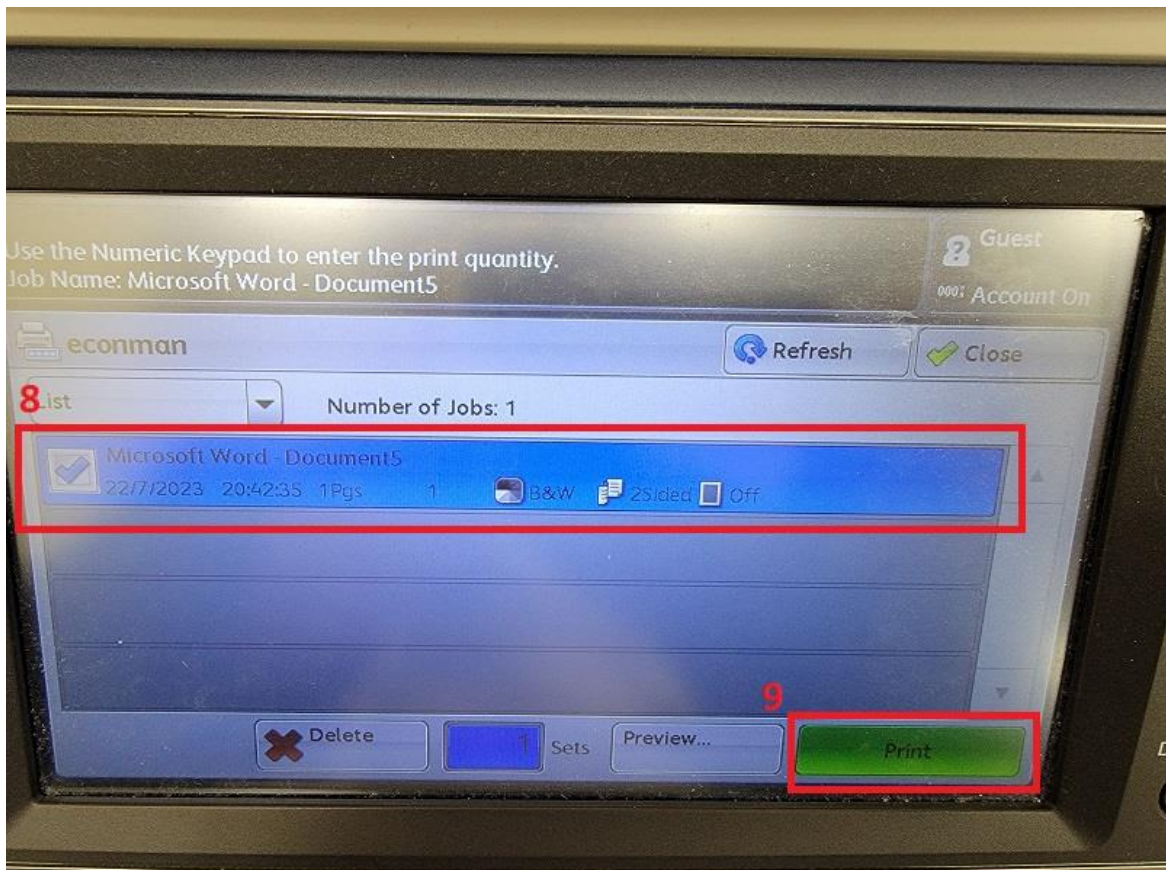
6. Select the print job according to your **Billing ID**.



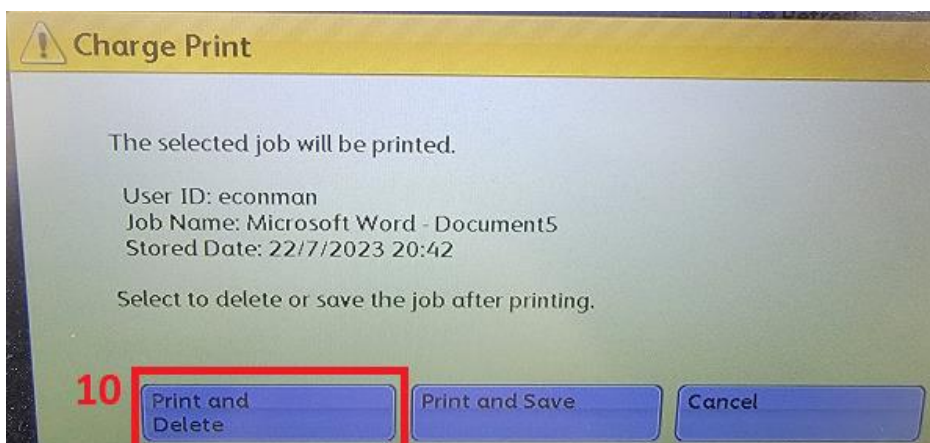
7. Enter the **Passcode**.



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
<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	Amount 收費 <b>\$0.3</b>	Octopus Card No. 八達通卡號碼
Balance 餘額	<b>\$71.2</b>	Octopus Device No. 八達通閱讀器機號
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 31-7-2023)