

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


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

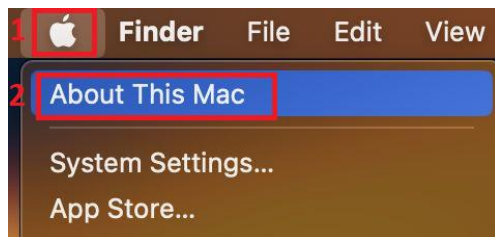
B. Connect to CUHK campus Wi-Fi network(SSID: CUHK1x)

Before connecting to the printer, you are required to connect your 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**.



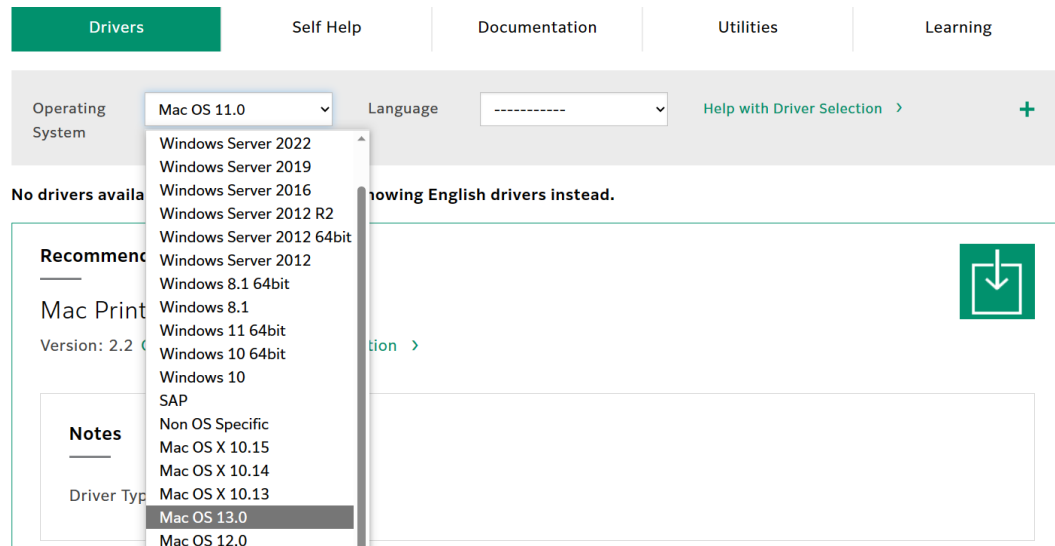
ii. Download the printer driver

- Download the driver for **Fuji Xerox ApeosPort-V C5575** 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.

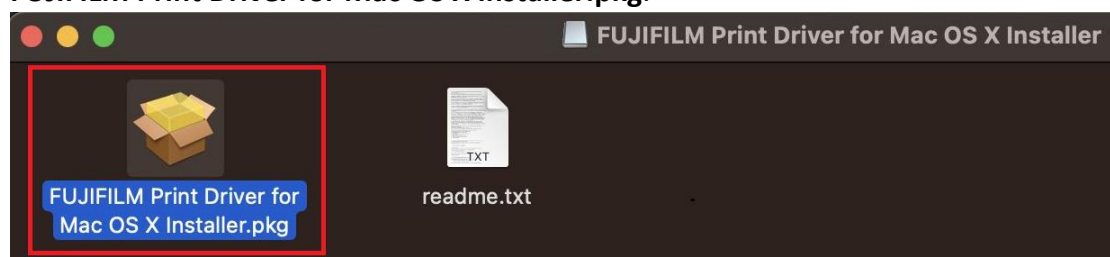
Note: If the version of your macOS is Ventura (version 13.4.1), please select *Mac OS 13.0*.



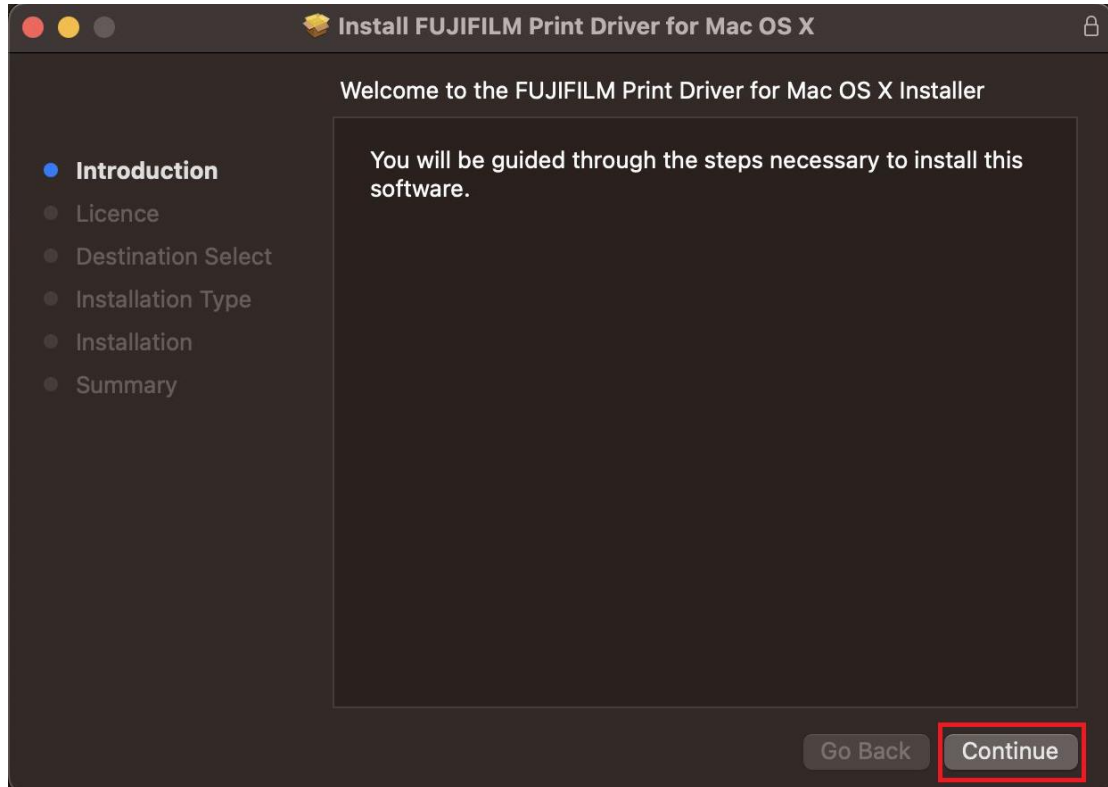
- Click on the icon  to download the driver.

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**.



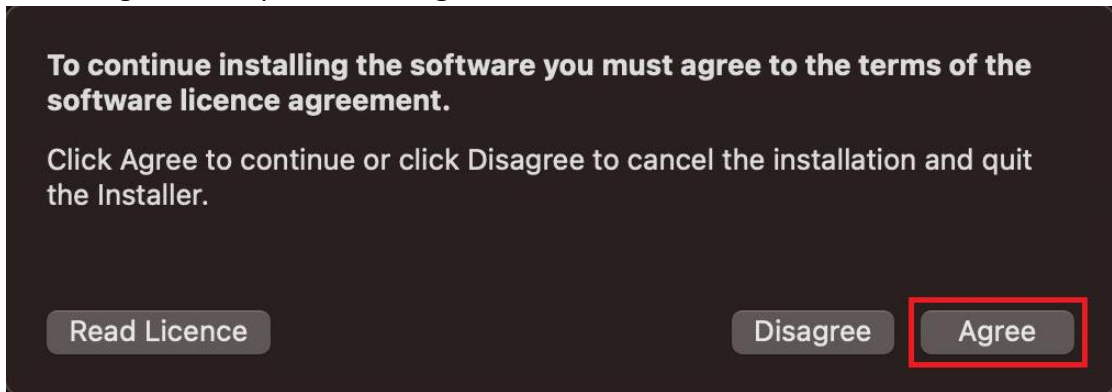
- Click **Continue**.



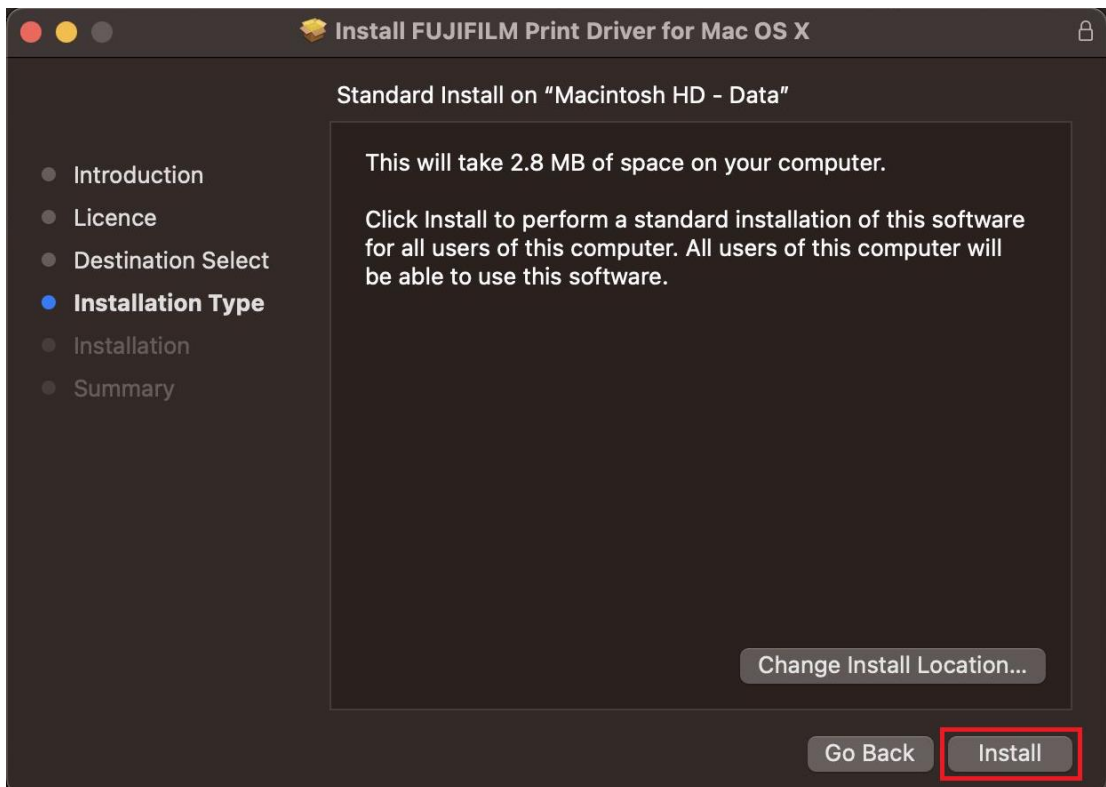
- Read the Software License Agreement and then click **Continue**.



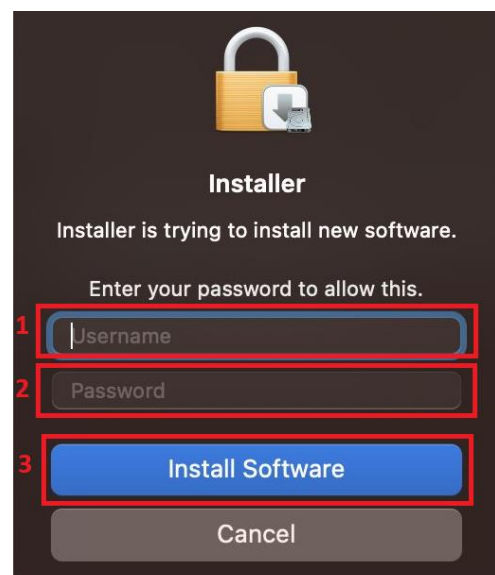
- If you want to continue installing the software and agree to the terms of the software license agreement, please click **Agree**.



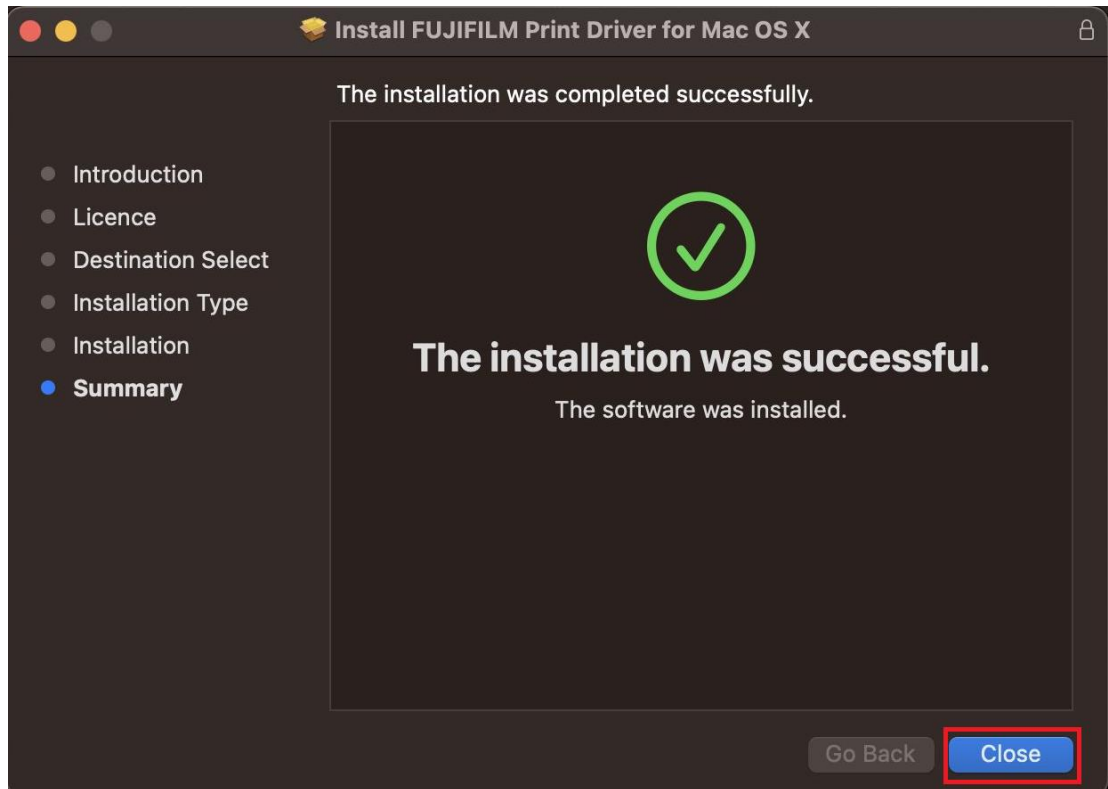
- Click **Install**.



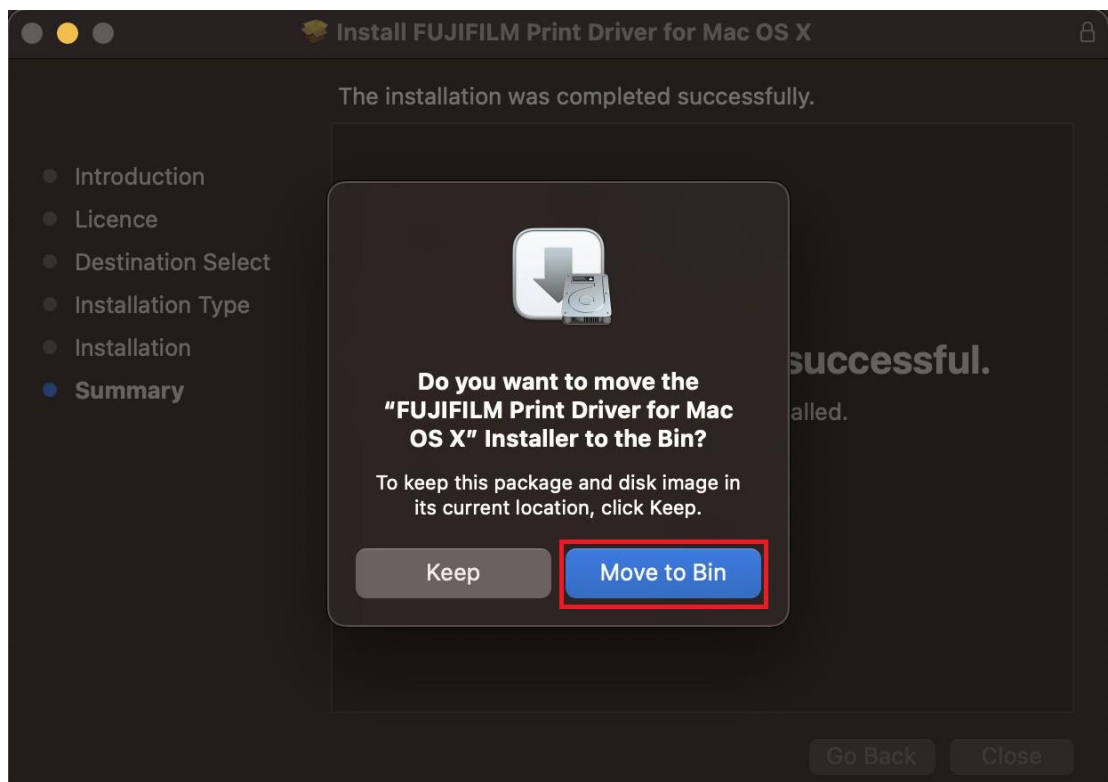
- On the Installer Windows,
 1. In the **Username** field, enter your Mac's username.
 2. In the **Password** field, enter your Mac's password.
 3. Click **Install Software**.



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

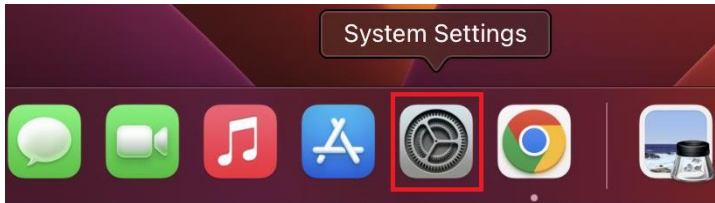


- Click **Move to Bin** to move the **FUJIFILM Print Driver for Mac OS X Installer** to the Bin.

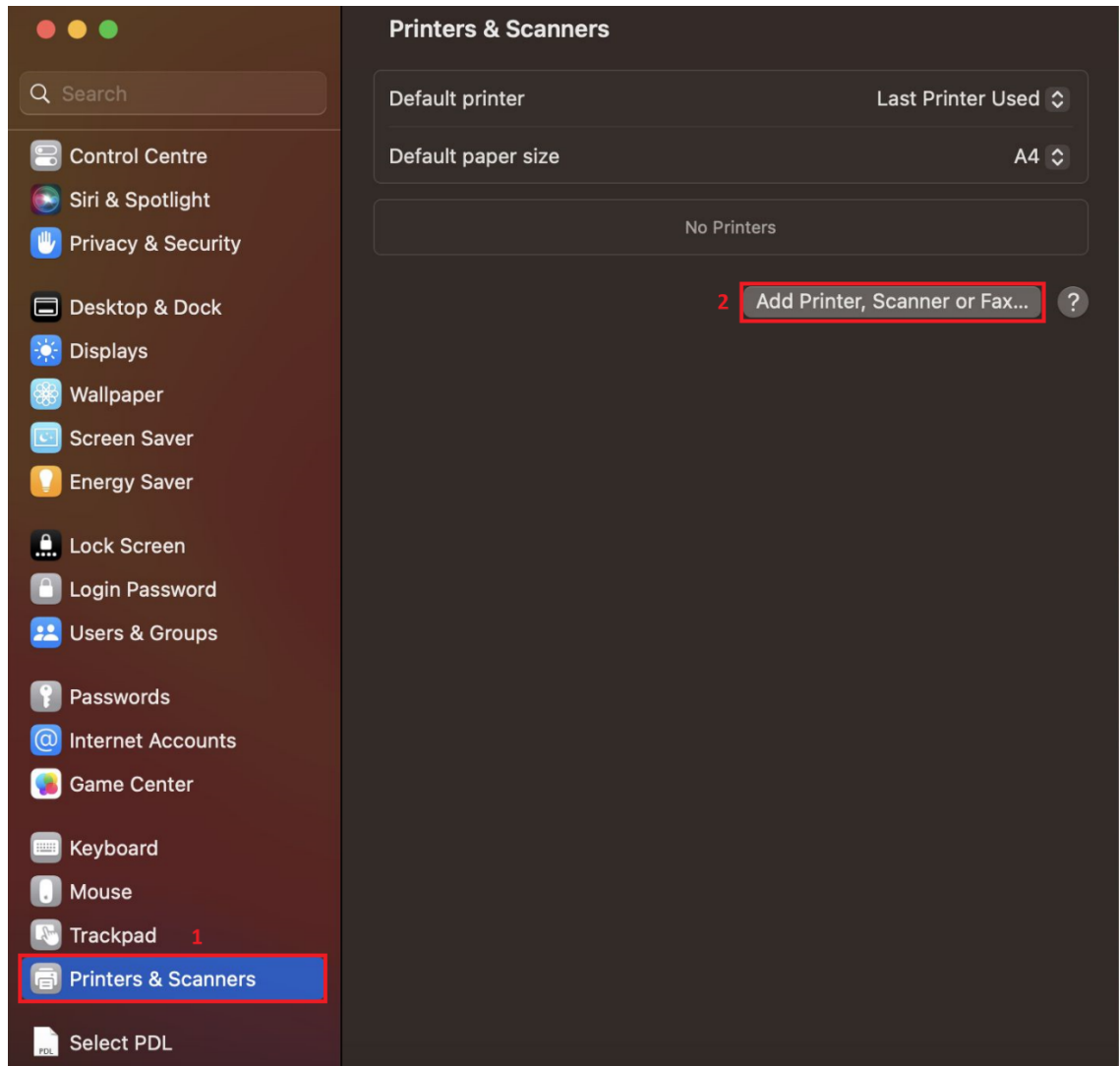


iii. Add a printer to your printer list so you can use it on Mac

- Open **System Settings**.



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



- Fill in the information and locate the printer driver from the list of available printers.
 1. Click **IP** tab.
 2. In the **Address** field, enter IP **137.189.68.241**.
 3. In the **Protocol** field, click the drop-down menu and then select **Line Printer Daemon - LPD**.
 4. In the Name field, enter **FX AP-V C5575 (ELB916)**.
 5. In the **Use** field, click the drop-down menu and then select **Select Software**.

Add Printer

1

2 Address:

Enter host name or IP address.

3 Protocol: Line Printer Daemon - LPD

Queue:

Leave blank for default queue.

4 Name:

Location:

5 Use:

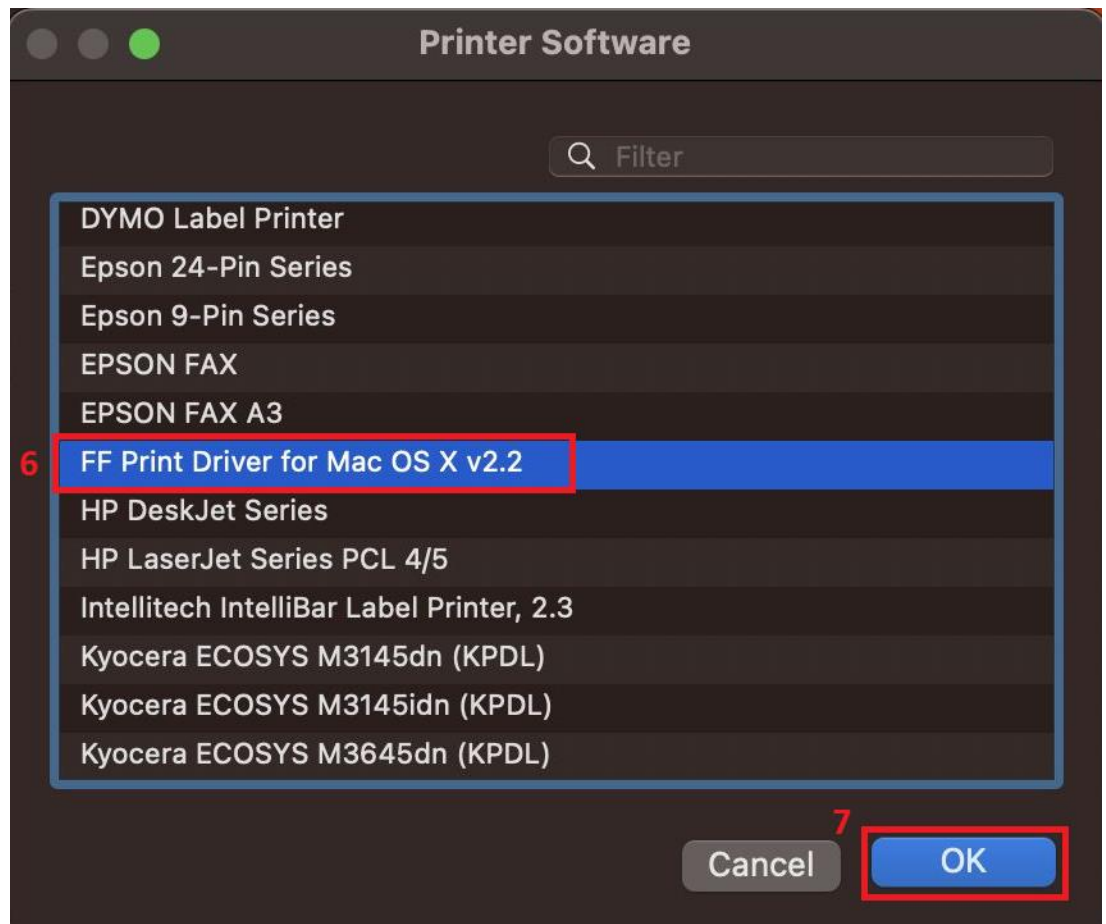
Auto Select

Select Software...

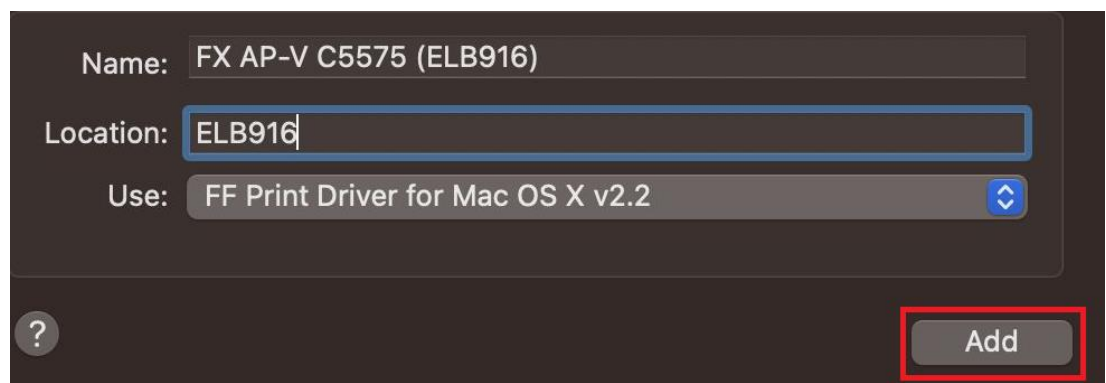
Other...

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

7. Click **OK**.

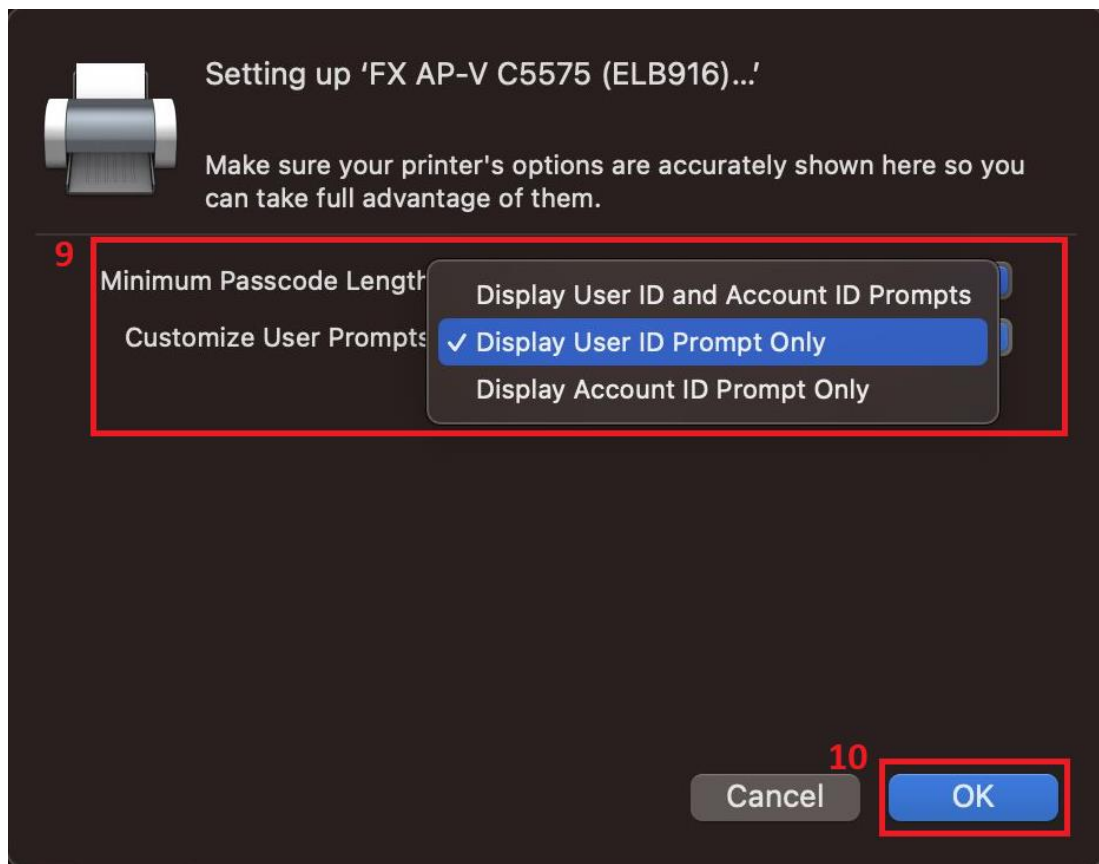


8. Click **Add** button to add the printer.

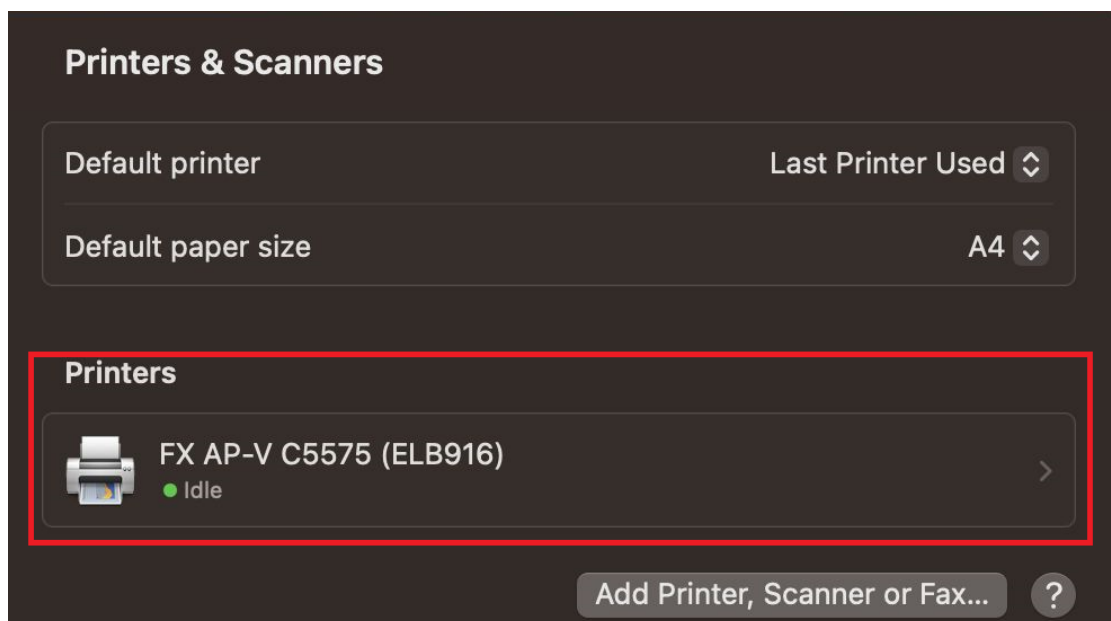


9. In **Customize User Prompts** field, click the drop-down menu and then select **Display User ID Prompt Only**.

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 (ELB916)**.
4. In the **Double-sided** field, select **On**.

The screenshot shows the Safari print dialog box with the following settings and annotations:

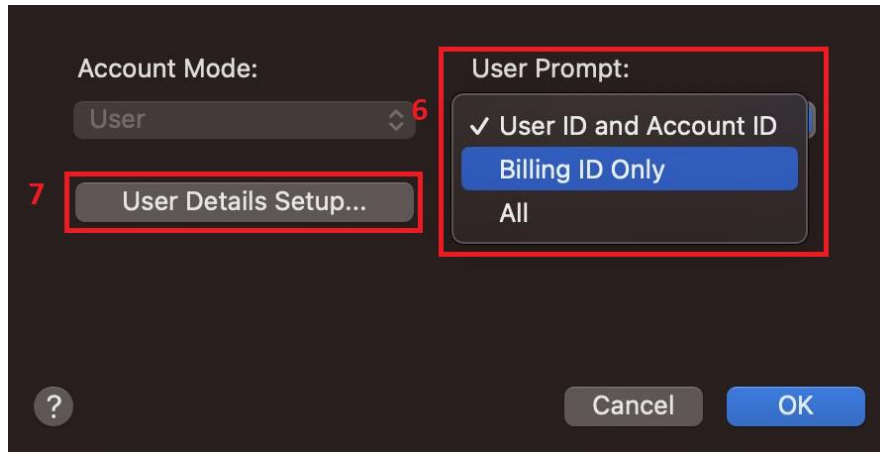
- Printer:** FX AP-V C5575 (ELB916) (ELB916) [Red box with number 3]
- Presets:** None
- Copies:** 1 [Blue box]
- Pages:** All Pages (selected), Range from 1 to 1, Selection
- Double-sided:** Off [Red box with number 4]
- Paper Size:** A4 210 by 297 mm
- Orientation:** Portrait (selected), Landscape
- Scaling:** 100%

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

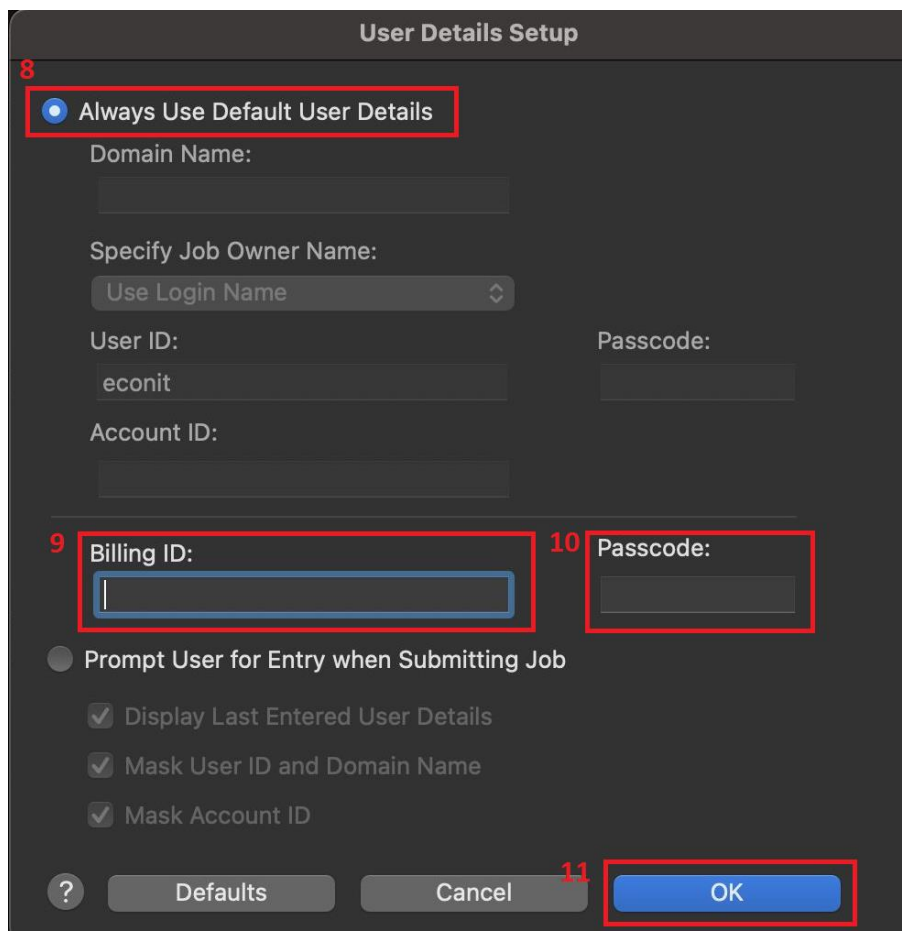
The screenshot shows the Printer Options menu with the following items and annotations:

- Printer Options** (expanded)
- Paper Feed** [Info icon]
- Job Accounting** [Red arrow pointing to it]
- Job Type** [Info icon]
- Features** [Info icon]
- > Printer Info**

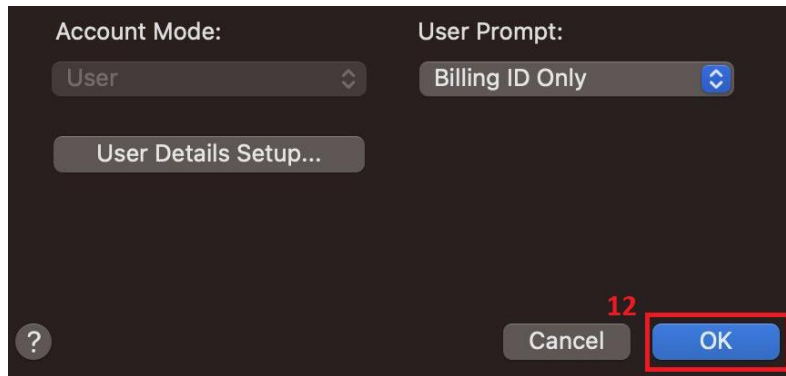
6. In the **User Prompt** field, click the drop-down menu and then select **Billing ID Only**.
7. Click **User Details Setup...**



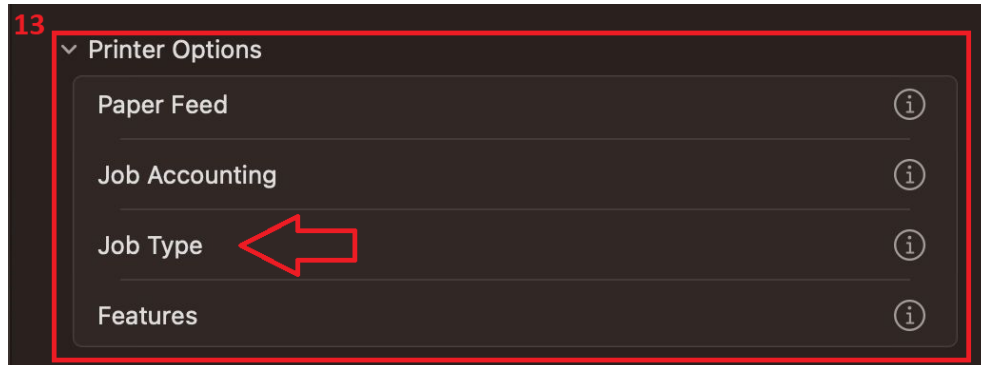
8. Select **Always Use Default User Details**.
9. In the **Billing ID** field, enter your ID (in example: econman).
 - The **Billing ID** is the one shown on the panel of the Multifunctional Printer (MFP) for you to select. It should not be more than 24 characters.
10. In the **Passcode** field, enter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

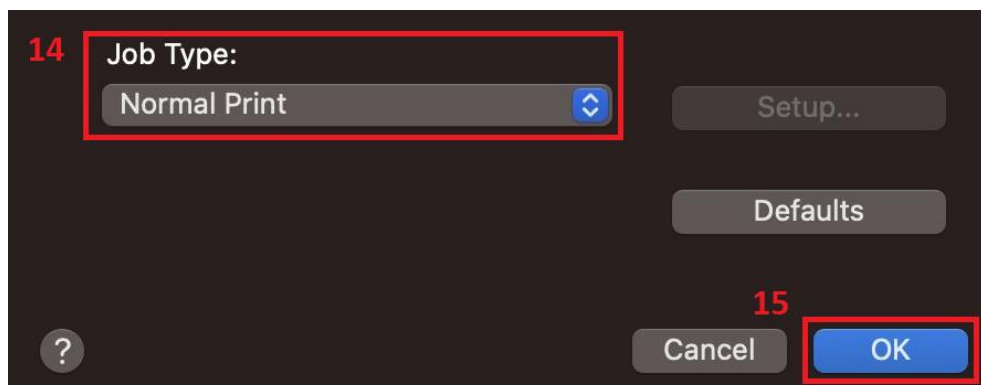


13. In the **Printer Options** field, click the drop-down menu and then click **Job Type**.

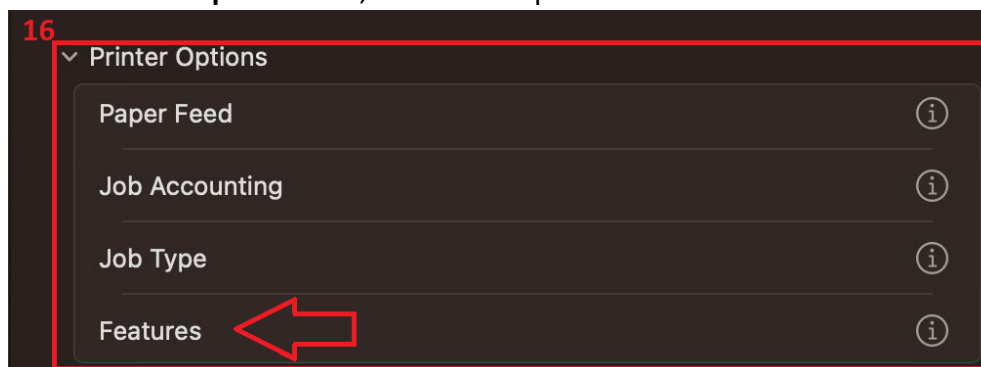


14. In the **Job Type** field, select **Normal Print**.

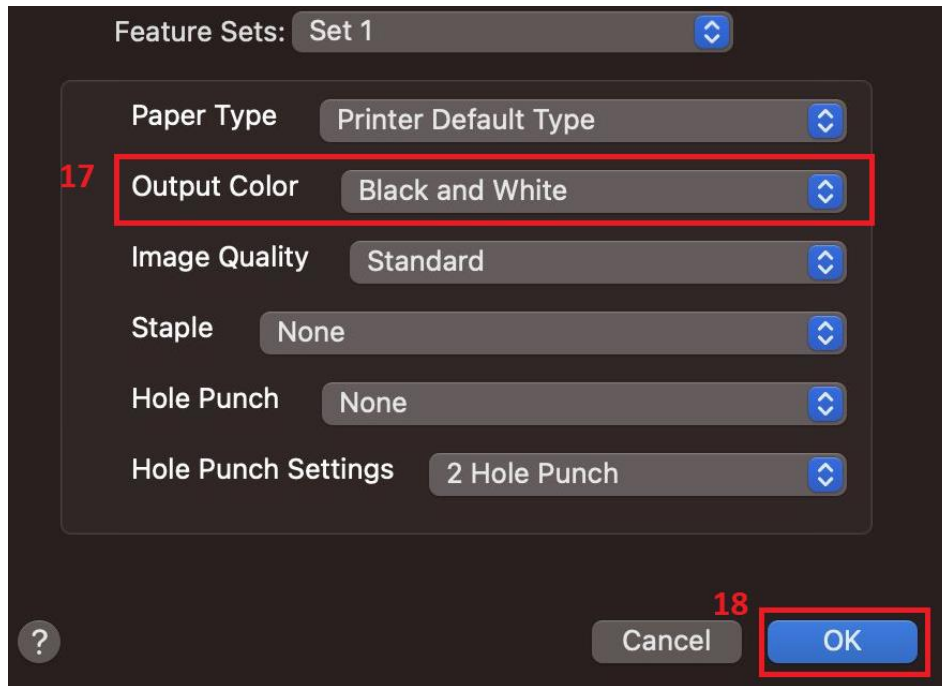
15. Click **OK**.



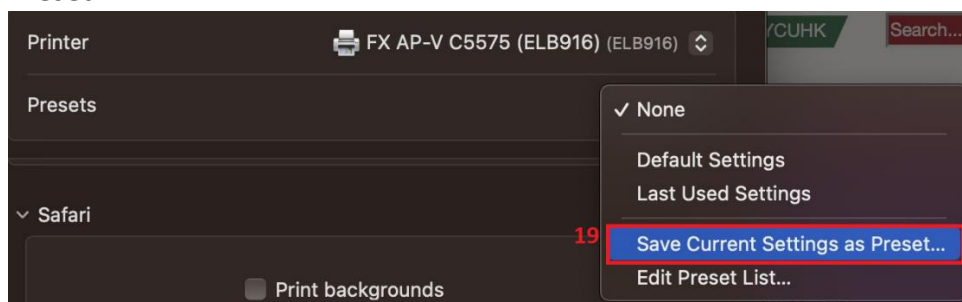
16. In the **Printer Options** field, click the drop-down menu and then click **Features**.



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

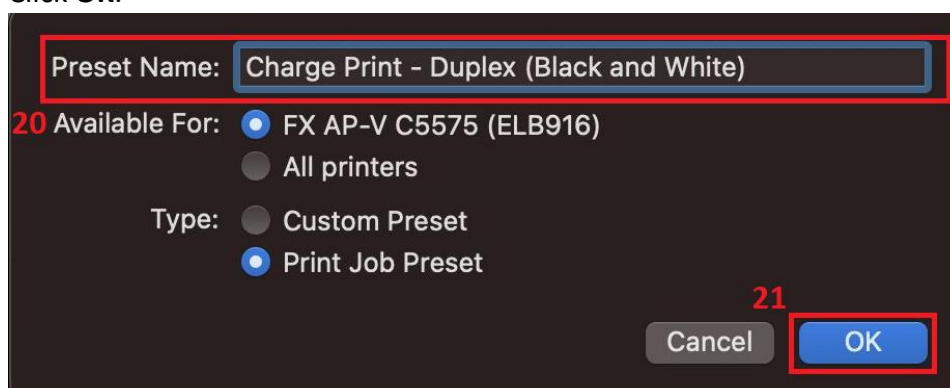


19. In the **Presets** field, click the drop-down menu and then select **Save Current Settings as Preset...**



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

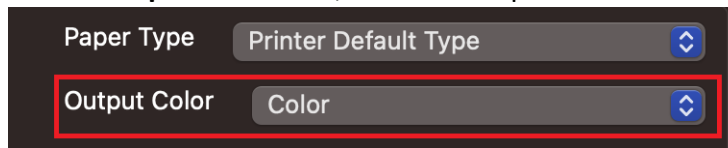
21. Click **OK**.



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

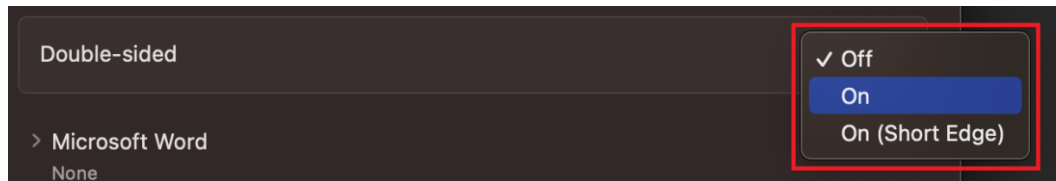
➤ **Color Printing:**

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



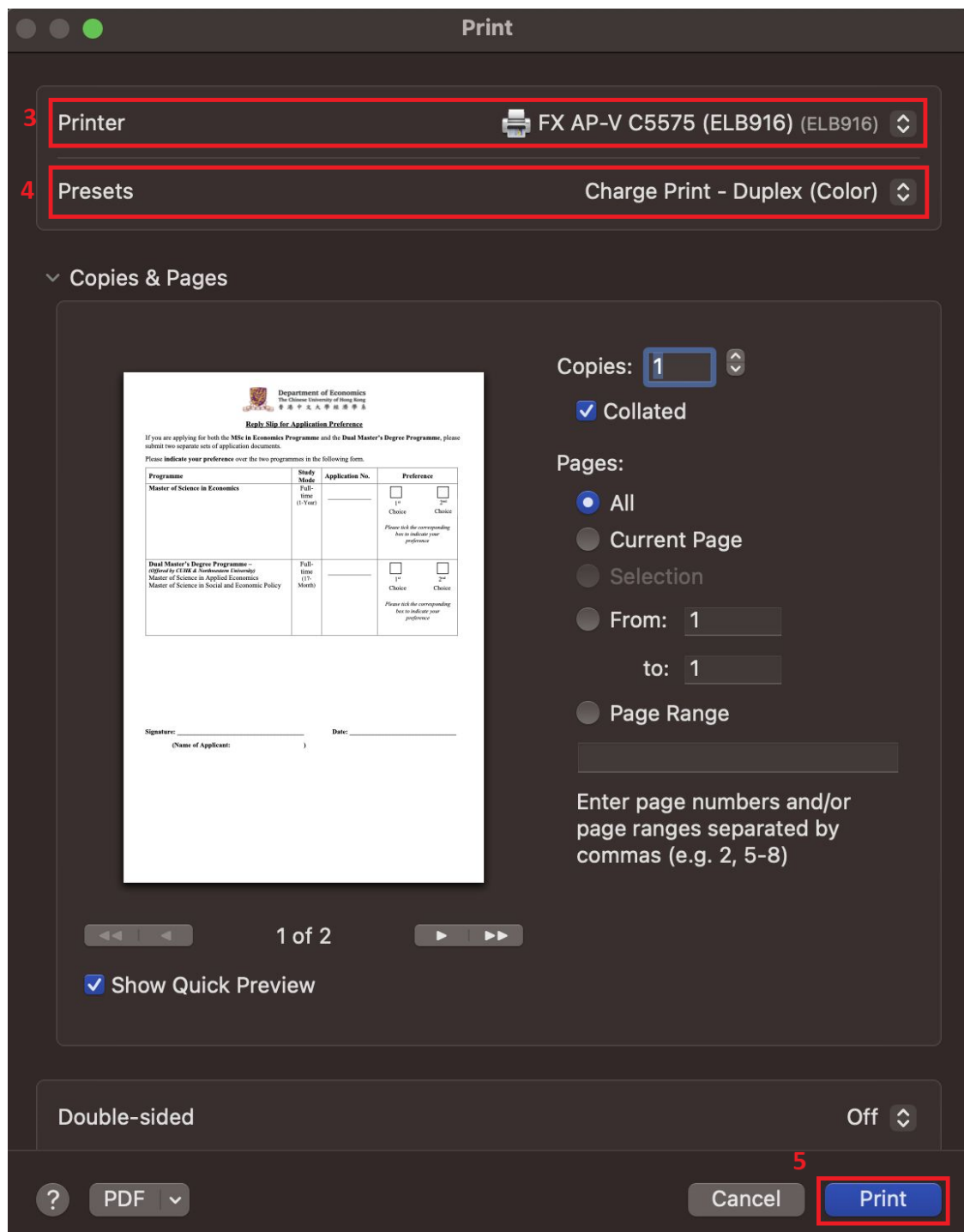
➤ **Single Page printing:**

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



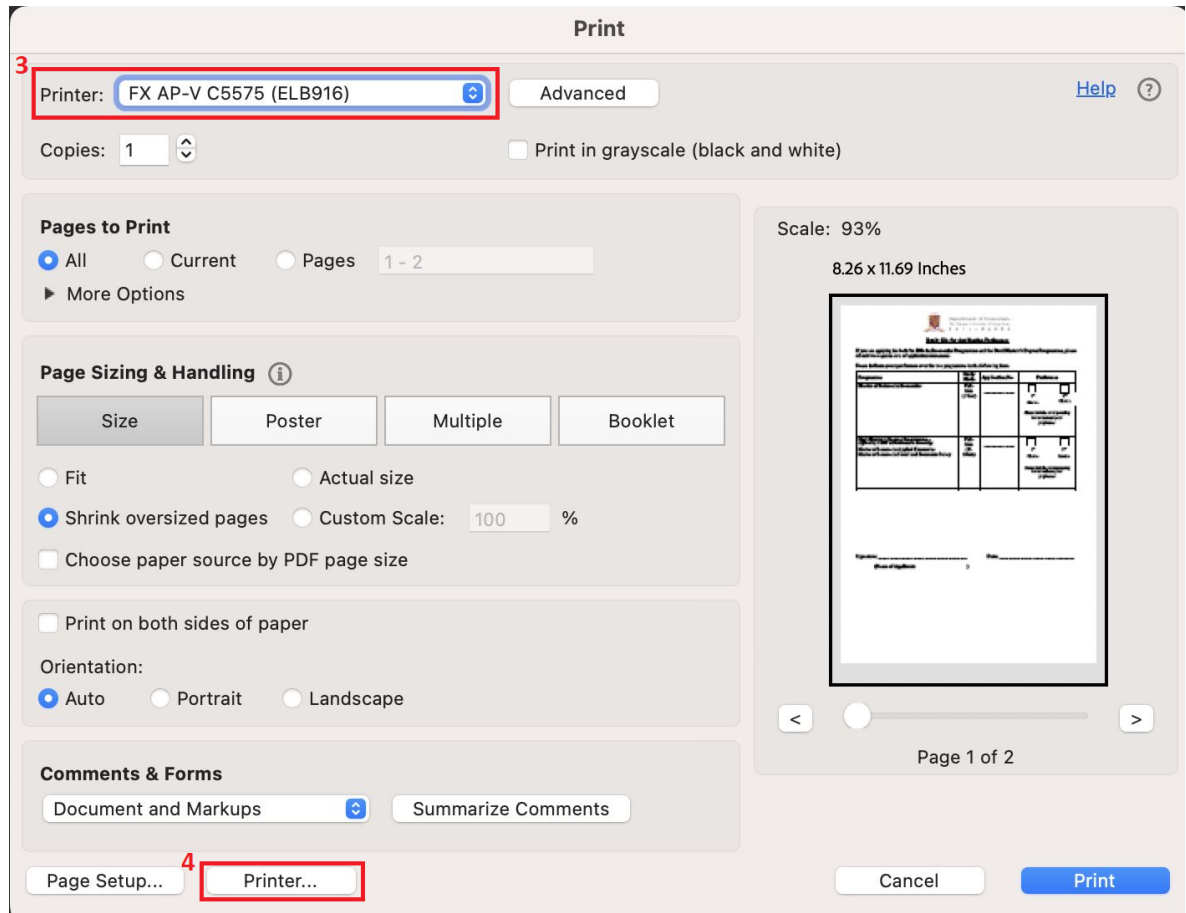
ii. MS Word file

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 (ELB916)**.
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**.

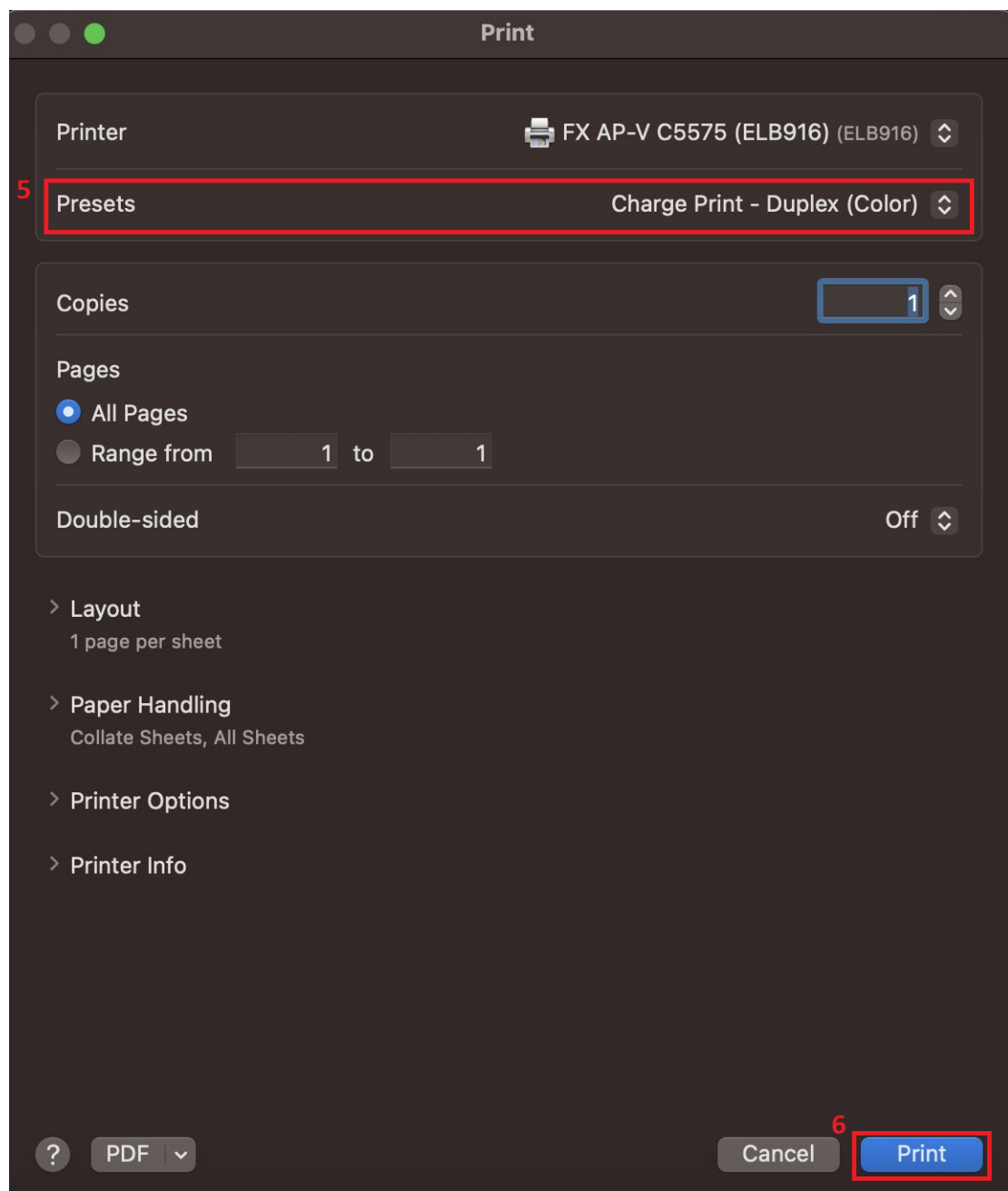


iii. PDF file

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 (ELB916)**.
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**.



7. 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 ELB916.

i. **Retrieve Charge Print (Use User Account):**

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



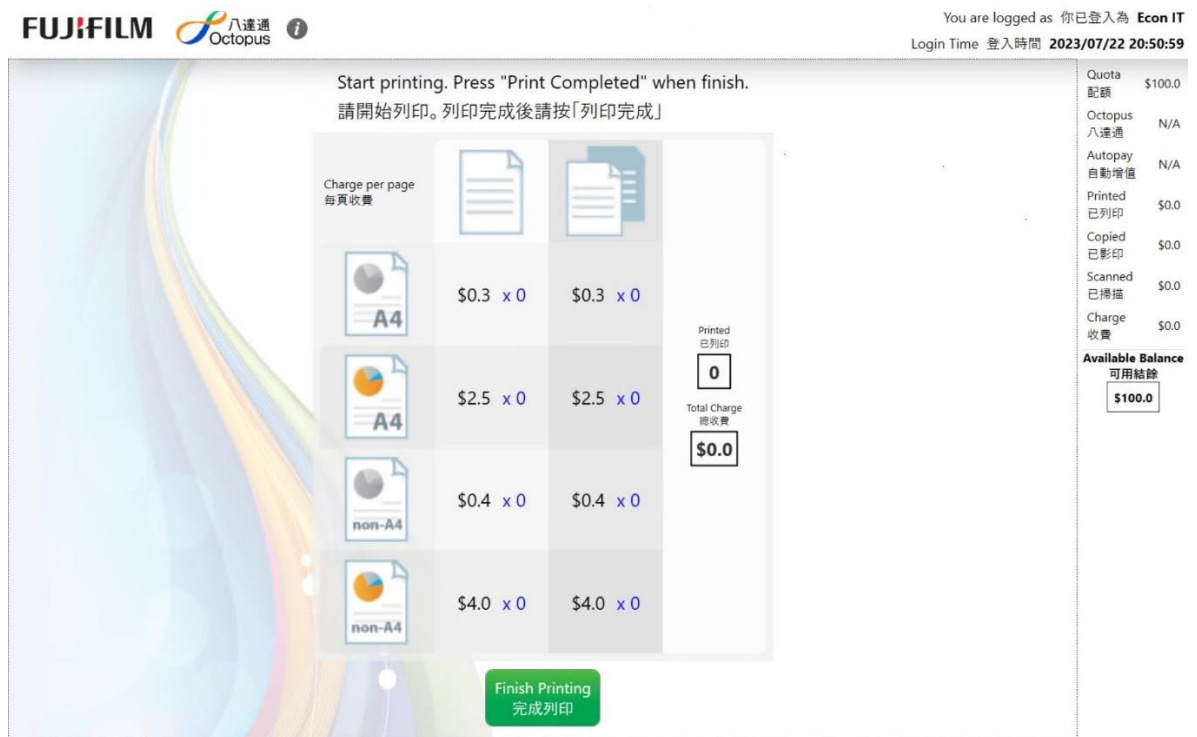
2. Select **Login By User Account**.



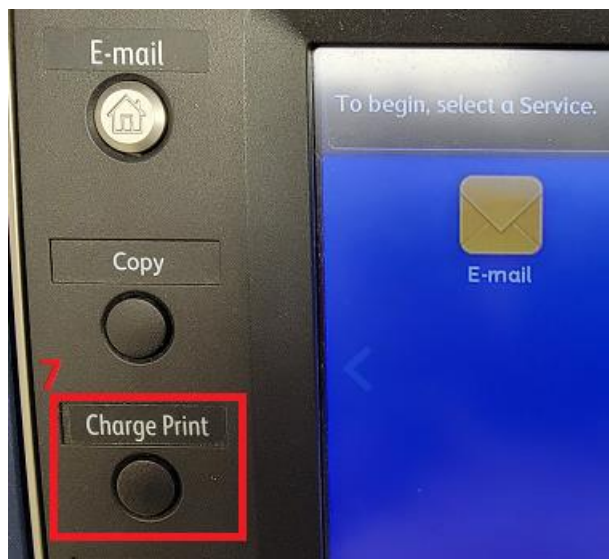
3. In the **Login Name** field, enter your student ID.
4. In the **Password** field, enter the password we assigned to you for printing.
5. Press **Login**.

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). The 'Login Name' field is highlighted with a red box and the number 3. The 'Password' field is highlighted with a red box and the number 4. Below the fields are two buttons: 'Cancel' (取消) and 'Login' (登入). The 'Login' button is highlighted with a red box and the number 5.

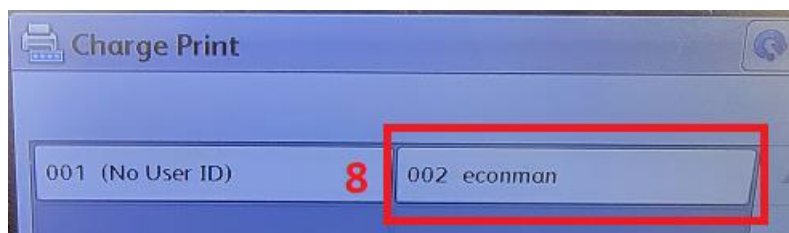
6. Start Printing.



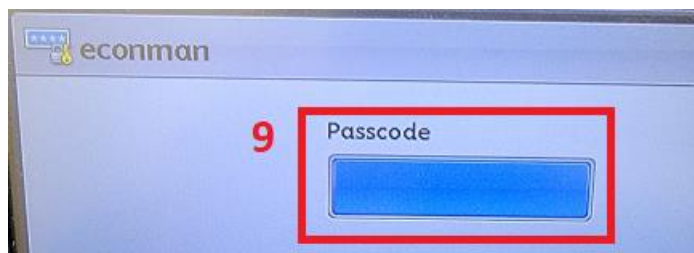
7. Press **Charge Print** button next to the panel of the MFP.



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

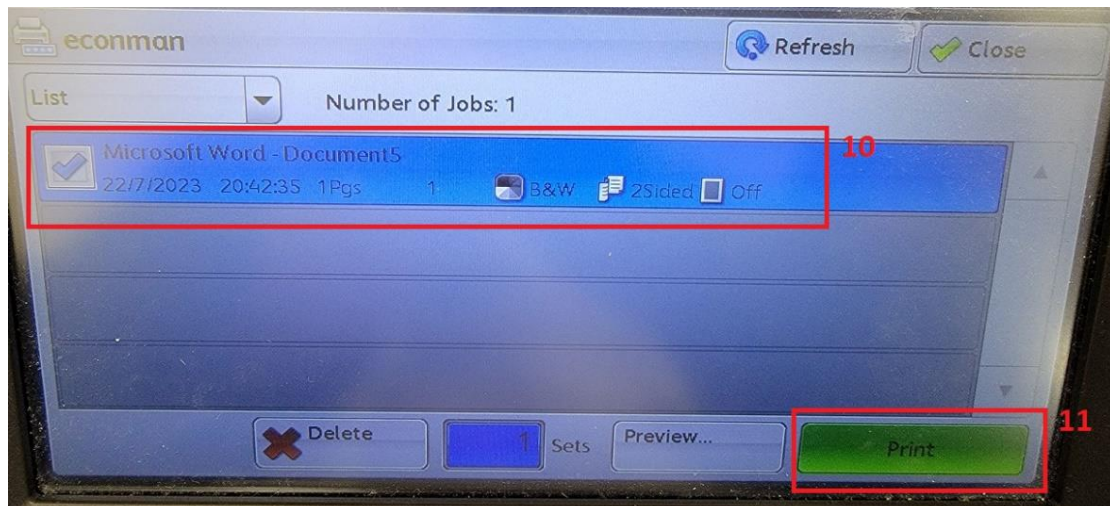


9. Enter the **Passcode**.

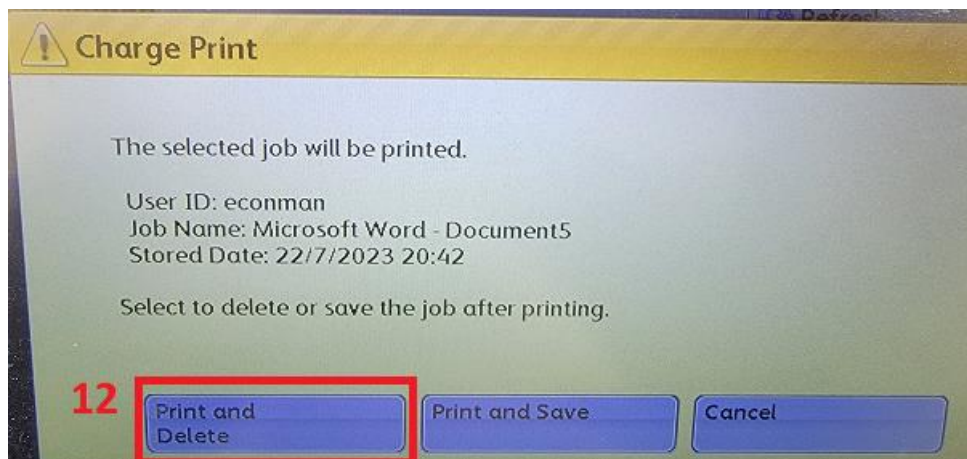


10. Select the print job that you want to print.

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
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
------------------	--------------

☒ 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
	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

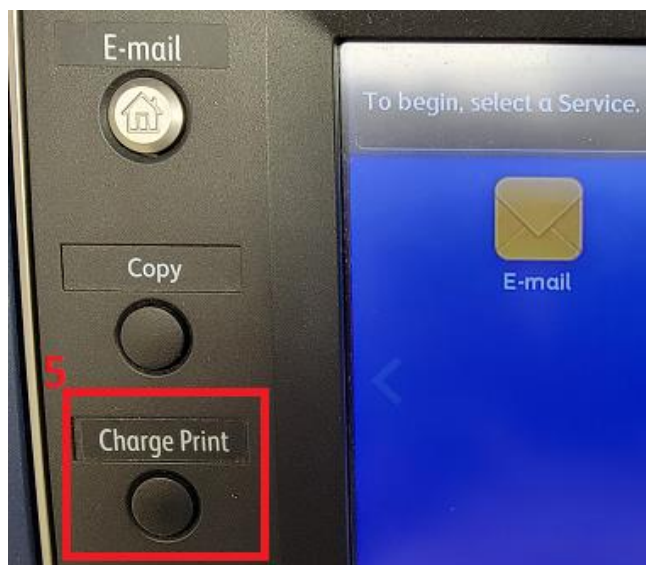
Printed 已列印 0
Total Charge 總收費 \$0.0

Finish Printing 完成列印

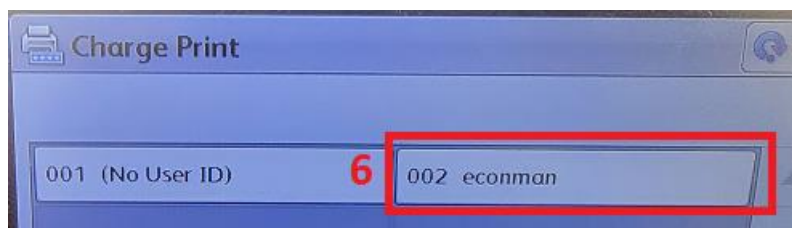
Quota 配額	N/A
Octopus 八達通	\$71.5
Autopay 自動增值	\$250.0
Printed 已列印	\$0.0
Copied 已影印	\$0.0
Scanned 已掃描	\$0.0
Charge 收費	\$0.0

**Available Balance
可用結餘**
\$321.5

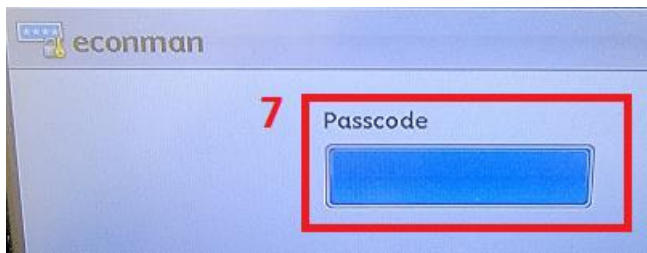
5. Press **Charge Print** button next to the panel of the MFP.



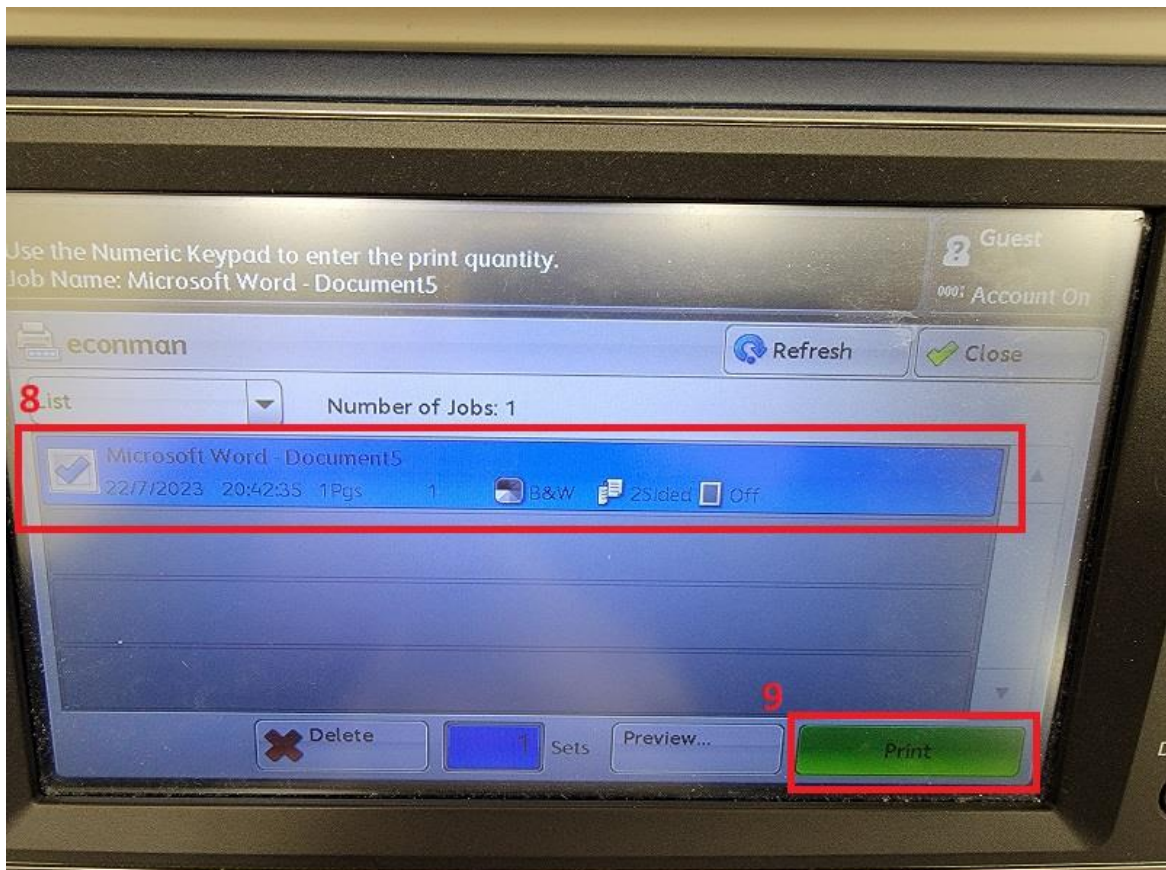
6. Select the print job according to your **Billing ID**.



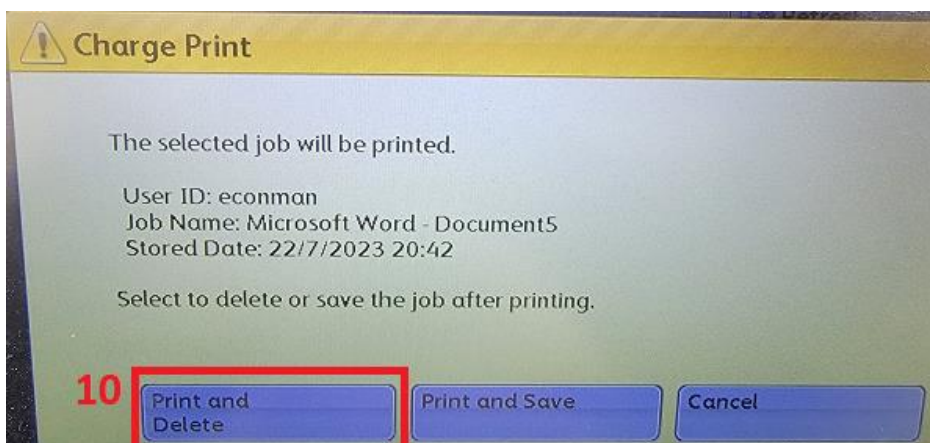
7. Enter the **Passcode**.



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
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	Octopus Device No. 八達通閱讀器機號
Balance 餘額	\$71.2	585E9D
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
因為八達通卡的限制,收費金額將四捨五入至1毫

14



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

(Updated on 27-7-2023)