

User Guide for adding UCA306 printer to Windows-based computer

A. Introduction

This guide outlines the steps for adding the following printer to a Windows-based computer via on-campus Wi-Fi network

Campus	Printer Location	Hostname / IP address	Brand	Model	B&W / Colour
CUHK	UCA306	UCA306-BW / 137.189.68.244	Kyocera	ECOSYS M3645idn	B/W

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](#)).

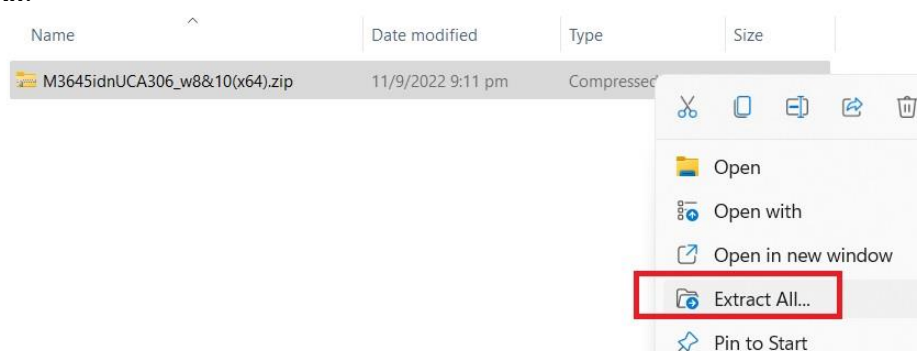
C. Download and install printer driver

1. Download and unzip the printer driver

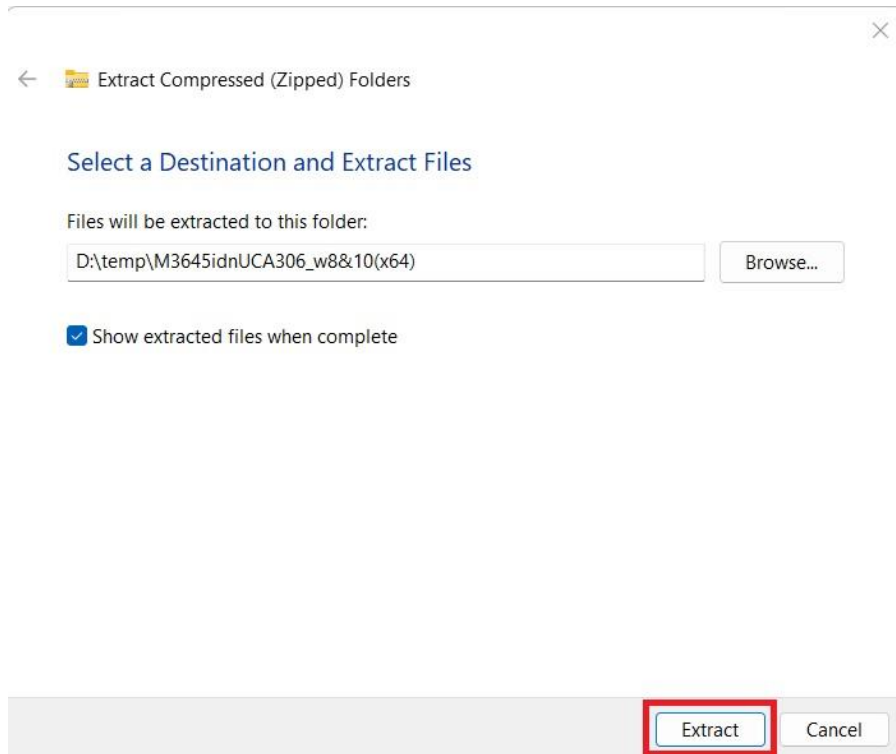
- Choose and download the appropriate driver (64/32 bit) from the following website.
<https://www.econ.cuhk.edu.hk/econ/en-gb/facilities/computer-facilities>.

Model @ Location	Windows 32bit (Win7, 8.x, 10)	Windows 64bit (Win7, 8.x, 10)	Driver Installation (Win & Mac)
FX ApeosPort-V C5575 T2 @ ELB10F	download	download	download
FX ApeosPort-V C5575 T2 @ CKB515	download	download	
Kyocera ECOSYS M3645idn @ UCA306	download	download	download

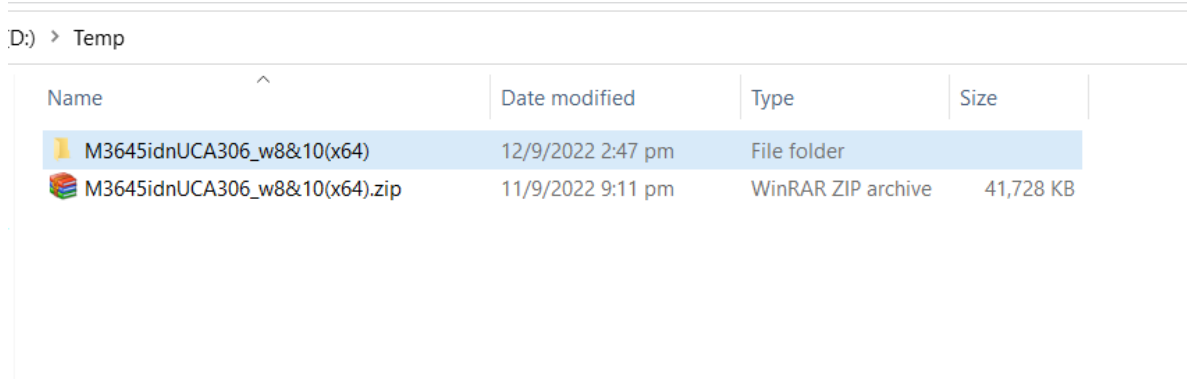
- Open the location of the downloaded zip file, right-click on the zip file and then select **Extract All**.



- Click **Extract**.



- Once completed, you will see the newly extracted folder where the original zip file is located.



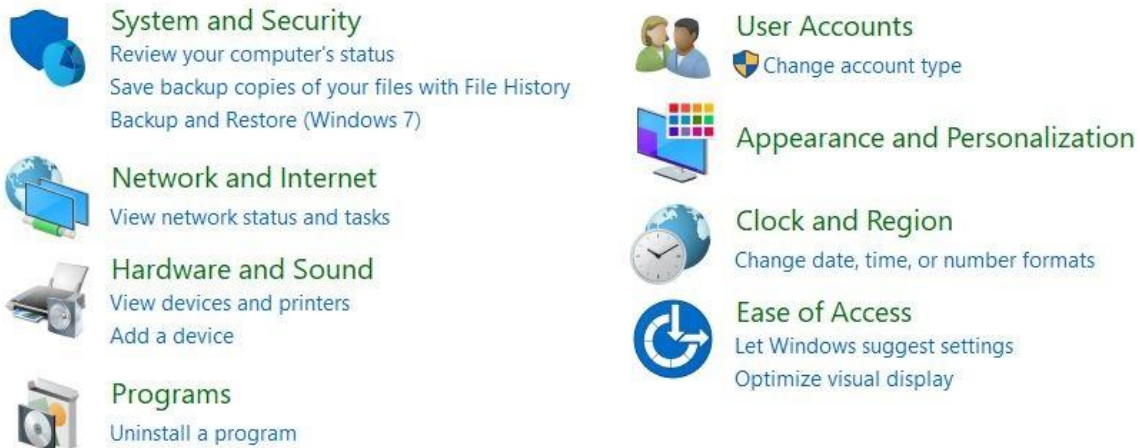
2. Install printer driver

- Before starting, please make sure your login account on your own computer has an administrator privilege for the printer driver installation.
- Open **Control Panel**:
 - For Windows 8.x:
 - On the right edge of the screen, tap Search and enter “**Control panel**” in the search box.
 - For Windows 10 & 11:
 - In the search box on the taskbar, enter “**Control panel**”.
 - Once you see the **Control Panel** option, click on it.

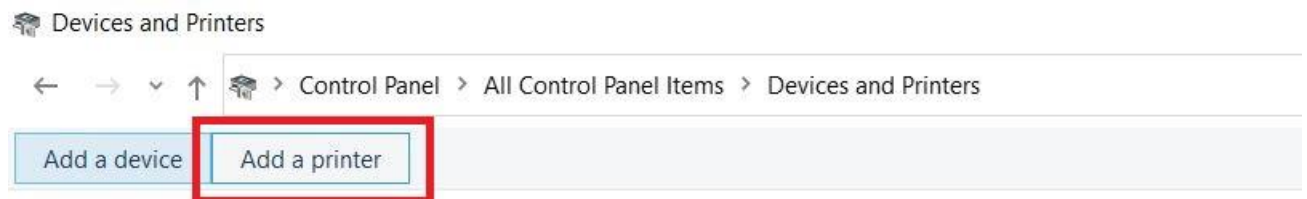
- To switch back **Control Panel** to the classic view, in the **View by** field, click the drop-down menu and then select your choice to change the view.

Adjust your computer's settings

View by: Category ▼



- Select **Devices and Printers** and then click **Add a printer** on the top bar.



- Click **The Printer that I want isn't listed**.

➕ Add a device



- Select **Add a printer using an TCP/IP address or hostname** and then click **Next**.

← Add Printer

Find a printer by other options

☐ My printer is a little older. Help me find it.

☐ Select a shared printer by name

Browse...

Example: \\computername\printername or
http://computername/printers/printername/.printer

☒ Add a printer using an IP address or hostname

☐ Add a Bluetooth, wireless or network discoverable printer

☐ Add a local printer or network printer with manual settings

Next Cancel

- In the **Device type** field, select **TCP/IP Device**. In the **Hostname or IP Address** field, enter **137.189.68.244** and then click **Next**.

← Add Printer

Type a printer hostname or IP address

Device type: TCP/IP Device

Hostname or IP address: 137.189.68.244

Port name: 137.189.68.244_1

☐ Query the printer and automatically select the driver to use

Autodetect detects WSD and TCP/IP printers.
To search for IPP printers, please select IPP from the drop down box

Next Cancel

- On the **Install the printer driver** windows, click **Have Disk**.

← Add Printer

Install the printer driver



Choose your printer from the list. Click Windows Update to see more models.

To install the driver from an installation CD, click Have Disk.

Manufacturer	Printers
Adobe	Adobe PDF Converter Version: 11.1.0.0 [20/2/2015]
Brother	Adobe PDF Converter Version: 12.1.0.0 [20/1/2017]
Generic	Adobe PDF Converter Version: 17.3.0.0 [3/11/2021]
Gestetner	
infotec	

This driver is digitally signed.
[Tell me why driver signing is important](#)

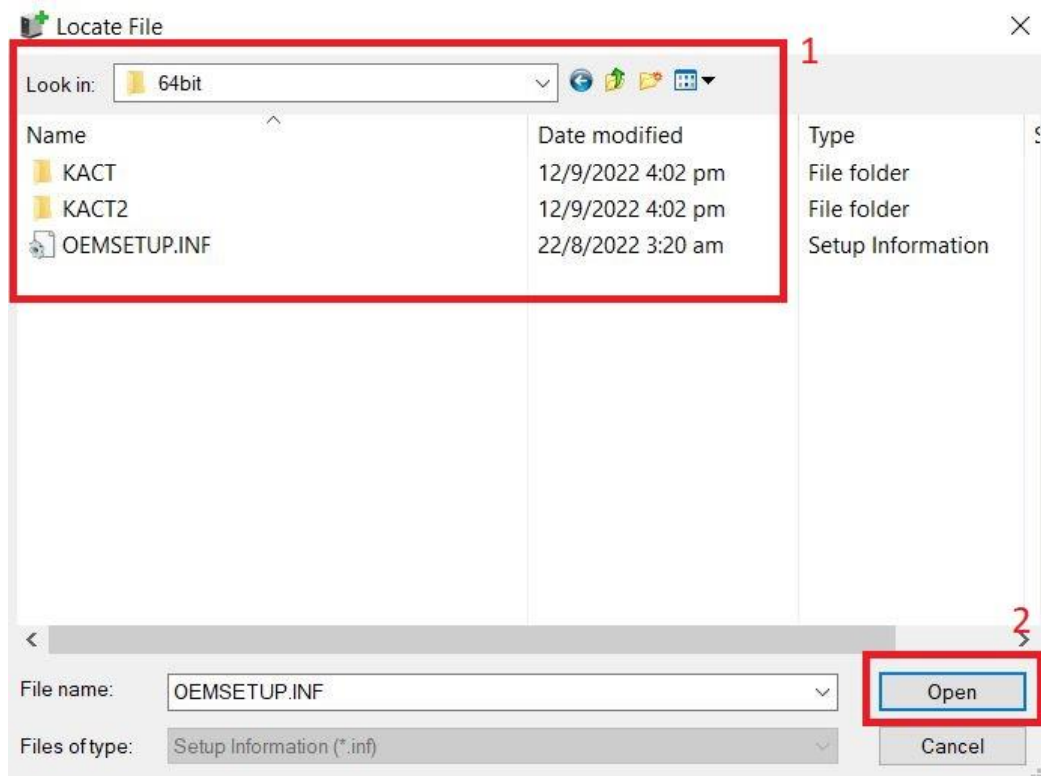
- Click **Browse**.

Install From Disk

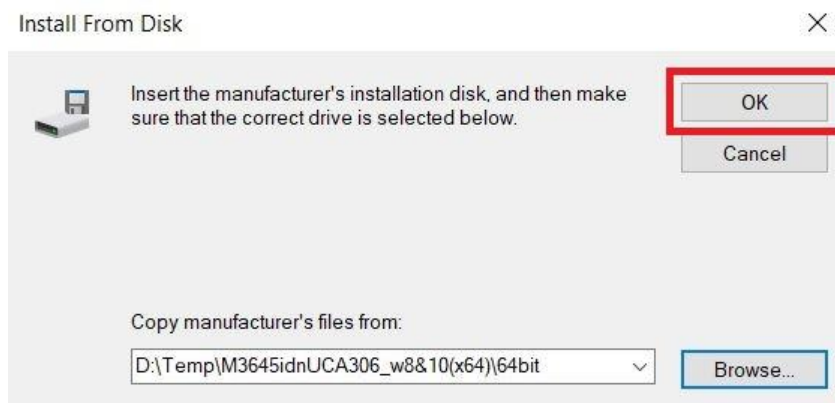
Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.

Copy manufacturer's files from:

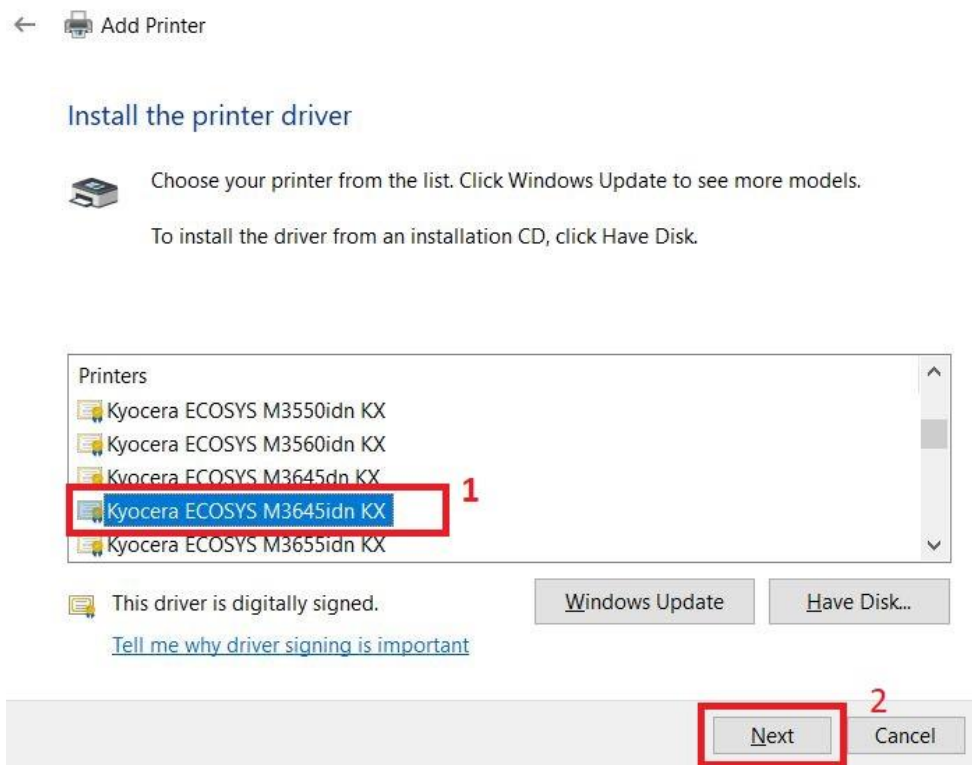
- Browse the location of the folder of the printer driver and then,
 1. Select the file named **OEMSETUP.inf**.
 2. Click **Open**.



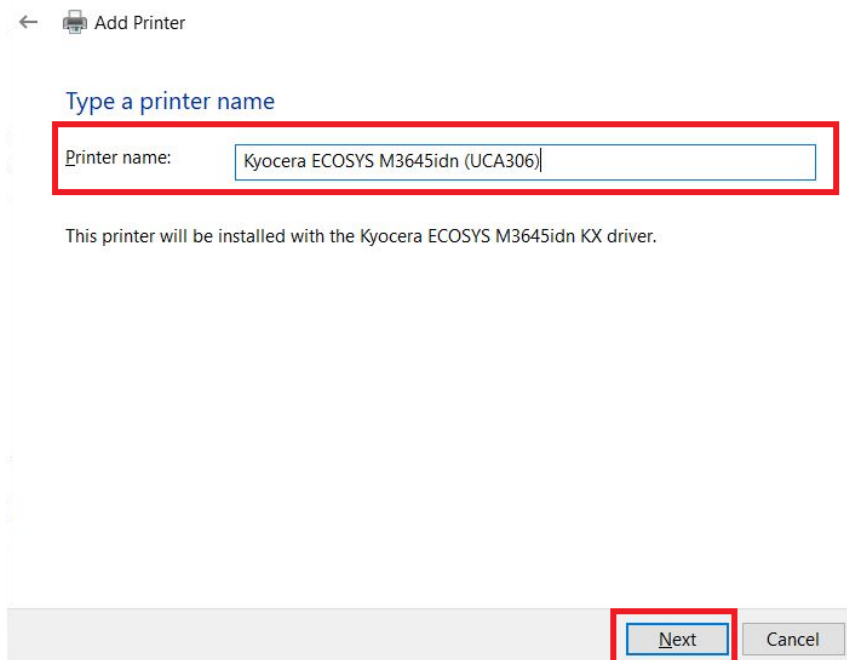
- Click **OK**.




- On the **Install the printer driver** windows, from the **Printers** table,
 1. Select **Kyocera ECOSYS M3645idn KX**.
 2. Click **Next**.



- In the **Printer name** field, enter “**Kyocera ECOSYS M3645idn (UCA306)**” and then click **Next**.



- Click **Next**.

←  Add Printer

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

☒ Do not share this printer

☐ Share this printer so that others on your network can find and use it


Share name:

Location:

Comment:

Next Cancel

- Click **Finish**.

←  Add Printer

You've successfully added Kyocera ECOSYS M3645idn (UCA306)

☐ Set as the default printer

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

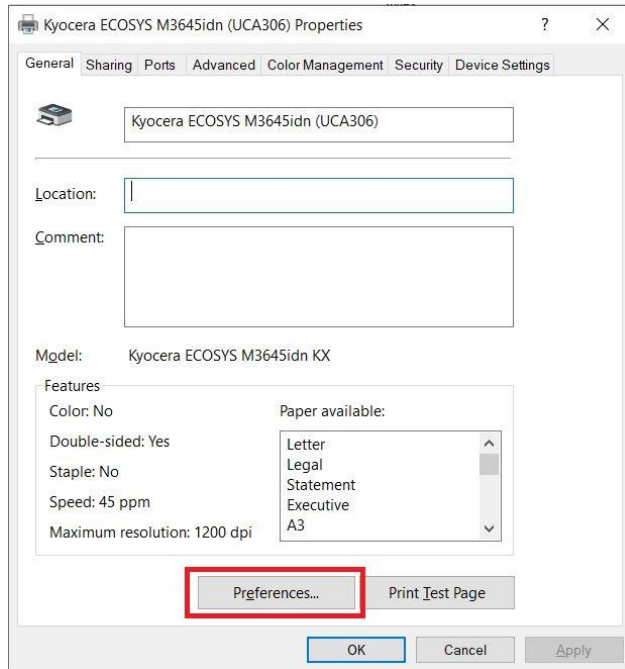
Print a test page

Finish Cancel

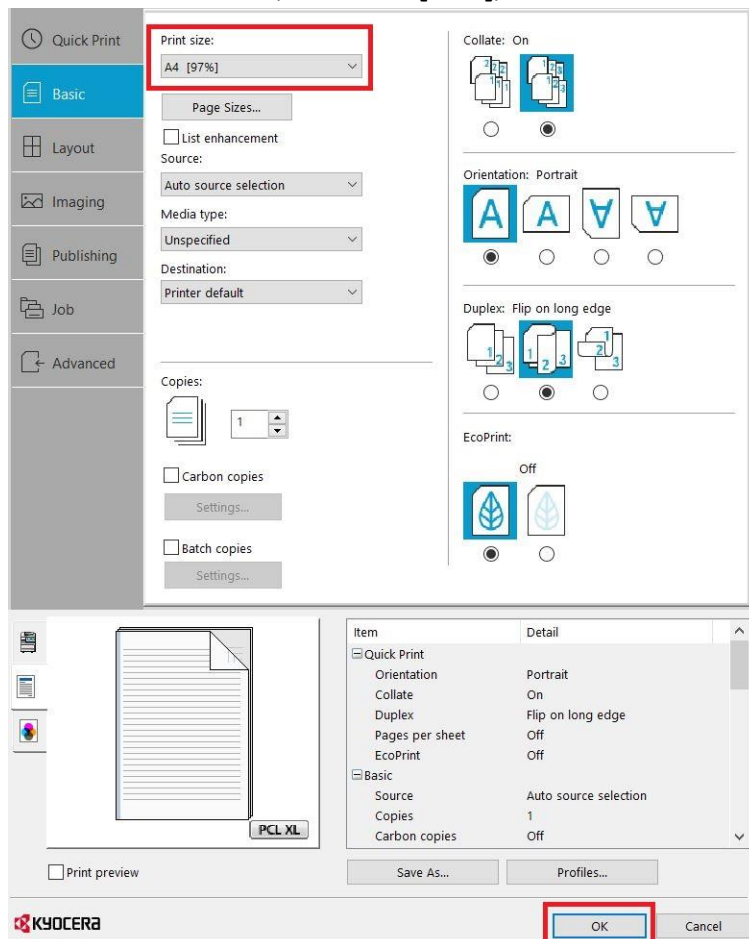
C. Change the setting in the Printer driver

1. Change A4 as the default paper size in printer driver

- Go to **Control Panel**, choose **Devices and Printers**, and select the printer with named **Kyocera ECOSYS M3645idn (UCA306)** printer.
- Right-click on the **Kyocera ECOSYS M3645idn (UCA306)** printer and then click **Preferences**.

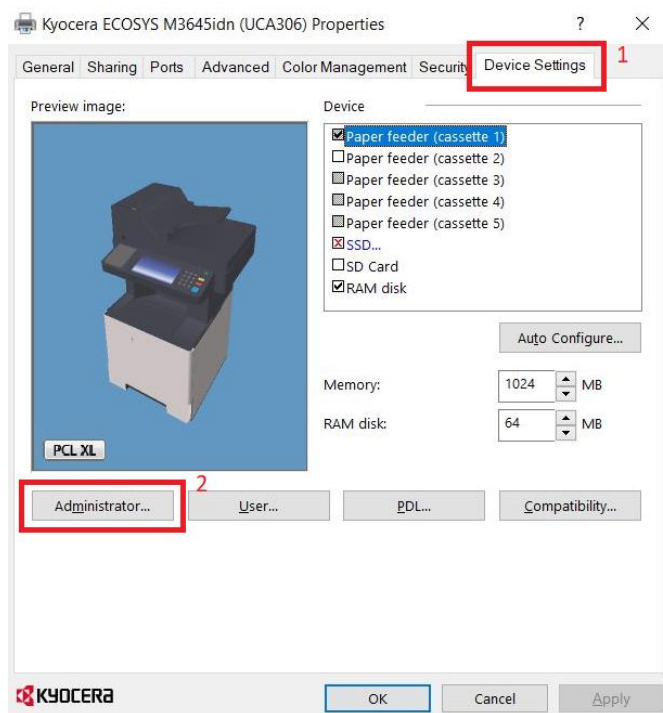


- In the **Print size** field, select **A4 [97%]**, and then click **OK** to complete the setup.



2. Configure the printer driver to enable printing with user login

- Go to **Control Panel**, choose **Devices and Printers**, and select the printer with named **Kyocera ECOSYS M3645idn (UCA306)** printer.
- Right-click on the **Kyocera ECOSYS M3645idn (UCA306)** printer and then click **Preferences**.
- And then,
 1. Select **Device Settings** tab.
 2. Click **Administrator**.



3. Select **User Login**.
4. Check the box of **User login**.
5. Select **Prompt for name**.
6. Click **OK** to complete the setup.

The screenshot shows the 'Administrator Settings' dialog box with the 'User Login' tab selected. The following elements are highlighted with red boxes and numbered annotations:

- 3**: The 'User Login' tab is selected.
- 4**: The 'User login' checkbox is checked.
- 5**: The 'Prompt for name' radio button is selected.
- 6**: The 'OK' button is highlighted.

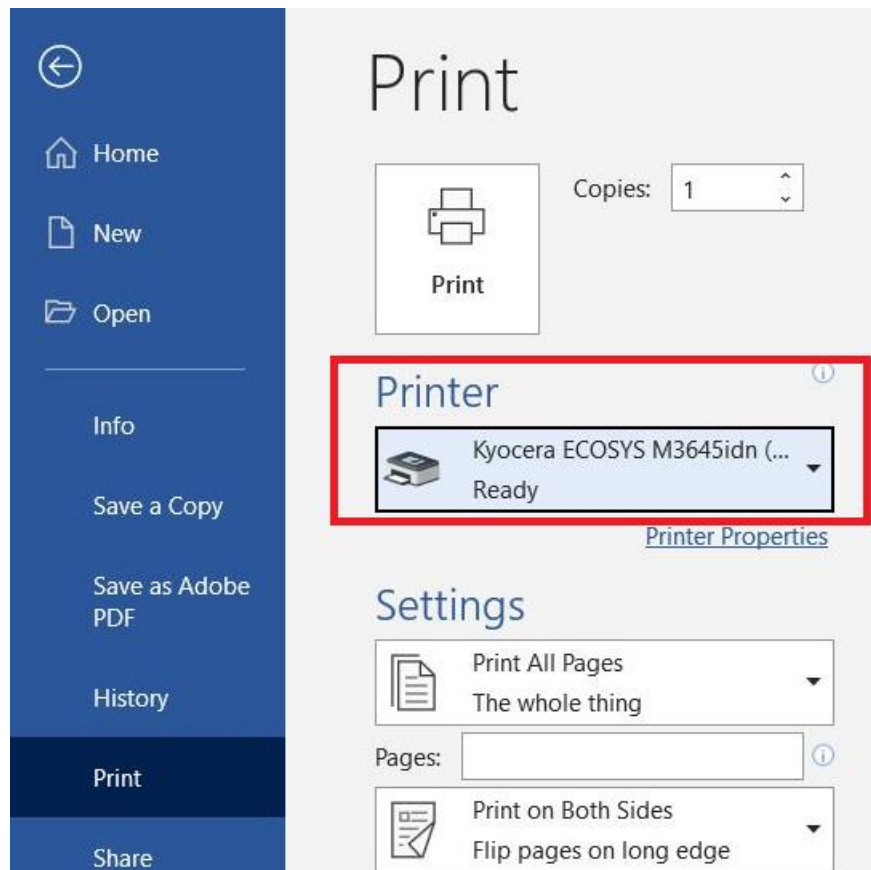
The dialog box contains the following fields and options:

- General** | **Lock Setting** | **User Login** | **Job Accounting**
- ☒ **User login**
- ☐ **Use specific name**
 - Name:
 - Password:
- ☒ **Prompt for name**
- Login user name:**

Login user name (prin...	User name (computer)
- ☐ **Prompt for name and validate**
- ☐ **Validate user name (computer) or prompt for login user name**
-

D. Print your document

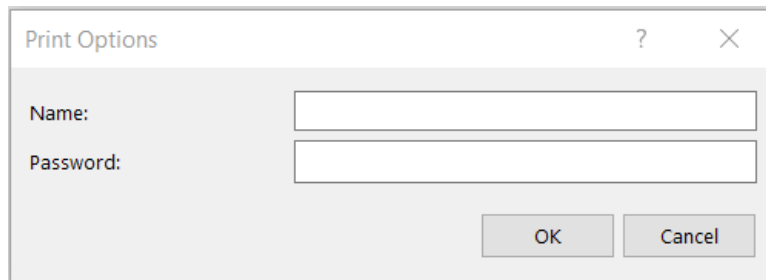
1. To access the print menu in your applications, you can simply select the File tab and then click **Print** or press **Ctrl + P** to bring it up.
2. Select the printer and then click **Print**.
 - In the below example at Microsoft Word 2021, the printer named **Kyocera ECOSYS M3645idn (UCA306)** is selected.



3. When prompted, enter your **Name / Password** and then click **OK** to send your document to print.

Note:

- In the **Name** field, please enter your student ID.
- In the **Password** field, please enter the password we assigned to you for printing.

A screenshot of a 'Print Options' dialog box. The dialog has a title bar with a question mark and a close button. Inside, there are two text input fields. The first is labeled 'Name:' and the second is labeled 'Password:'. At the bottom right, there are two buttons: 'OK' and 'Cancel'.

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 (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 hundred pages. Please arrange to print it over several sessions.