Wireless Printing Installation Guide for Windows

A. **Introduction**

1. This guide outlines the steps about connecting **Windows-based devices** to following designated printers for HKMU Wireless Printing Service (Service) on campus.

Campus	Printer Location	Printer Name	B&W / Colour
Main Campus	At the rear of corridor, Block C, 9/F	C09A-BW	B&W
	At the rear of corridor, Block C, 8/F	C08A-BW	
	At the rear of corridor, Block C, 7/F	C07A-BW	
	At the rear of corridor, Block C, 6/F	C06A-BW	
	At the rear of corridor, Block C, 5/F	C05A-BW	
	B0410 (Service Room), Block B, 4/F	B04A-BW	
	B0410 (Service Room), Block B, 4/F	B04D-BW	
	Lift Lobby, Block C, 3/F	C03A-BW	
	Stanley Ho Library, 2/F	Lib-SH1 Lib-SH2 Lib-SH3 Lib-SH5 Lib-SH11	
		Lib-SH6-Colour	Colour
	Stanley Ho Library, 1/F	Lib-SH7	B&W
	B-128 & B-129, Block B, -1/F	BLGA-BW	
Jockey Club Campus	Near Stair ST-1, Block D, 8/F	D08A-BW	
	Lift Lobby, Block D, 7/F	D07A-BW	
	Outside E0617 (Kwoon Chung Bus Group Collaborative Study Room), Block E, 6/F	E06A-BW	
	Ho Sik Yee Library, 5/F	Lib-HSY1 Lib-HSY2 LIB-HSY3	
		Lib-HSY4-Colour	Colour
The HKMU Jockey Club Institute of Healthcare	Common Corridor, 8/F	F08A-Colour	
	Lift Lobby, 5/F	F05A-Colour	
	Lift Lobby, 4/F	F04A-BW	B&W
	Lift Lobby, 3/F	F03A-BW	B&W
	Lift Lobby, 2/F	F02A-BW	
	Learning Common Area, 1/F	F01A-Colour	Colour

2. Hong Kong Metropolitan University (HKMU) is unable to guarantee this Service is available as individual portable computer may have restrictions/issues preventing it from printing in this manner.

3. Since slight variations may occur with devices from different Windows versions and different manufacturers, you are advised to study this guide and refer to their user manuals whenever necessary.

B.   Connect to HKMU campus WiFi network "HKMU"

C.   Install printer driver

Before printing, you are required to perform a one-time driver installation from print server.   Your login account at your portable computer must be with administrator privileges for the installation.

1. Press Windows key ⊞ and **R** at the same time to bring up the Run dialog box.

2. At Open field, key in \\{name of print server}, and then click '**OK**' to continue.
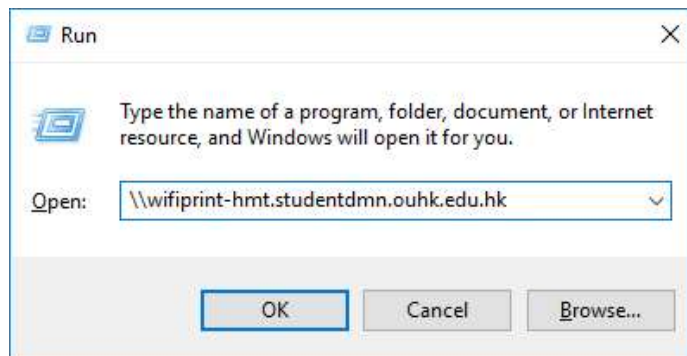
   Name of print servers for individual campus:
   Main Campus: **wifiprint-hmt.studentdmn.ouhk.edu.hk**
   Jockey Club Campus: **wifiprint-oujc.studentdmn.ouhk.edu.hk**
   The HKMU Jockey Club Institute of Healthcare: **wifiprint-ioh.studentdmn.ouhk.edu.hk**

   In the example below, the name of print server is "\\wifiprint-hmt.studentdmn.ouhk.edu.hk" to set up print queues at Main Campus.

3. When prompted to enter network credentials:
   (a) enter your HKMU username and password (the same set you login to MyHKMU);
   (b) tick the "Remember my credentials" checkbox to have Windows save your username and password if you do not want to input them next time;
   (c) click '**OK**' to continue.

   The username must be input in the format **studentdmn\{username}**, where "studentdmn" is the domain name.   In the example below, the username is "*s1234567*".
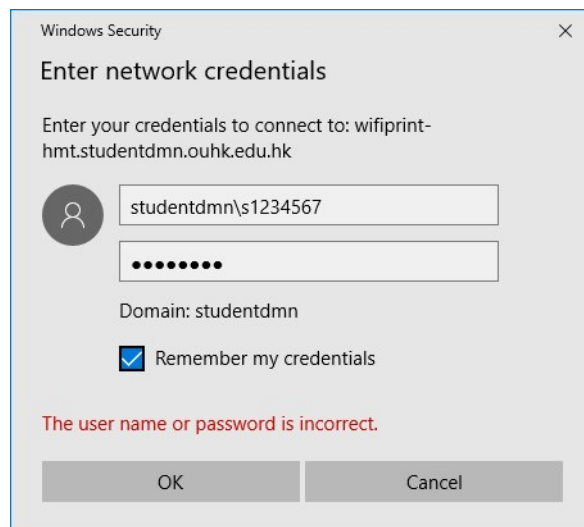
4. When a list of available printers displays in a new window, double click your desired printer to install.

   In the example below, it is going to select the printer "**C04A-BW**" at Main Campus.
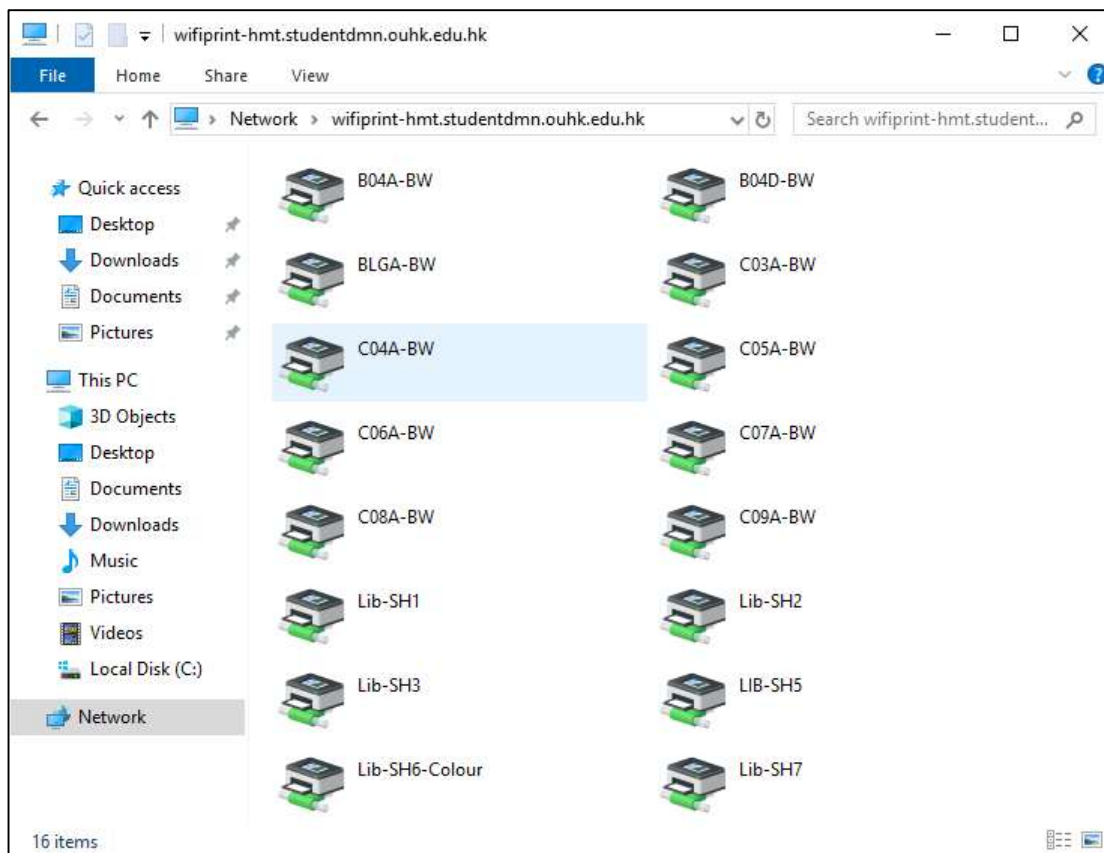
5. Your portable computer is now connecting the printer, looking for, downloading and installing the printer driver automatically.

The below example illustrates printer driver installation for printer on print server "*wifiprint-hmt.studentdmn.ouhk.edu.hk*" (boxes similar to below will come up and close after the printer driver was installed).
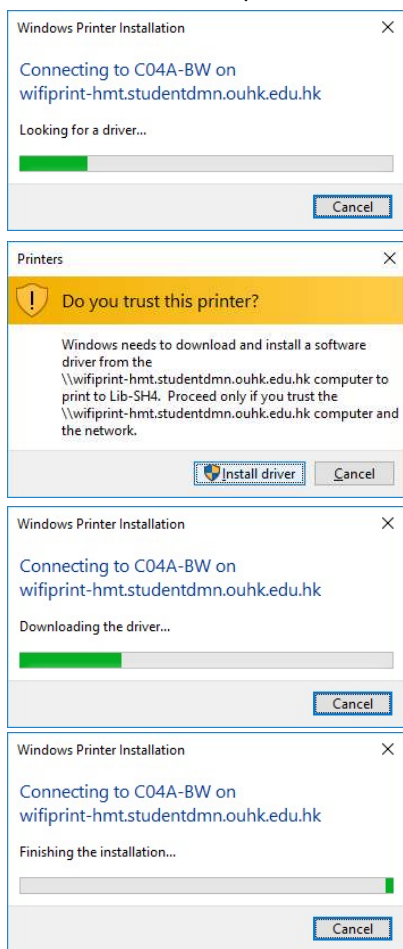
If prompted "Do you trust this printer?", click the button "Install Driver" to continue.

6. Once the print driver was installed successfully, a box similar to below will pop up to confirm that you are now connected to the printer.
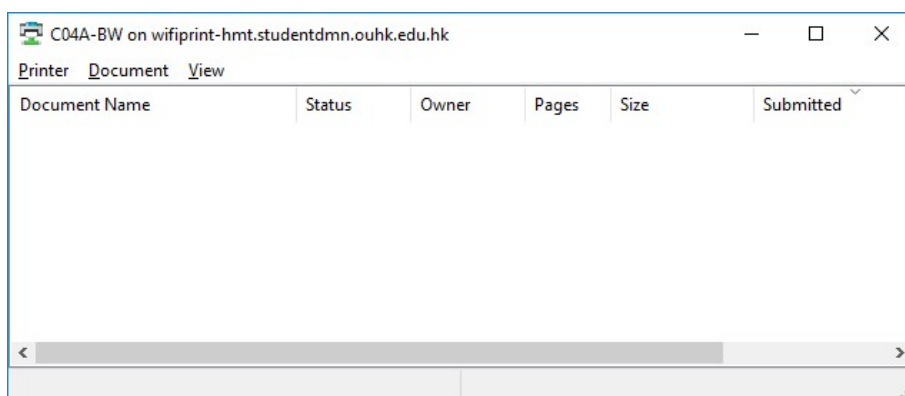
Then, this box can be closed and you are able to send your document to this printer.
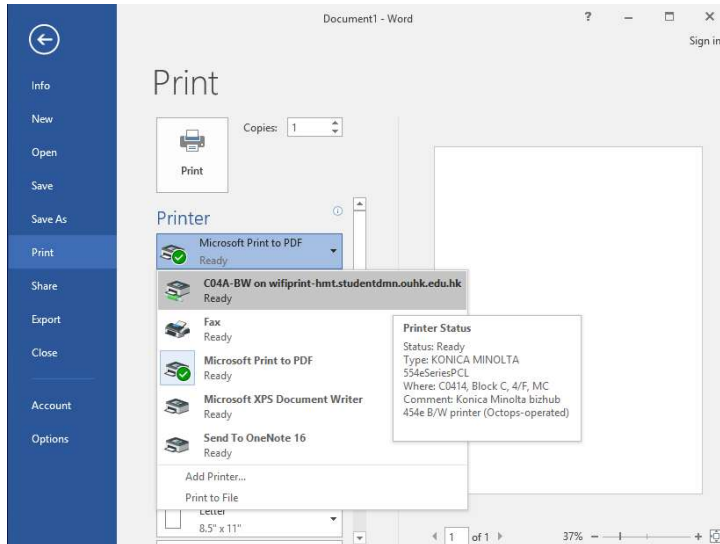
Note:

a) *It is a shared print queue status and other users' print jobs are also displaying at here.   You will only have permissions to delete or view the properties of your own submitted print jobs.*

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b) *Do not set this printer as default printer. It is to avoid the slowing down of Microsoft Office products during initializing printing function when your computer is not connecting the campus wireless network "HKMU".*

D. <u>Print your document</u>

1. Go to your application's print menu or simply press **Control + P** to bring it up, select the new added printer and then click **Print** to send your document to it.

   In the below example at Microsoft Word 2016, "**C04A-BW**" is going to be selected.

2. When prompt, input a set of self-defined Secure Print ID and Password for retrieving your document at the printer. Then, click **"OK"** to continue.

   Note:
   a) *The set of self-defined Secure Print ID and Password is not related to your HKMU username and password.*
   b) *Do not use convenient Secure Print ID and Password for your print job, e.g. 1111 or 1234 etc., to minimize the chance of your document to be viewed by others.*
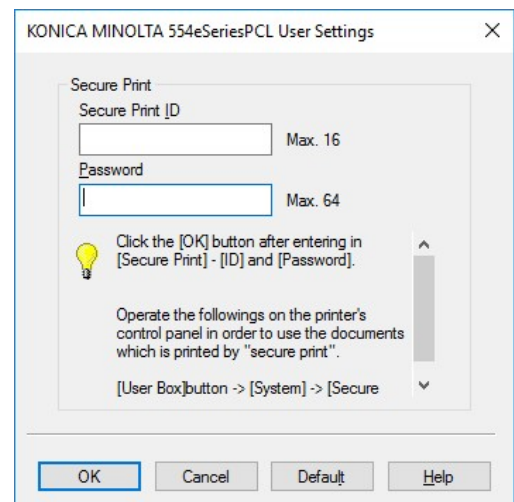
3. Go to your selected printer, insert your Octopus Card into the Octopus Payment Machine at printer, and then follow the guides posted near printer to print your document out.
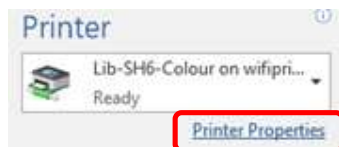
E. Colour printing

1. Colour printing service is available at selected printers with below output modes on Windows:

| Mode	Output printing	Remarks
Auto Color	Colour / Black & white	Document is printed according to original colour. It should be charged as colour printing if colour is detected in the document. Otherwise, it should be charged as black & white.
Gray Scale	Black & white	Document is print in black & white regardless of whether the original is in colour or in black & white.
2 Color	Colour	Black and grey are printed as-is. Others are printed to your chosen 2-colour combination.

2. To change the colour output mode:

   a) press **Control + P** to bring up application's print menu,

   b) select your desired printer with colour printing service (its name is ending with "Colour"), and click on its **Printer Properties**.   "**Lib-SH6-Colour**" is selected in this example.

   c) At **Quality** tab, under **Select Color** menu, select one of the 3 modes.   It is recommended:

   - [Auto Color] is selected for colour printing,
   - [Gray Scale] is selected for black & white printing,
   - [2 Color] is selected for specified purpose.

   On below example, [Auto Color] has been selected previously, and now it is changing to "Gray Scale".
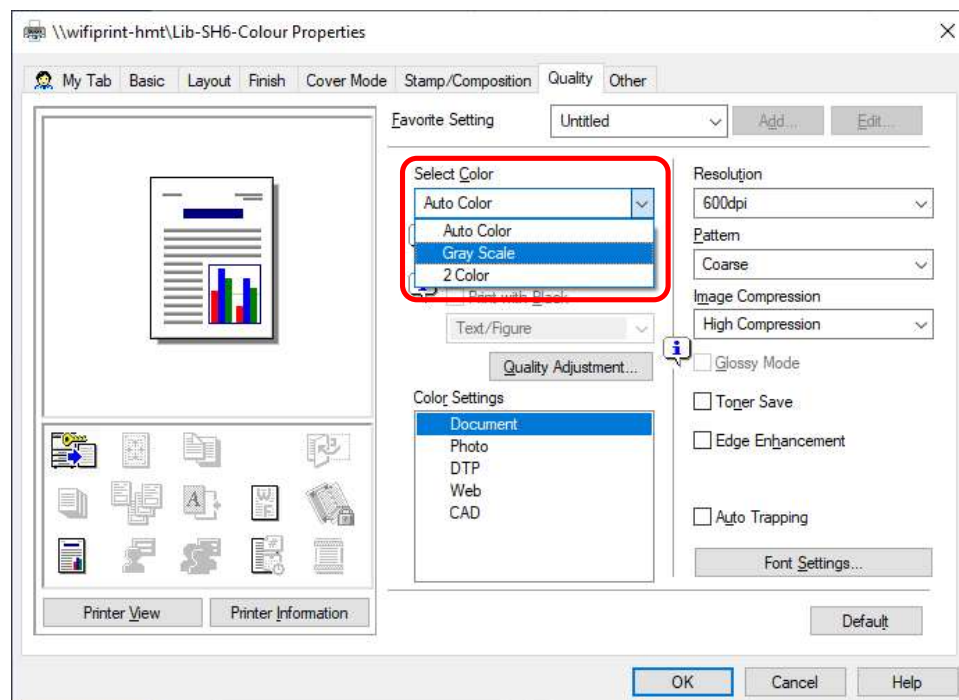
d) Click **OK** button to confirm the change, and then click **Print** button at application's print menu to print.

3. Note:

a) *The colour printing is charged at a higher rate than the black & white.   To avoid accidentally overpaying, you are strongly advised to adjust your selected printer's output mode at your notebook to match your desired output before submitting your print job.*

b) *Printed colours would appear varies slightly on different computer monitors and different printers.   The HKMU assumes no responsibility and shall not be liable for slight colour variations between the computer monitor and the printed document.*

c) *Before printing your document out, select **Print Preview** function at printer to make sure the printout will look the way you expect it to.*

d) *If needed, make any necessary changes at PC and submit the print job again.*

For enquiries or assistance, please call 2768 6524 or email to itohelp@hkmu.edu.hk
如需諮詢或協助，請致電 2768 6524 或電郵至 itohelp@hkmu.edu.hk