Wireless Printing @ HKUL (Mac) How to Print

- 1. Select **File > Print**. And then, choose the desired Printer.
- 2. Click Show Details (if available).
- 3. Default setting is Color & Double-sided. To change setting, see pages 2 & 3.
- 4. Choose Job Log.



5. Under Job Type, select Locked Print.



6. Enter **User ID** (up to 8 alphanumeric characters) and **Password** (4-8 digits numbers). Click **Print** to confirm.

Job Log			_
User ID:			
Job Type:	Locked Print	۵	
File Name:			
assword:			
	Enable Oser Code		
User Code:			
	Set Print Time		
Time:	12:00 am		



-Important-

Change from **Color** to **Black & White** printing

(a) Open the **Copies & Pages** pull down menu, and then select **Printer Features**.

Layout Color Matching Paper Handling Paper Feed Cover Page	
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Unauthorized Copy Prevention Color Balance Details	1: 1): 1

(b) Select Black and White against Color Mode.

Printer Features	
Feature Sets: General 1 🗘	
Color Mode: Black and White	÷
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-Important-

Change from **Double-sided** to **Single-sided** printing

(a) From the Copies & Pages pull down menu, select Layout.

✓ Copies & Pages Microsoft Word	
✓ Layout Color Matching	
Paper Handling Paper Feed Cover Page	ent Page
Job Log Unauthorized Copy Preventio Color Balance Details Printer Features): 1): 1
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(b) Select Off against Two-Sided.

Pages per Sheet:	[1	\$
Layout Direction:	254	l IV
Rordor	None	
wo-Sided: 0	ff	\$
a sumitor	Reverse Page O	rientation

-Special Note for Different Browsers-----

Chrome

1. Select Print and Click Print using system dialog.

Print		
Total: 1 sheet of paper		
	Cancel Print	
Destination	wifi_printer	
	Change	
Pages	 All 	
	.g. 1-5, 8, 11-13	
Copies	1 + -	
Layout	Portrait	
Color	Black and white -	
Options	J Two-sided	
+ More settings		
Print usin	g system dialog (∖\%P	
Open PDF in	Preview	

2. Click Show Details.

	Print		
Printer:	main-L3-8.lib.hku.hk	\$	
Copies:	1 🗘 🗹 Two-S	Sided	
Pages:	All		
? PDF 🗸	Show Details	Cancel	Print

-Special Note for Different Browsers-

Safari

- Click **Safari pull-down menu**, and select **Printer Features** to change Color to B/W printing and/ or **Job Log** to release the print job.
- Uncheck **Two-Sided** box, if appropriate.

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E	au denotational segue for the trap date for. =	Paper Size:	A4 210 by 297 mm
		Orientation:	1 № Scale: 100 %
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			Layout Color Matching Paper Handling Paper Feed
	1 of 1 >>>>		Job Log
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Firefox

- Click Firefox pull-down menu, and select Printer Features to change Color to B/W printing and/ or Job Log to release the print job.
- Uncheck **Two-Sided** box, if appropriate.

	Print	
Printer: Presets:	main-L3-8.lib.hku.hk Default Settings	0
Copies: Pages:	1 Two-Sided All From: 1 to: 1	
Fire Options:	efox Layout	\bigcirc
Appearance:	Color Matching Paper Handling Paper Feed	je Width
Frames:	Job Log Printer Features	
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Page Footers:	Left Center Page # of # Center	Right Cate/Time
? PDF V Hide De	tails	Cancel Print