

User Guide for Octopus Wi-Fi Printing Service (Mac OS)

Please follow the steps below to install the printer driver and configure your own notebook:

Download Driver





Connect to the printer

Before connecting to the printer, make sure your device is connected to one of these CUHK campus Wi-Fi networks (SSID: CUHK, CUHKa, CUguest, eduroam, Universities WiFi)



8. Select the "IP" menu and fill in for "Address" (choose from WiFi Printing webpage), choose "HP jetdirect" for "Protocol", it will try to automatically fill in the others. Then click "Add" button to add the printer.

If not, fill in for "Name" (choose from WiFi Printing webpage), "Location" and choose "Select Software" for "Use".

In the "Printer Software" menu, choose "C5501A PS", and click "OK". Then click "Add"

NOTE: if you see the "Unable to verify the printer on your network", click "Continue", then click "Configure", then click "OK"

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etault IP	Windows	Search	
Address	ul-1f-mfp16.lib.cuh	ik.edu.hk (FOR EXAMPLE)	
	Valid and complete ho	st name or address.	
Protocol	HP Jetdirect - Socket		
Queue	:	•	
	Leave blank for default	t queue.	
Name	: Wi-Fi printing/Cop	ier 16 on 1/F UL (FOR EXAMPLE)	
Location			
Use	Auto Select	ot Printer	
	Generic PCL Print	ter	
<u> </u>	Select Software		
	Other	Aud	
		Add	
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efault	Windows	Add Q. Search Search	
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Add
Search
Default IP Windows Search
Address: ul-1f-mfp16.lib.cuhk.edu.hk Valid and complete host name or address.
Queue:
Leave blank for default queue.
Location: University Library
Use: RICOH Aficio MP C5501A PS
Add
Add C Search Default IP Windows Search
Add Unable to verify the printer on your network. Unable to connect to 'ul-1f-mfp16.lib.cuhk.edu.hk' due to an error. Would you still like to create the printer? Prot Qu
Leave blank for default queue.
Name: Wi-Fi printing/Copier 16 on 1/F UL
Location: University Library
Use: RICOH Aficio MP C5501A PS
Add

Add Add C Search Default IP Windows Search Search
Setting up 'Wi-Fi printing/Copier 16 on 1/F UL'
Setting up the device Configure Cancel
Name: Wi-Fi printing/Copier 16 on 1/F UL Location: University Library Use: RICOH Aficio MP C5501A PS
Add
Add Add C Search Default IP Windows Search
Setting up 'Wi-Fi printing/Copier 16 on 1/F UL' Make sure your printer's options are accurately shown here so you can take full advantage of them.
Option Tray: Not Installed Carge Capacity Tray: Not Installed Carge Capacity Tray: Not Installed Carge Capacity Tray 2: Not Installed Carge Capacity I and Capaci
External Tray: Not Installed C
Cancel OK Add

For example:					
	Wi-Fi printing/Copier 16 on 1/F UL				
Address	ul-1f-mfp16.lib.cuhk.edu.hk				
Protocol HP Jetdirect – Socket (Select from pu		· Socket (Select from pull do	wn menu)		
Queue	Leave Blank Wi-Fi printing/Copier 16 on 1/F UL				
Name					
Location		University Library			
Use	RICOH Aficio MP	P C5501A PS (Select from pull down menu)			
9. The pr During in the p "Locke in "Use For de please (http:// /cuhk/ y/facili Ricoh_	inter setup is completed. printing, choose "Job Log" print menu, then choose d Print" for "Job Type". Fill er ID" and "Password". cailed printing procedure, refer to the next page, OR /www.lib.cuhk.edu.hk/sites files/page/using_the_librar ties/wifi_printing/images/ PlusA2poster_mac.pdf)	Printers Printers Wi-Fi printing/Copier 1 Image: Copier 1 <th>Scanners Q. Search WI-Fi printing/Copier 16 on 1/F UL Open Print Queue Options & Supplies Options & Supplies tion: University Library Kind: RICOH Afficio MP C5501A PS atus: Idle printer on the network Sharing Preferences nter: Last Printer Used Image: Compared to the state of the stat</th>	Scanners Q. Search WI-Fi printing/Copier 16 on 1/F UL Open Print Queue Options & Supplies Options & Supplies tion: University Library Kind: RICOH Afficio MP C5501A PS atus: Idle printer on the network Sharing Preferences nter: Last Printer Used Image: Compared to the state of the stat		

Print
Printer: Wi-Fi printing/Copier 16 on 1/F UL ᅌ
Presets: Default Settings
Copies: 1 Two-Sided
Pages: O All
Job Type: Locked Print
File Name:
Password:
Enable User Code
User Code:
? PDF Hide Details Cancel Print



理光多功能影印機八達通電子化支付系統 — 使用指引 Ricoh MFP with Octopus Payment System – Operation Guide

Aficio™ 彩色多功能影印機 Colour Multi-function Printers

於蘋果電腦操作 Operation in Mac Computer

3 輸入核對資料 Select Document Printing Verification Details 選擇列印功能 Select Print Function File Edit View History Bookm Safari New Window ₩N 按[File]再選擇[Print]。 New Tab жт Layout Color Matching Open File. *0 最後,請在下拉式 Select [File] and choose [Print]. Open Location... #L Paper Handling Paper Feed 選單選 [Job Log], Close Window **☆**₩W Cover Page 然後選[Locked Print] Print. #P lob Los 將文件傳送至多功能 選擇列印設定 Select Print Settings 影印機。 Printer: : Presets: Default Settings : 4 Lastly, please choose Two-Sided Copies: 1 Two-Sided Conies [Job Log] and then Pages: (All 選擇所需多功能影印機 All From to: 1 [Locked Print] from 後再按[Show Details]。 Paper Size: A4 \$ 210 by 297 mm the pull down menu TŦ Scale: 100 196 Select the desired MFP to send the print job : and press [Show Details]. 1 of 2 to the MFP. User ID Normal Print Cancel PDF * Show Details Locked Print Stored Print Store and Print Document Server Passu Printer: Presets: Default Settings Copies: 1 Two-Sided Pages: • All 如欲更改每張紙列印 From: to: 1 er Size: A4 2 210 by 297 r 頁數及雙面列印設定, tation: Te Scale: 100 請在下拉式選單選 在[User ID]欄位輸入4-8位的字母數字 (a-z, 0-9)。 √ Safar [Layout]。 為分辨不同使用者的文件, 請避免以111111及123456 Paper Hand Paper Feed Cover Page If you want to change 作為[User ID]。請考慮以學生/ 職員證號碼最後6位數字 the "Pages per Sheet" 作為[User ID], 例如: 1154876521 可輸入876521為[User ID]。 Job Log Printer Features and the "Two-sided" print settings, please In the [User ID] field, input a 4-8 alphanumeric character Pages per Sheet: 1 choose [Layout] from (a-z, 0-9). In order to distinguish different user's print job, ayout Direction: Z S M N the pull down menu. please avoid using 111111 or 123456 as [User ID]. Please consider using the last 6 digits of your Two-Sided: Off Student/Staff ID number as the [User ID], e.g. enter Reverse page orientation Flip horizontally 876521 if you student/Staff ID number is 1154876521. Safari Layout Color Matching 如欲更改黑白或彩色列印 Paper Handling 設定,請在下拉式選單選 Paper Feed Cover Page User ID: 11548765 在[Password]欄位輸 [Printer Features]。 入4-8位數字(0-9), Job Type: Locked Print Printer Features 4 If you want to switch 然後按[Print]予以確定。 the "Color Mode" : Password: between Black & White Feature Sets: General 1 \$ Input a 4-8 digit or Color, please choose Pr npt Use : numbers in the Enable User Code Resolution: 600 dpi \$ [Printer Features] [Password] field. Off Print Mode: \$ from the pull down menu. Click [Print] to confirm. Image Smoothing: Off \$ Cancel Print Color Mode Black and White