

# Installation Guide for Wi-Fi Printing Service (Windows)

Follow the steps to install the printer driver on your computer and configure default printer settings. Un-installation steps are also included at the end.

### Install printer driver

1. Download the printer driver from Library webpage and save it on your computer. Double click to start the installation.



2. A popup may appear to alert user about the installation, click "Yes".



3. When the installation screen pops up, click "Next" to start.





4. Additional information will be provided, and a path is displayed. It is recommended not to alter the value, and click "Next"



5. To confirm the installation, click "Next".

🛜 SmartPay Print Queue	-		×	😨 SmartPay Print Queue – 🗆 🗙
Confirm Installation				Installing SmartPay Print Queue
The installer is ready to install SmartPay Print Queue on your computer.				s SmartPay Print Queue is being installed.
Click "Next" to start the installation.				Please wait
< Back Next >		Can	cel	< Back Next> Cancel

6. When the installation is complete, a new printer "**CUHK\_LIB**" is added.





# Configure default printer settings

7. Search and select "Printers & scanners" from the Windows search box



#### 8. On next screen, select the printer "CUHK\_LIB"

$\leftarrow$ Settings		- U X
•	Bluetooth & devices > Printers & scanners	
Find a setting	Q Add a printer or scanner	Add device
System	a cuhk_lib	>
8 Bluetooth & devices		
♥ Network & internet	a Fax	>
🥖 Personalization		
Apps	Microsoft Print to PDF	>
Accounts	Microsoft XPS Document Writer	>
🕥 Time & language		



9. Click "Printer preferences"

Bluetooth & devices > Printers & scanners > CUHK_LIB	
CUHK_LIB Printer status: Idle Printer settings	Remove
Open print queue	C
Print test page	Ø
Run the troubleshooter	Ø
Printer properties	ß
Printing preferences Orientation, page order, pages per sheet, borders, paper source	Ø
Hardware properties	Ø
More devices and printers settings	Ø

10. Click "Preferences..." and configure the settings such as the Output Color to suit your need. Click "OK" to save the settings.

Find a sett	ting Q	CU Prin	HK_LIB ter status: Idle	Set as default	Remove
Syste	em		GUHK_LIB Printing Preferences		×
Bluet	tooth & devices	Printer settings	Basic Tray / Output Image Options Watermark / Fo	oms Advanced Fax	
💎 Netw	vork & internet onalization	Open print queue		Output Color Black and White	Copies (?) 1 •
🖶 CUHK_LIB P	Properties	×		Paper Size A4 (210 x 297mm)	Image Orientation Portrait C Landscape
Security General	y Device Settings Sharing Ports Advanced	Configuration Color Management		Output Paper Size Same as Paper Size	
-	CUHK_LIB		Saved Settings	Reduce/Enlarge Scale(Q) 100 %	Paper Settings Wizard
Location: Comment:			I Stople / 2 Z Staples / 2 Pint on Pages Up / Pages Up / Postcard	Pages Per Sheet (N-Up)           I Page Up            2-Sided Pint            IP poin Long Edge	
Model: Features Color: Yes Double-sic Staple: No Speed: Unl Maximum	FF Apeos C7070 PCL 6 Paper available: ded: Yes Letter known resolution: 1200 dpi	A	Uredu017	Booket Common of the staple The staple The staple	Booklet / Poster / Mixed Size Oliginals
	Preferences	Print Test Page	Register to Saved Settings	Job Type           Image: Second state         Image: Second st	Default Al
	ОК	Cancel Apply			OK Cancel Apply



## **Un-installation**

1. Search and select "Add or remove programs" from the Windows search box



2. On next screen, search for "SmartPay Print Queue". Click "..." -> "Uninstall". Administrative privilege is required.

Settings		- • ×
•	Apps > Installed apps	
Find a setting	Q SmartPay Print Queue 1.0.18   AO35 Print Client   5/6/2025	2.70 MB ···
System		Modify Uninstall
8 Bluetooth & devices		
💎 Network & internet		16.0 KB •••
Personalization		16.0 KB
Apps		10.0 KB

At the end, program files and printer "CUHK\_LIB" will be removed.