

How to Setup MBA Public Printer (Mac OS & Duplex print)

Contributed by Administrator
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Please follow below steps:· If you don't have 3373 printer drive, please access this path to install it first. smb://hydra-0030.ceibs.edu/AP3373DRV/Mac OS · Enter the CEIBS account to login and click "Remember my credentials";

· Double Click "AP3373.dmg" then "Fuji Xerox PS Plug-in Installer.pkg" continue to install the drive step by step. · your own computer password to allow access to install printer drive.

· After finishing to install the printer drive, open your System Preferences . · Open Printers & Scanners. · a printer. · Then right-click on the Toolbar at the top and select "Customise Toolbar...". · Drag the "Advanced" icon the toolbar & select "Done". · Click the "Advanced" icon. · Select "Windows printer via spoolss" from the "Type:" dropdown menu. · In the "URL:" textbox input: smb://hydra-0030.ceibs.edu/MBA-Printer. · About printer name, please refer below chart: · Enter a Name and Location. (Help you identify the printer). · Choose "Select Software" and search 3373 then choose the below printer drive "FX ApeosPort-IV C3373 v3018.103 PS".

· Click OK then printer setup complete.

Please pay more attention after the printer setup completion, the default print output is color. As color printing is always charged for rate, you need to choose black & white print option in different application settings as default. For Example:

· Try to print something or open a word file. Choose "Image Options" then change the output color to "Black and White".

· After setting up the black output color, then you can go to "Presets" to save the current changes.

· Click Print then it will ask for a username and password. Type in your CEIBS account and password and then add this to your keychain (thus system won't need you to authenticate from now on) and click OK.

· Ok, there you go.

* After finishing to setup the MBA printer , please pay more attention to the relative function and items. 1. "Follow Me Printing" this function is that you can print paper by nearest MBA Public Printer. For detail, please follow paper guide beside printer or check "All Services on Printer ". And you can also follow the guide "Badge Card Registration " to bind your student card or transportation card on printer. 2. CEIBS provides public printing service to MBA Student through 7 all-in-one printers. Students are given an initial free black & white print quota and color printing is charged for rate. For more details, please refer to "IT Resources and Services Quick Guide for MBA Students " and "How to print switch between black & white and color (Mac User) ". 3. Note!! If Printer Doesn't Work · Please disconnect VPN first if you connected. · If you change CEIBS account password, please refer to the guide "What to Do for MBA Students after Changing CEIBS Account Password ".