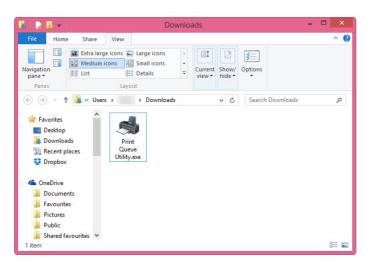
Satellite / Barn Printer - Windows 7/8/10 Setup Instruction

You can print to any printer in computer barn or satellite printer in the campus using your own Windows 7/8/10 notebook with the following installation steps:

If you would like to use the Multi-function printer (B&W or Color), please follow this setup guide and skip the following steps - <u>https://www.papercut.com/products/ng/mobility-print/manual/setting-up-your-devices/windows/</u>

- 1. If you would like to use the SCI/Home, E2I common's printer, Download the program from our server with this link: <u>http://itscapps.ust.hk/pqueue/Print%20Queue%20Utility.exe</u>
- 2. You can move the program to the desktop for future use



3. Open the program by double click on it and you will see a list of available printers can be added

	Catallita	Octonus	Hele			
	Satellite	Octopus	neip	Leasting		
Printer						
BamAC1 - Color						
BamAL1 - B&W				BARN A		
BamAL4 - B&W				BARN A Teaching Area		
BamBL3 - B&W				BARN B		
BamCC1 - Color				BARN C		
L1 - B&V	v			BARN C		
BamCL3 - B&W			BARN C Teaching Area			
MFP - Color				Multi-function printers around campus		
MFP - B&W				Multi-function printers around campus		
SENG_Center - Color				Engineering Common		
SENG_Center - B&W				Engineering Common		
SSCI_Center - Color				Sci/Home		
SSCI_Center - B&W				Sci/Home		
	C1 - Cold L1 - B&V L4 - B&V L3 - B&V C1 - Cold L1 - B&V Calor B&W Color B&W Color B&Center Center Center	r C1 - Color L1 - B&W L4 - B&W L3 - B&W C1 - Color L1 - B&W Color B&W Color B&W <u>5</u> Center - Color <u>5</u> Center - Color <u>6</u> Center - Color	C1 - Color L1 - B&W L4 - B&W L3 - B&W C1 - Color L1 - Color L1 - B&W Color B&W <u>C</u> Conter - Color i_Center - Color i_Center - Color	C1 - Color L1 - B&W L4 - B&W L3 - B&W C1 - Color L1 - B&W Color B&W Color B&W Color B&W Color Color B&W Conter - Color i_Center - Color	r Location C1 - Color BARN A L1 - B&W BARN A L4 - B&W BARN A L3 - B&W BARN B C1 - Color BARN C L1 - B&W BARN C L3 - B&W BARN C C0lor Multi-function printers around campus B&W Multi-function printers around campus B&W Multi-function printers around campus Center - Color Engineering Common Center - Color Sci/Home	

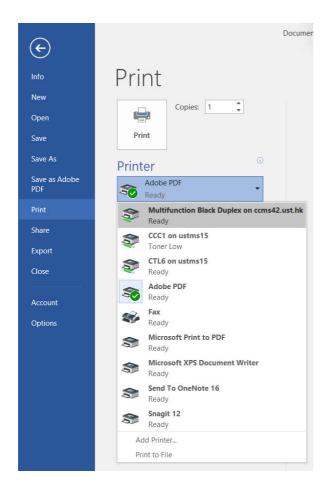
4. Double click the printer you would like to add and you will be asked for the ITSC login and password

All	Bam	Satellite	Octopus	Help			
Printer					Location		
BamAC1 - Color					BARN A		
BamAL1 - B&W		Authentic	ation		×		
Bam	BamAL4 - B&W					_	
Baml	BamBL3 - B&W		Please e	enter your l'			
Bam	BamCC1 - Color		Usemame:				
Bam	BamCL1 - B&W						
Bam	BamCL3 - B&W						
MFP	IFP - Color		Password:			nd campus	
MFP	IFP - B&W					nd campus	
SEN	SENG_Center - Color		Cancel		ОК		
SEN	SENG_Center - B&W						
	_Center - C						
SSCI	SSCI_Center - B&W				Sci/Home		

5. If you enter your password correctly, the printer will be added to your PC and you can use that from now on

All Bam Satellite Octopus Help		
Printer	Location	
BamAC1 - Color	BARN A	
BamAL1 - B&W	BARN A	
BamAL4 - B&W	BARN A Teaching Area	
BamBL3 - B&W	BARN B	
BamCC1 - Color	BARN C	
BamCL1 - B&W	BARN C	
BamCL3 - B&W	BARN C Teaching Area	
MFP - Color	Multi-function printers around campus	
MFP - B&W	Multi-function printers around campus	
SENG_Center - Color	Engineering Common	
SENG_Center - B&W	Engineering Common	
SSCI_Center - Color	Sci/Home	
SSCI_Center - B&W	Sci/Home	

6. You can select that printer to print in any application and setup different printing properties as needed (duplex, 4 pages in 1 etc)



7. You can also remove the printer using the utility by right-click the printer name and select "Remove Printer"

AJI	Bam	Satellite	Octopus	Help			
Printer					Location		
BamAC1 - Color					BARN A		
Bam	AL1 - B&V	/			BARN A		
Bam	BamAL4 - B&W				BARN A Teaching Area		
Baml	BamBL3 - B&W				BARN B		
Bam	BamCC1 - Color				BARN C		
Bam	BamCL1 - B&W BamCL3 - B&W				BARN C BARN C Teaching Area		
Bam(
MFP	MFP - Color				Multi-function printers are	campus	
MFP	MFP - B&W				Connect Printer	campus	
SEN	SENG_Center - Color				Remove Printer		
SEN	SENG_Center - B&W				Engineering Common		
SSCI_Center - Color					Sci/Home		
SSCI_Center - B&W		Sci/Home					