

# Quick Guide to IT Services



**Any IT enquires, please call  
Tel.: 3411 3300**

# 1/F Learning Commons (LC)



## Computer Facilities

Equipped with over 100 sets of **computers**, **iMac circle** with Apple computers, **printers** and **scanners** @ShekMun with a leisure learning environment.

- ✔ Bring your Student Card to access
- ✔ Keep venue clean and tidy
- ✘ Eat & Drink
- ✘ Reserve computing places with personal belongings
- 🔔 Avoid last-minute printing before class

# PC Kiosks & Express Printing



Lobby
12 - 14/F
8/F & 10/F
1 - 4/F
1/F LC



**Follow-U (Print Quota)**

**Octopus Printing (1/F LC Only)**





# Follow-U Quota Printing Service



**"Follow-U Print"** quota printing service is at:

- 1/F Learning Commons & 4/F Library
- 1-5/F Lobbies & 12-14/F Kiosk PC Areas
- Multi-media PC Labs (Rm 710, 711, 810, 811, 910, 911 & 1010)

**"Follow-U Print"** also supports Wi-Fi printing:

Web Printing – Suitable for most users. No client app is needed.

Mobile Printing Client App – Install client app if you need to combine multiple pages into a single sheet.

- Windows
- macOS
- Android
- iPhone/ iPad



# PowerPoint : 6-in-1 Green-Printing Steps

**1**

**2**

**3**

**4**

**Steps for 6-in-1 PowerPoint Printing**  
After sending out your print-job,  
# Select "File" > "Print" > Slides: Handouts > "6 Slides Horizontal"

**Printer**  
scesm1303  
Ready

**Settings**  
Print All Slides  
Print entire presentation

Slides:

6 Slides Horizontal  
Handouts (6 slides per page)

**Print Layout**  
Full Page  
Notes Pages  
Handouts  
1 Slide  
2 Slides  
4 Slides Horizontal  
6 Slides Horizontal  
9 Slides  
4 Slides Vertical  
6 Slides Vertical  
9 Slides Vertical

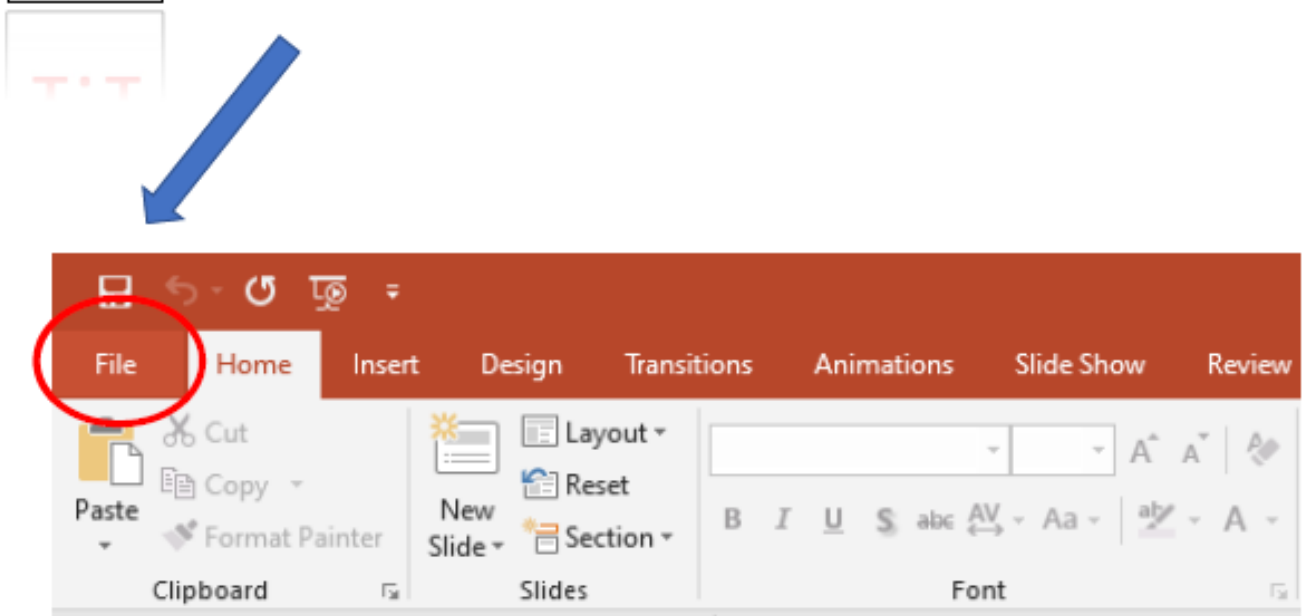
**Sample Handouts:**

FRONT PAGE Page 1  
Page 2 Page 3  
Page 4 Page 5

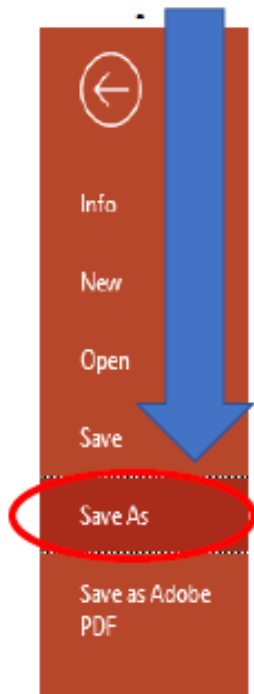
# Enhance Printing Speed of PowerPoint Lecture Notes

1 Enhance PowerPoint Printing Speed.

1.1 Select 'File' on the above tabs of the main window.

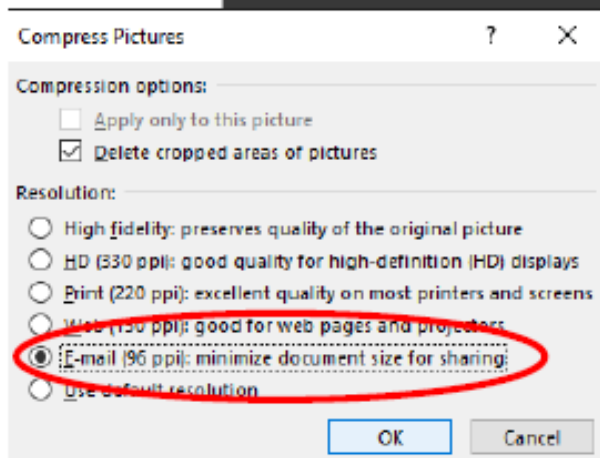
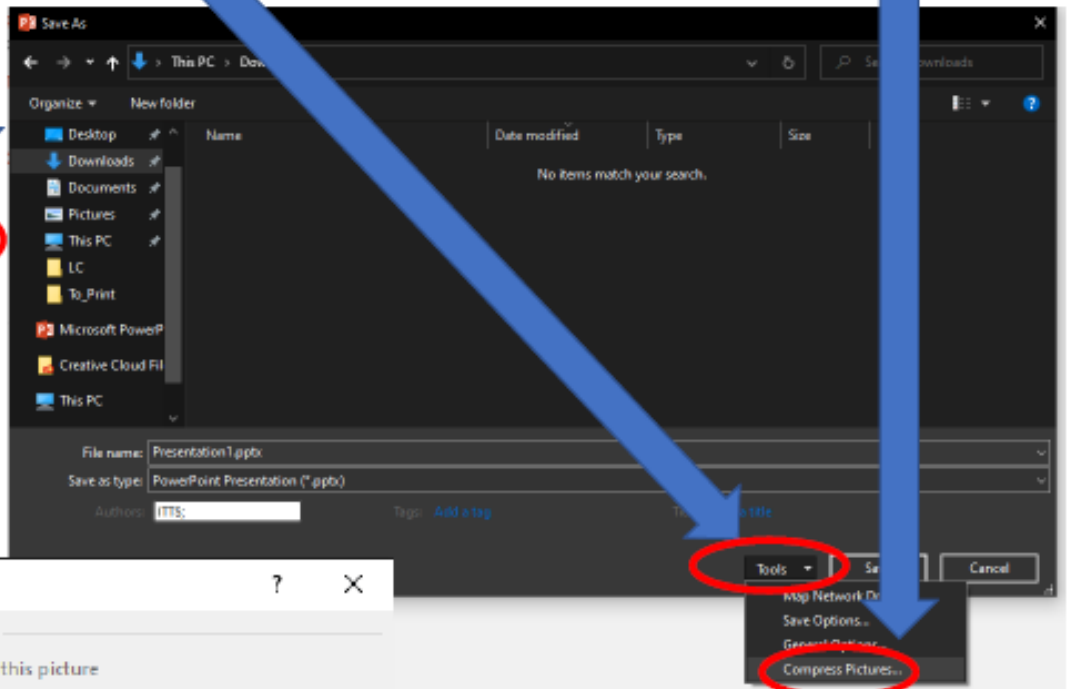


## 1.2 Choose "Save As" for




## 1.3 Select "Tools"

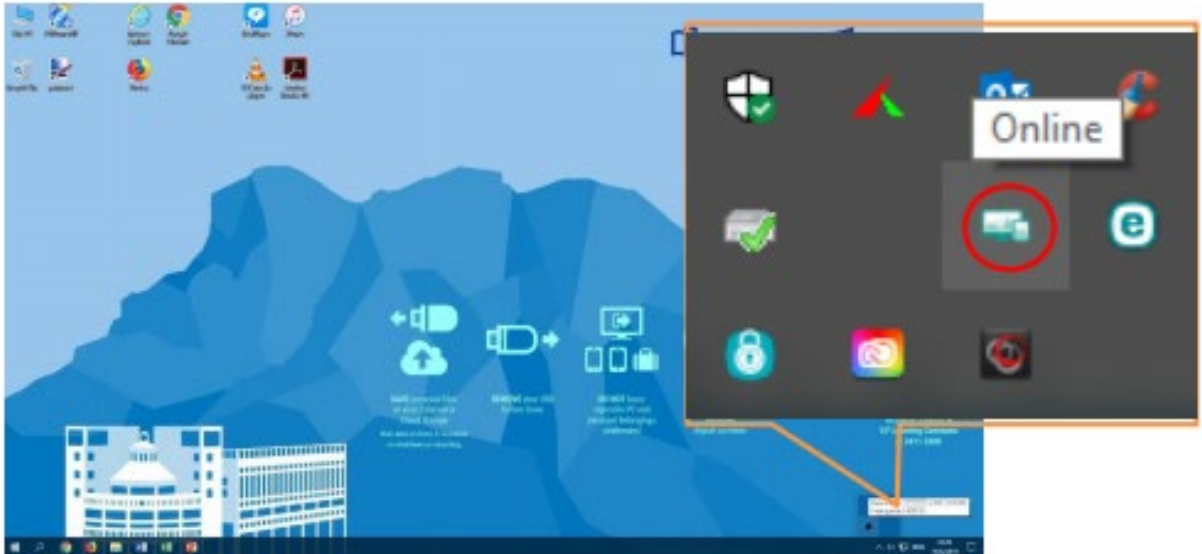
## 1.4 Select "Compress Picture"



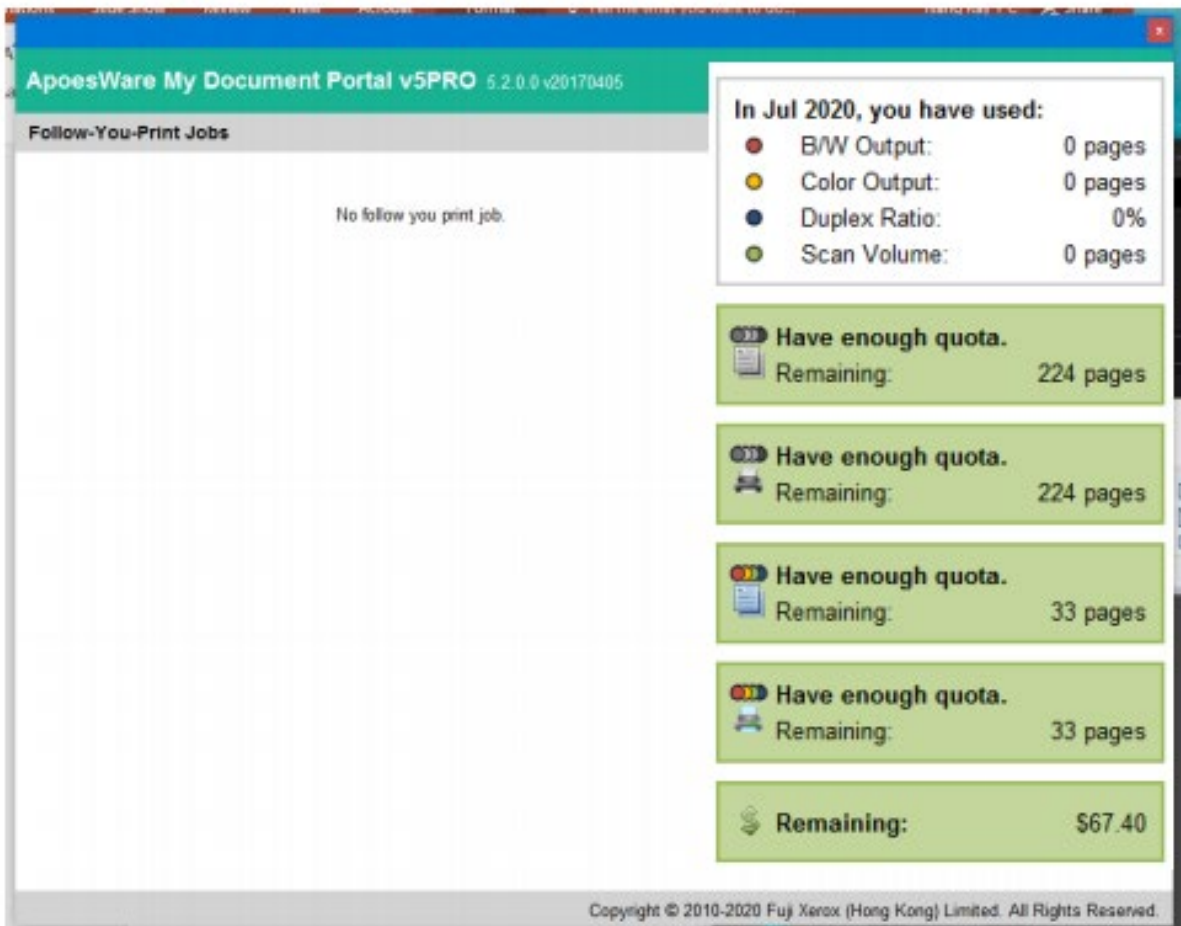
1.6 Click "Email (96 ppi)" to Compress Pictures to enhance Printing Speed of PowerPoint Lecture Notes.

# How to Check Print Quota

1. Login PC that is connected to Print Quota printing service
2. Double-click the “” to show remaining quota.



3. Your quota information is shown.





# Wi-Fi Setup & Hotspot Area



<b>Network Name:</b>	<b>BU-Advanced or BU-Standard</b>
<b>Security Type:</b>	<b>WPA2-Enterprise</b>
<b>Authent. &amp; Encrypt. :</b>	<b>AES &amp; PEAP-MSCHAPV2</b>

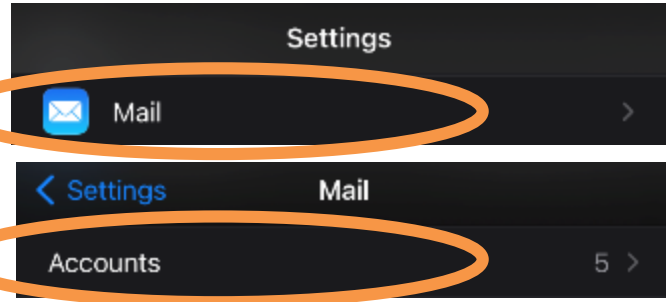
<b>Floor</b>	<b>Covered Area</b>
<b>14/F - 12/F</b>	<ul style="list-style-type: none"> <li>• Bioeco, Food &amp; Nutrition Science Lab</li> <li>• Classroom, Creative Science &amp; Psychology Lab</li> </ul>
<b>11/F - 7/F</b>	<ul style="list-style-type: none"> <li>• Classrooms &amp; Multi-Functional Room</li> <li>• Sky Garden</li> <li>• MI-Lab and Comm:aLive Studio</li> <li>• Language Lab &amp; Lecture Theatres</li> <li>• Multi-Media Lab</li> </ul>
<b>6/F</b>	<ul style="list-style-type: none"> <li>• Student Development Centre</li> </ul>
<b>5/F – 2/F</b>	<ul style="list-style-type: none"> <li>• Cafeteria &amp; Podium Garden (Covered Area)</li> <li>• Student Union &amp; Interactive Commons</li> <li>• Podium Activities Room</li> <li>• Library, Gymnasiums &amp; Fitness Room</li> </ul>
<b>1/F - G/F</b>	<ul style="list-style-type: none"> <li>• Main Entrance</li> <li>• Auditorium, Foyer, Exhibition Gallery</li> <li>• Learning Commons</li> </ul>

# Student E-mail Setup on iPhone

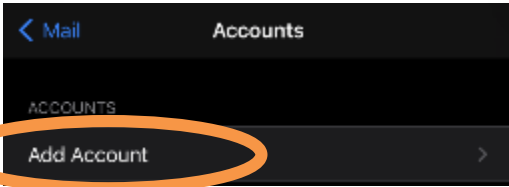
Step 1



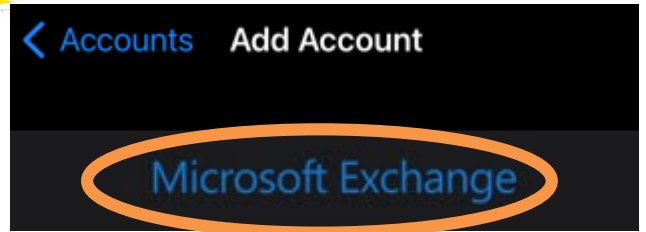
Step 2



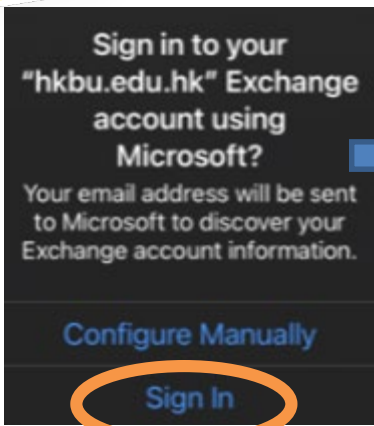
Step 3



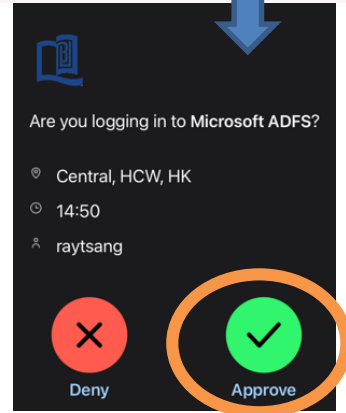
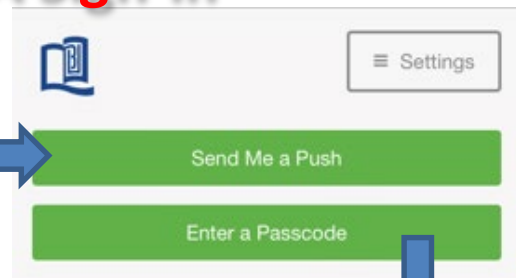
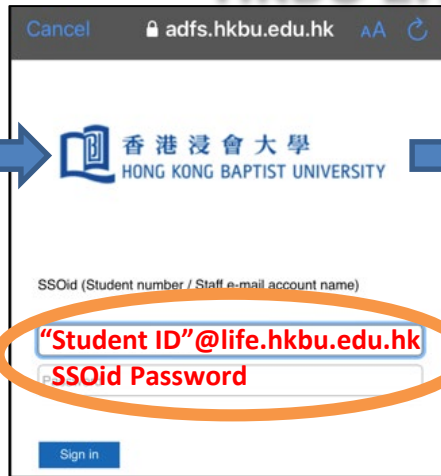
Step 4



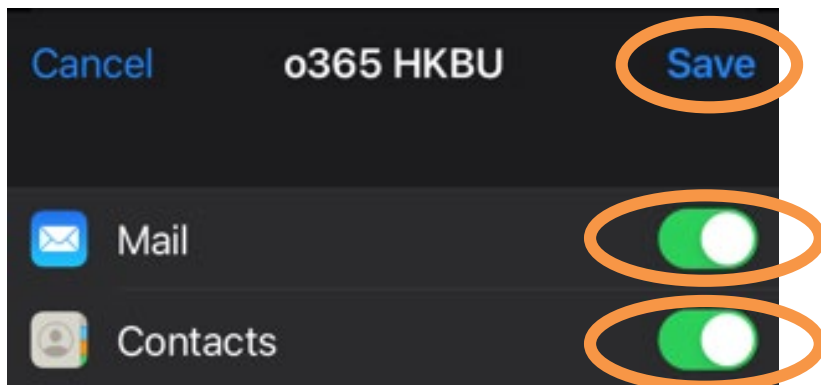
Step 5



## HKBU 2FA Sign-in

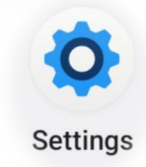


Step 6

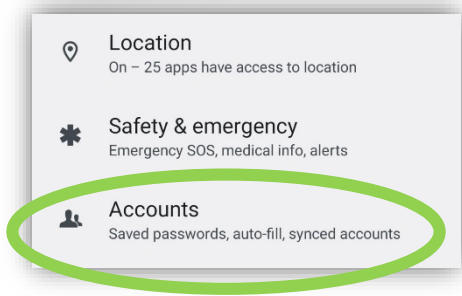


# Student E-mail Setup on Android Phone

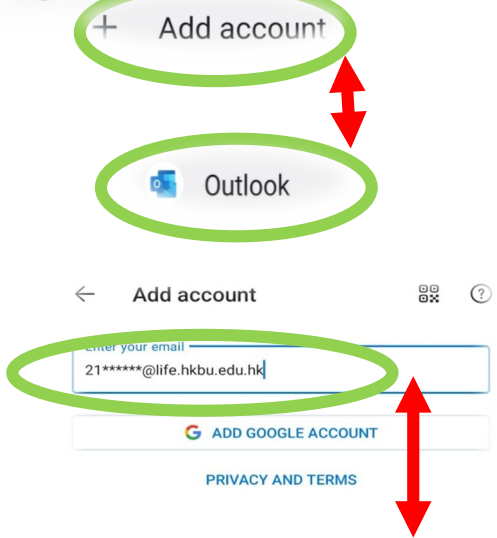
## Step 1



## Step 2



## Step 3



## Step 4



SSOid (Student number / Staff e-mail account name)

21\*\*\*\*\*@life.hkbu.edu.hk

密碼

登入

Forgot Password

Contact ITO

University Privacy Policy Statement

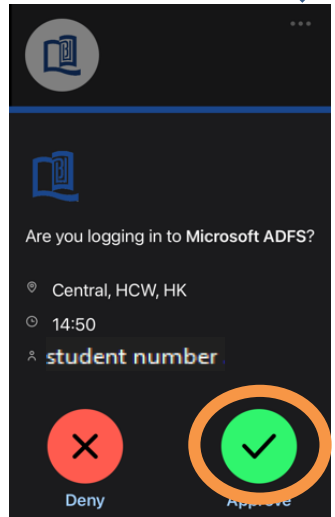
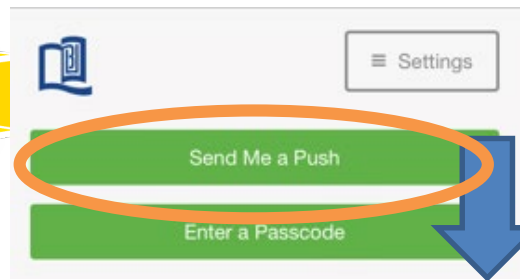
“Student ID”@life.hkbu.edu.hk



SSOid: “Student ID”

Password: “Your SSOid password”

## Step 5



# Summary of Important Regulations on Using IT Facilities and Services

Computer login account is for exclusive for own use only. It is prohibited from giving account information and password to others.

Users should **NOT**

- post or circulate any derogatory, defamatory, obscene, sexually harassing or other inappropriate media
- hack or attempt to hack computers
- perform suspected or actual illegal activity
- illegally upload, download or copy of the copyright protected material (such as music, videos and software)
- unauthorized copy of information
- play computer games in Learning Commons, Computer Kiosks and Computer Labs

For more policies and guidelines, please visit HKBU ITO web page.

<http://ito.hkbu.edu.hk/index.php/services-2/wi-fi-network-access/#tab-2>

