

Quick Guide to IT Services



**Any IT enquires, please call
3411 3300**

1/F Learning Commons



Computer Facilities

Equipped with over 70 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

Kiosk PC Areas



Lobby

12 - 14/F

8/F & 10/F

1 & 2/F

1/F LC



Octopus Printing (1/F LC Only)



Follow-U Quota Printing Service

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

- 1/F Learning Commons & 4/F Library
- 1-2/F Lobbies, 8/F & 10/F Lobbies & 12-14/F Kiosk PC Areas
- Multi-media PC Labs (Rm 710, 711, 810, 811, 910, 911 & 1010)



PowerPoint : 6-in-1 Green-Printing Steps

1

File

Steps for 6-in-1 PowerPoint Printing

After sending out your print-job,

Select "File" > "Print" > Slides: Handouts > "6 Slides Horizontal"

Print

Printer

scesm1303
Ready

[Printer Properties](#)

Settings

Print All Slides
Print entire presentation

Slides:

6 Slides Horizontal
Handouts (6 slides per page)

Print Layout

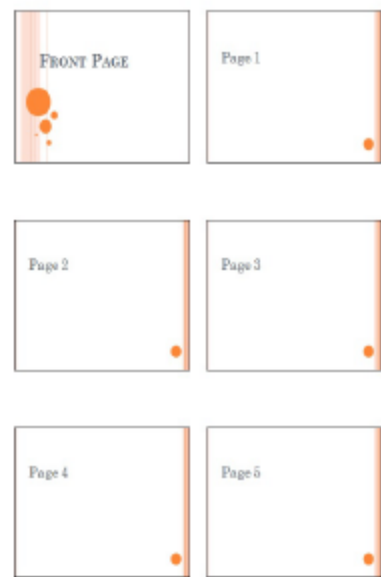
Full Page
Notes Pages

Handouts

4

1 Slide
2 Slides
4 Slides Horizontal
6 Slides Horizontal
9 Slides
4 Slides Vertical
6 Slides Vertical
9 Slides

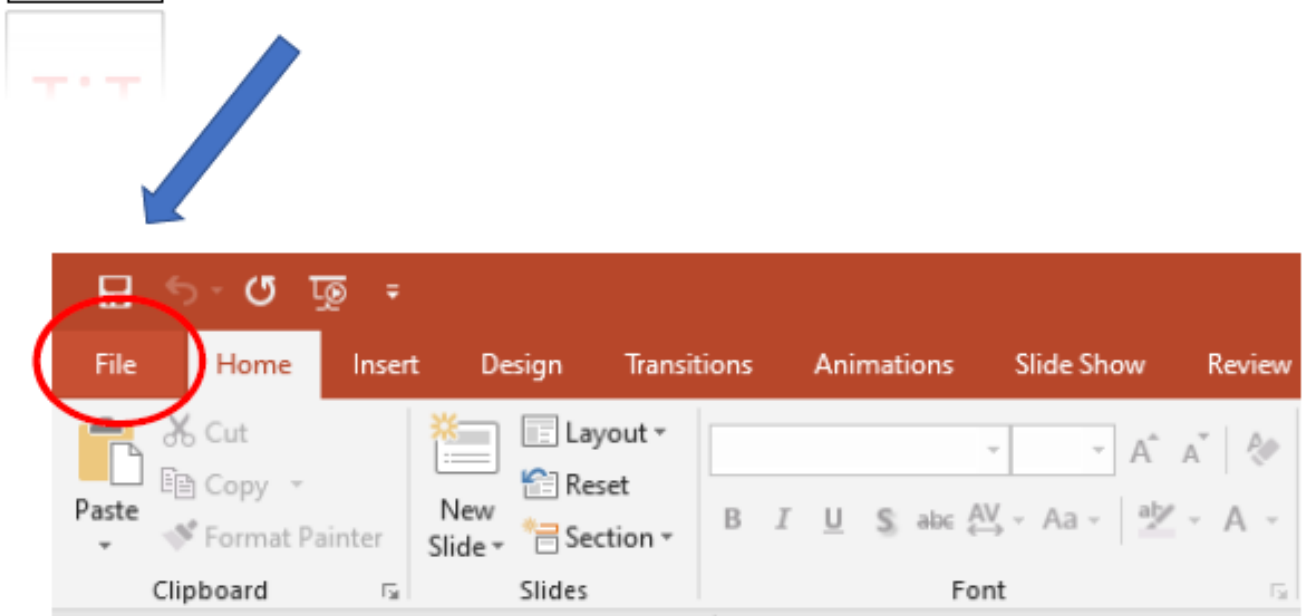
Sample Handouts:



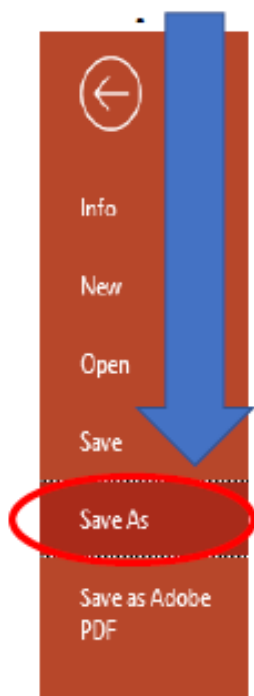
Enhance Printing Speed of PowerPoint Lecture Notes

1 Enhance PowerPoint Printing Speed.

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

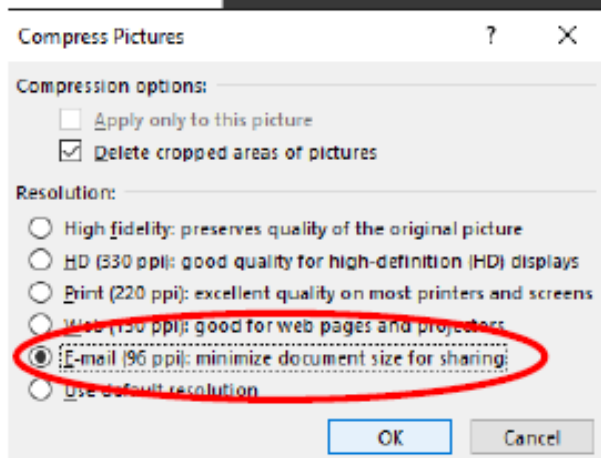
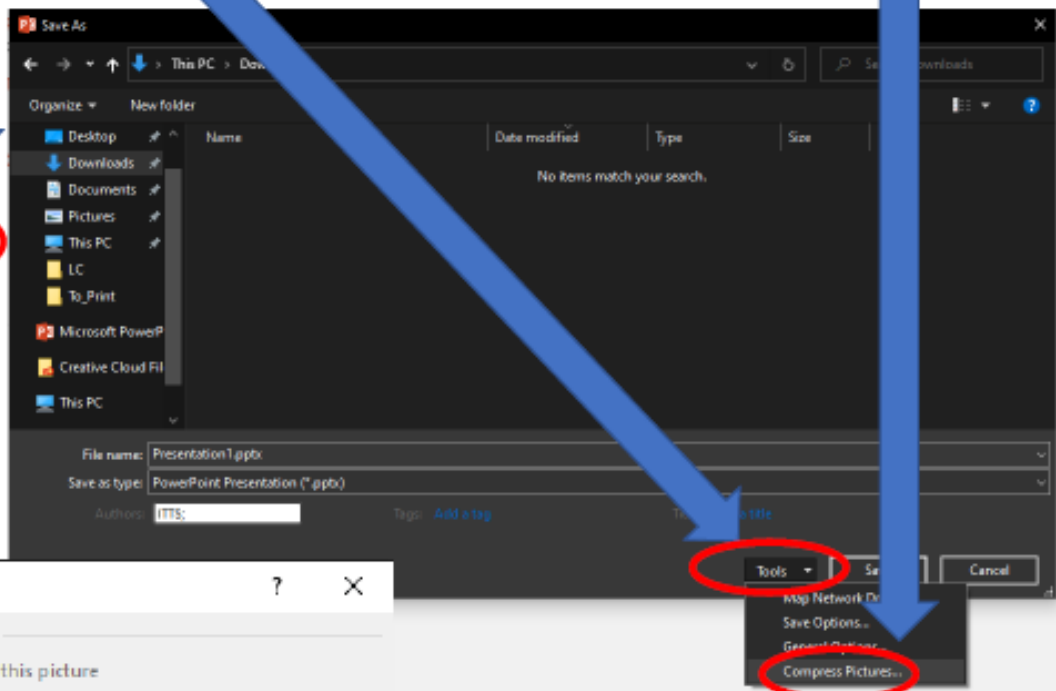


1.2 Choose "Save As" for



1.3 Select "Tools"

1.4 Select "Compress Picture"



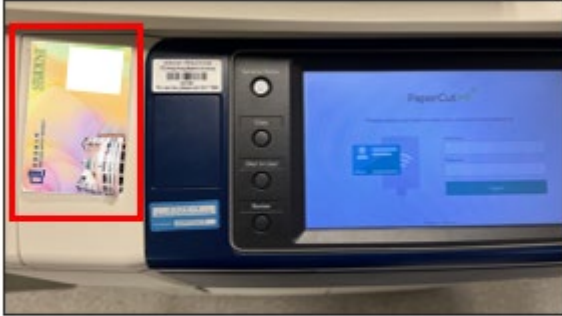
1.6 Click "Email (96 ppi)" to Compress Pictures to enhance Printing Speed of PowerPoint Lecture Notes.

How to Check Print Quota

A. Using HKBU Smart Card

OR

B. Using HKBU Account (SSOid)



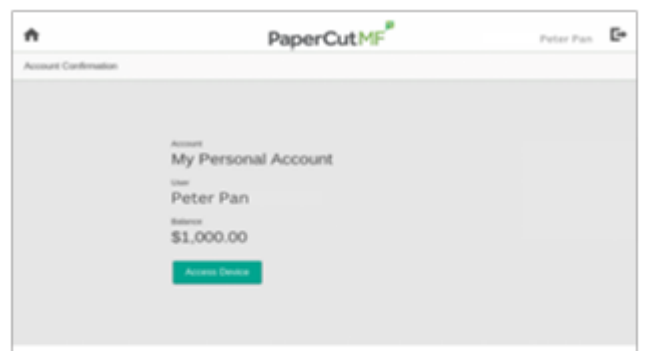
1 Tap your 'HKBU Smart Card'.



1 Enter your 'HKBU Account' with your 'SSOid' and 'password', and then click 'Log in'.



2 To check your printing account balance, select 'Access Device'.



3 You can see your printing account balance.

Note: You can top-up printing credit via Top-up Kiosk at WLB303 or 3/F SMC.

Wi-Fi Setup & Hotspot Area



Network Name:	BU-Advanced or BU-Standard
Security Type:	WPA2-Enterprise
Authent. & Encrypt. :	AES & PEAP-MSCHAPV2

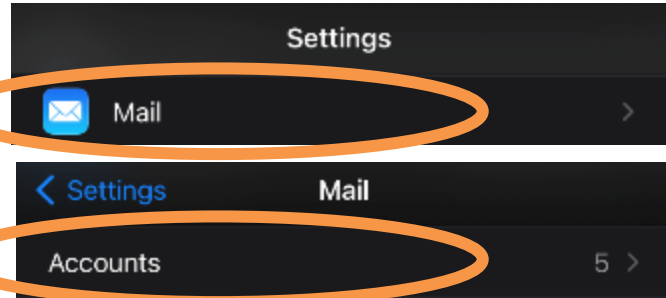
Floor	Covered Area
14/F - 12/F	<ul style="list-style-type: none"> • Bioeco, Food & Nutrition Science Lab • Classroom, Creative Science & Psychology Lab
11/F - 7/F	<ul style="list-style-type: none"> • Classrooms & Multi-Functional Room • Sky Garden • MI-Lab and Comm:aLive Studio • Language Lab & Lecture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

Student E-mail Setup on iPhone

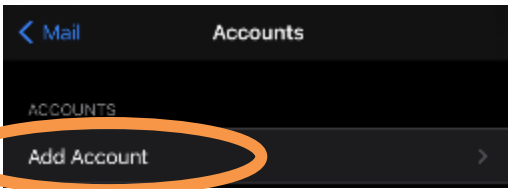
Step 1



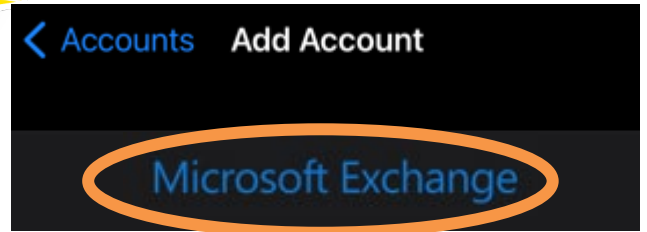
Step 2



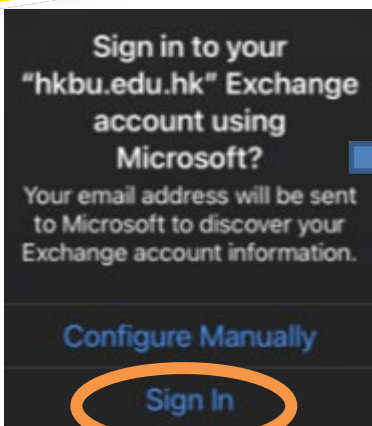
Step 3



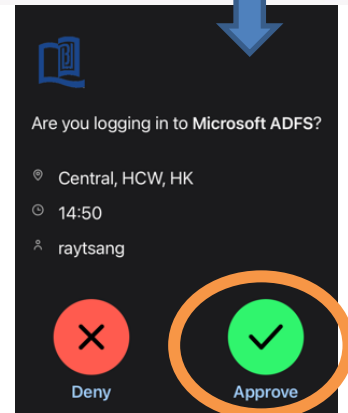
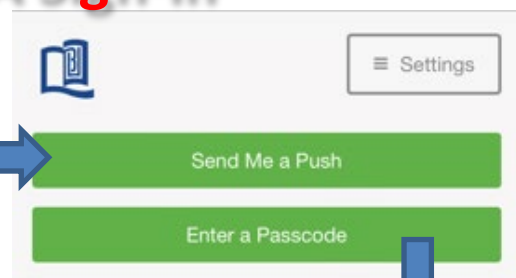
Step 4



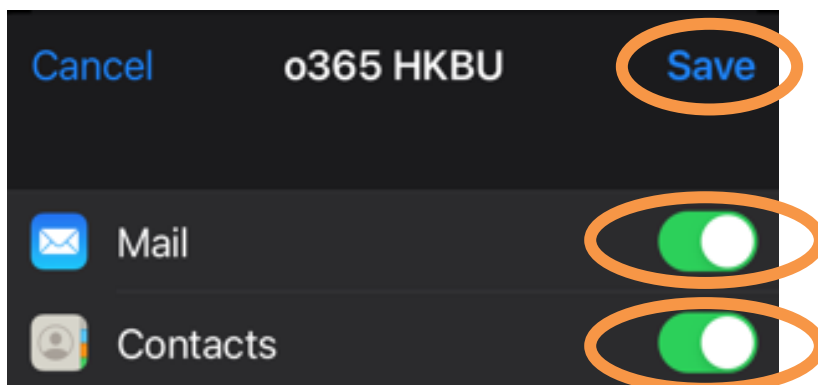
Step 5



HKBU 2FA Sign-in

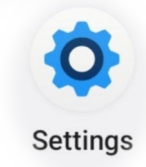


Step 6

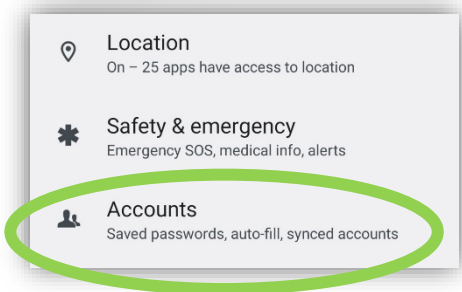


Student E-mail Setup on Android Phone

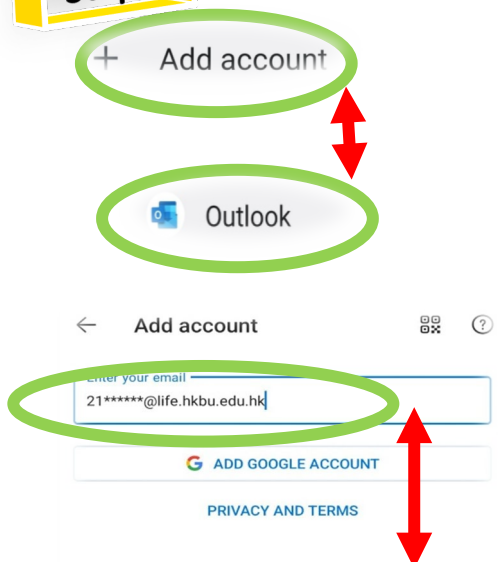
Step 1



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

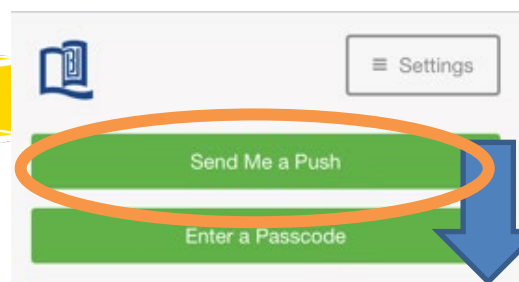
Contact ITO

University Privacy Policy Statement

“Student ID”@life.hkbu.edu.hk

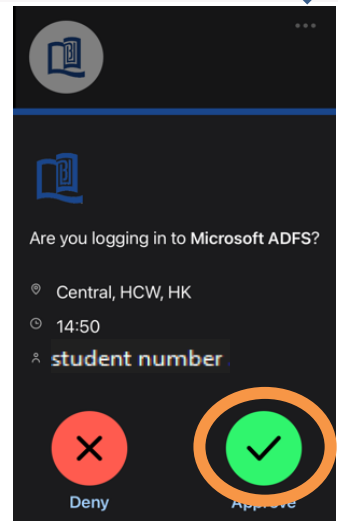


Step 5



SSOid: “Student ID”

Password: “Your SSOid password”



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>

