

# Quick Guide to IT Services







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

# 8/F Rm 810 Free Use Lab




## Computer Facilities

Equipped with over 30 sets of **computers**, **iMac** and **printer**.

-  Keep venue clean and tidy
-  Eat & Drink
-  Reserve computing places with personal belongings
-  Avoid last-minute printing before class

# Wi-Fi setup & Hotspot areas

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

## Kiosk PC Areas



Lobby
2/F
12/F
13/F
14/F

## Octopus Printing (3/F Lobby)



# Follow-U Quota Printing Service

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

- 4/F Library
- 2/F – 4/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

**1**

File Home Insert Design Transitions

**2**

Print

**3**

6 Slides Horizontal  
Handouts (6 slides per page)

**4**

6 Slides Horizontal

**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:

**Print Layout**

Full Page Notes Pages

1 Slide 2 Slides

4 Slides Horizontal 6 Slides Horizontal 9 Slides

4 Slides Vertical 6 Slides Vertical 9 Slides

**Sample Handouts:**

5/11/2016

FRONT PAGE Page 1

Page 2 Page 3

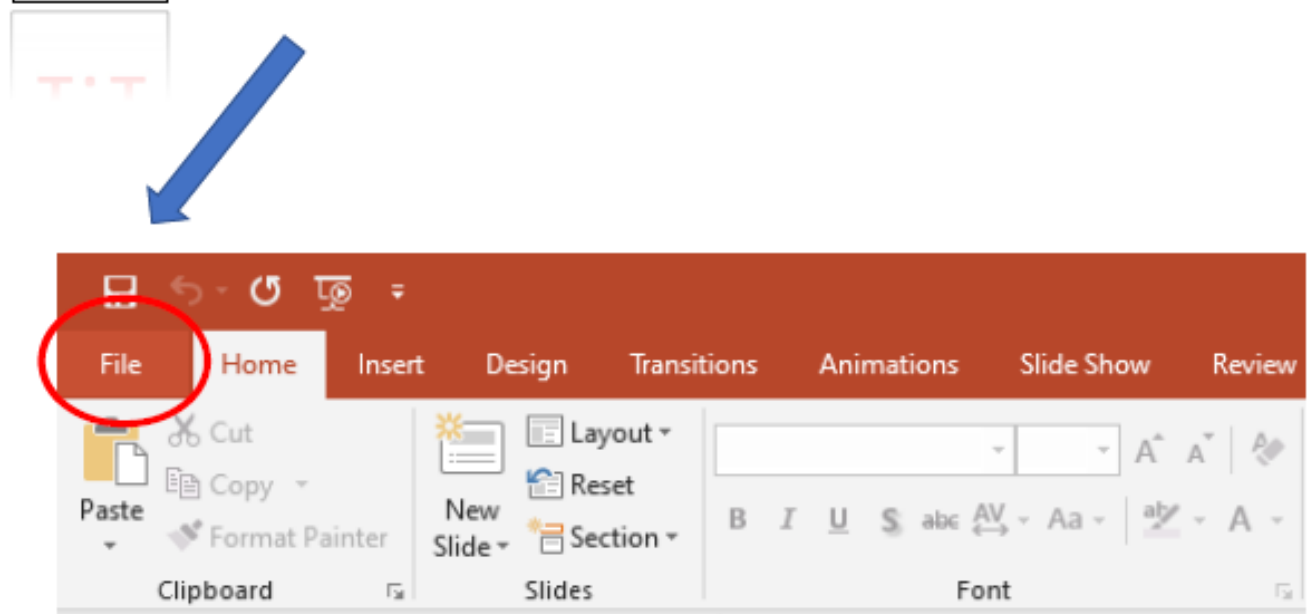
Page 4 Page 5

1

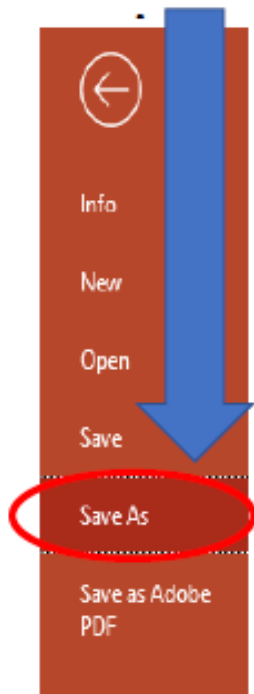
# Enhance Printing Speed of PowerPoint Lecture Notes

1 Enhance PowerPoint Printing Speed.

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

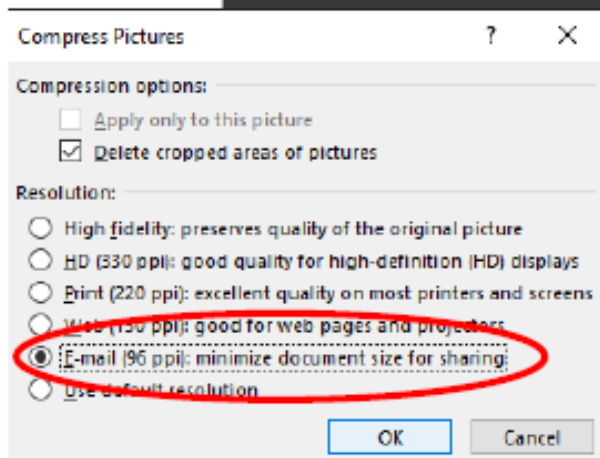
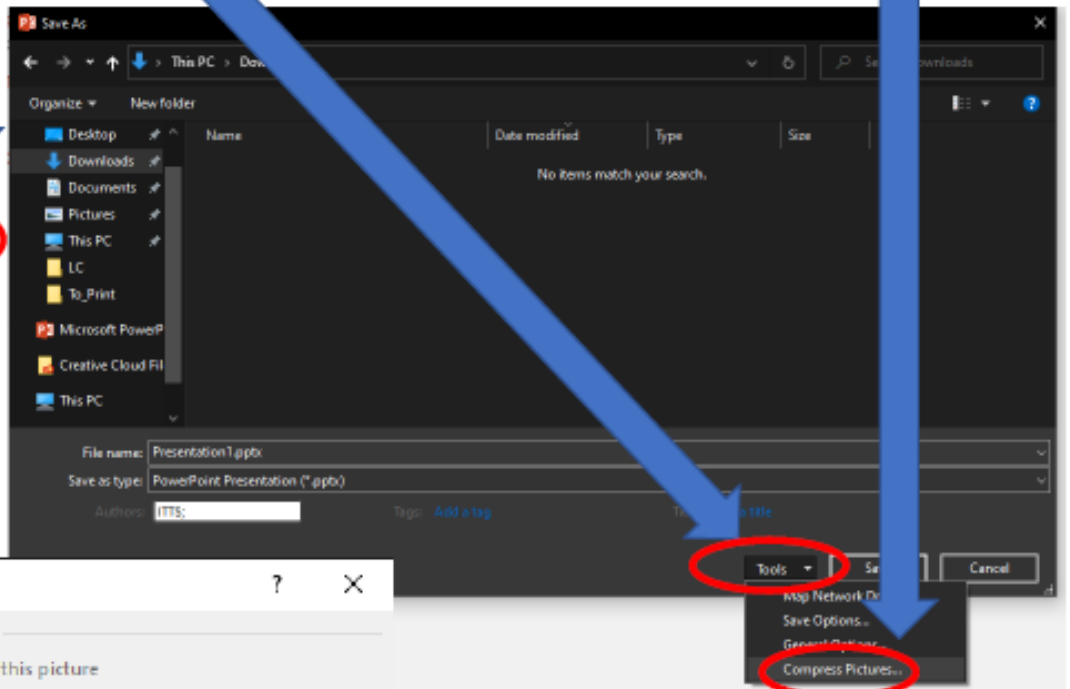


1.2 Choose “Save As” for



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



**1** Tap your 'HKBU Smart Card'.

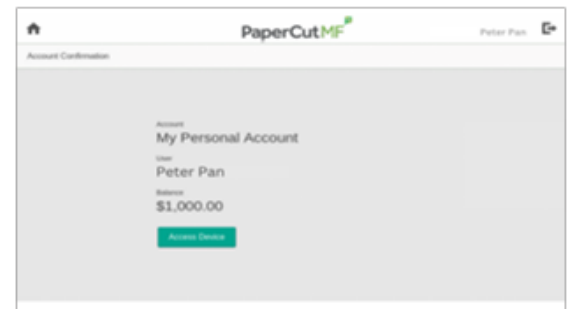


**2** To check your printing account balance, select 'Access Device'.

## B. Using HKBU Account (SSOid)



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



**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.

# How to add Print Quota

## A. Using HKBU Mobile App (Highly recommend)



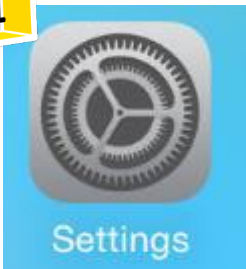
or



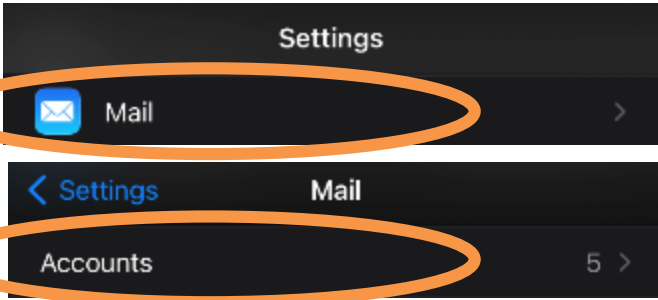


# Student E-mail Setup on iPhone

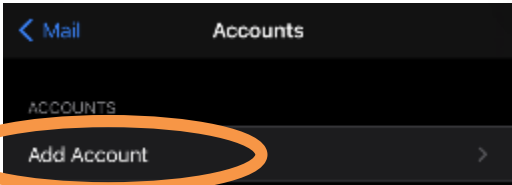
Step 1



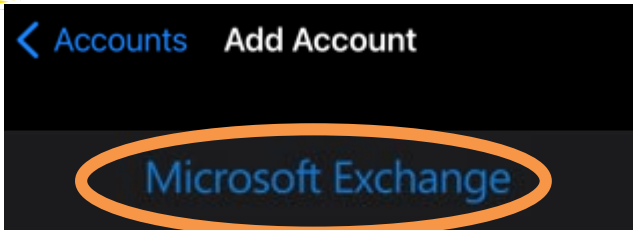
Step 2



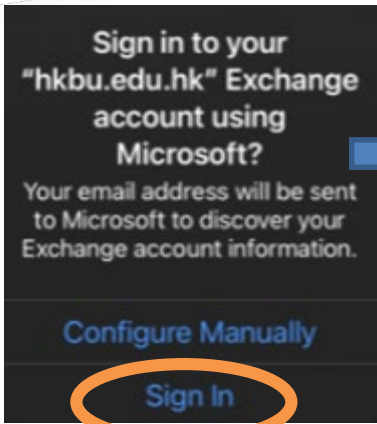
Step 3



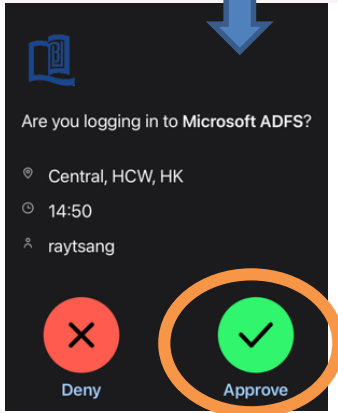
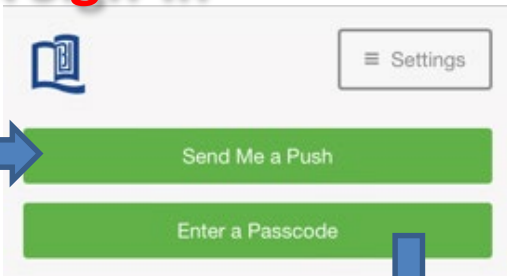
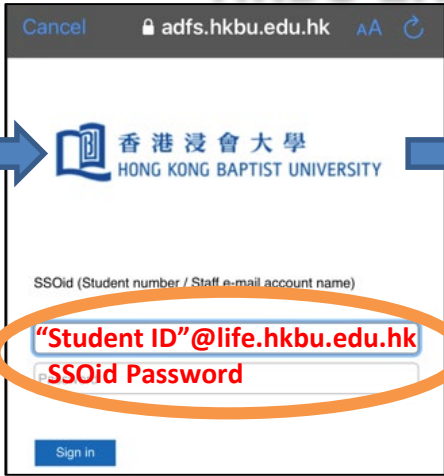
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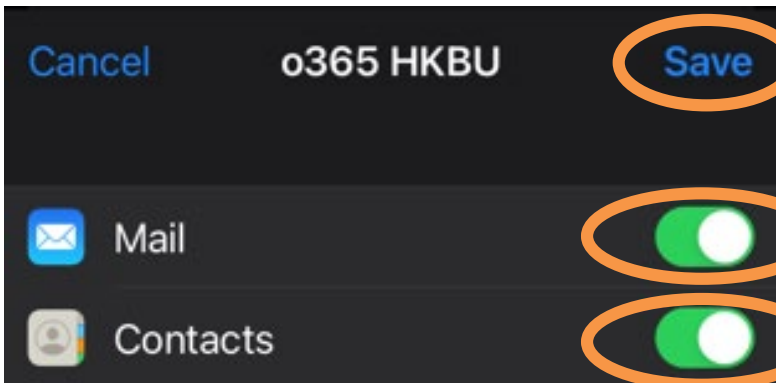
Step 5



## HKBU 2FA Sign-in

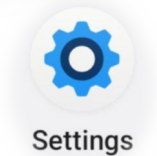


Step 6

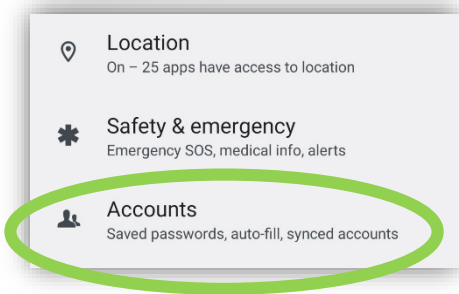


# Student E-mail Setup on Android Phone

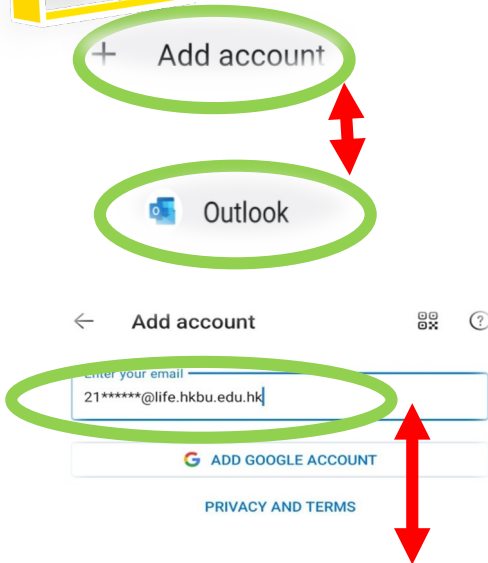
Step 1



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](#)

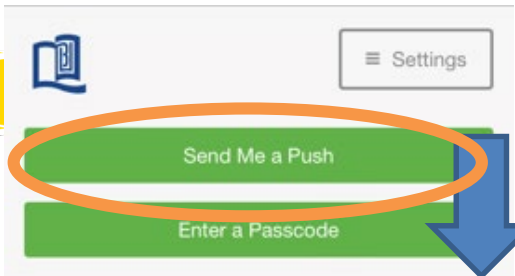
[Contact ITO](#)

[University Privacy Policy Statement](#)

“Student ID”@life.hkbu.edu.hk

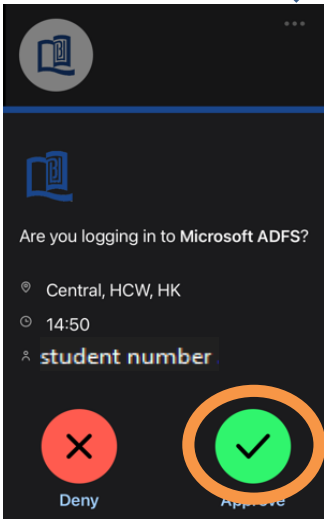


Step 5



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 Free Use Lab, 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>

