Quick Guide to IT Services

Any IT enquires, please call 3411 3300

1/F Learning Commons

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, 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 | Home | Insert | Design | Transit

Cut

Steps for 6-in-1 PowerPoint Printing

After sending out your print-job,

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

Info
New
Open
Save

Print

2

Printer

scesm1303
Ready

Printer Properties

Settings

3

Print All Slides
Print entire presentatio

Slides:

6 Slides Horizontal
Handouts (6 slides per page)

Print
Share

Export
Close

Account

Feedback

Options

Print Layout

Full Pa...   Notes Pages

Han

4

1 S...   2 Slides

4 Slides Horizontal | 6 Slides Horizontal | 9 Slid

4 Slides Vertical   6 Slides Vertical   9 Sli

Sample Handouts:

5/11/2016

FRONT PAGE   Page 1

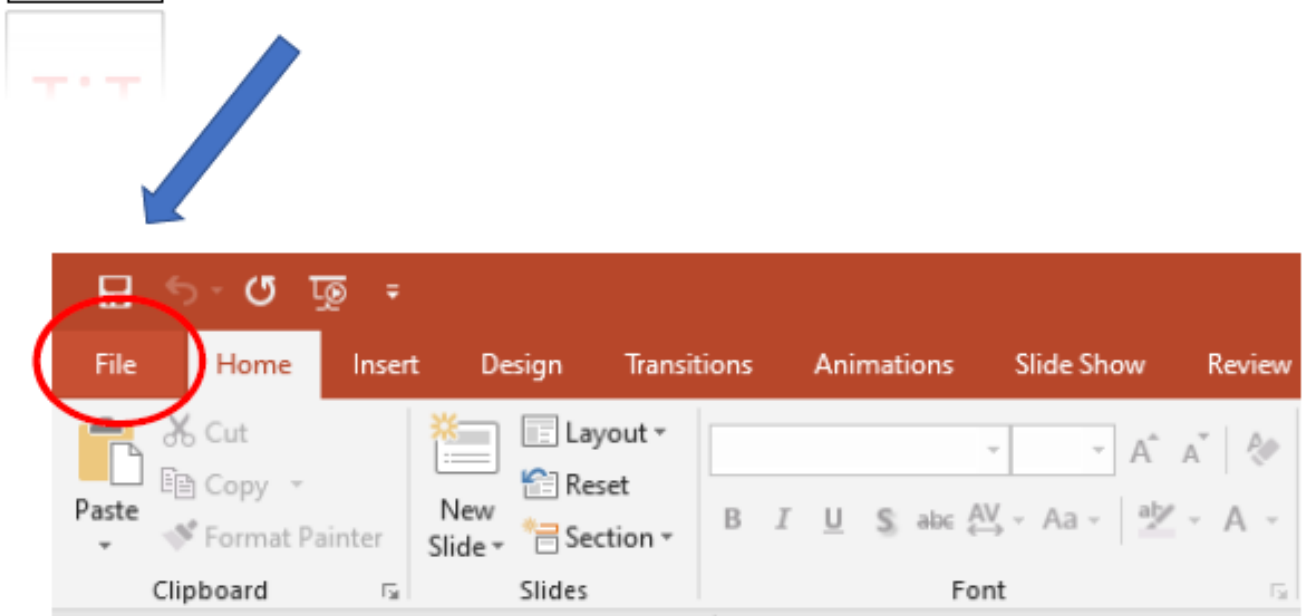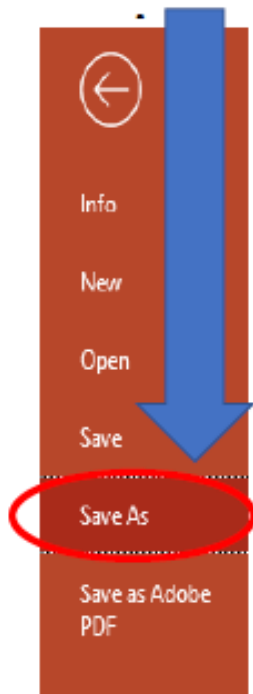Page 2   Page 3

Page 4   Page 5

1

Enhance Printing Speed of PowerPoint Lecture Notes

1 Enhance PowerPoint Printing Speed.

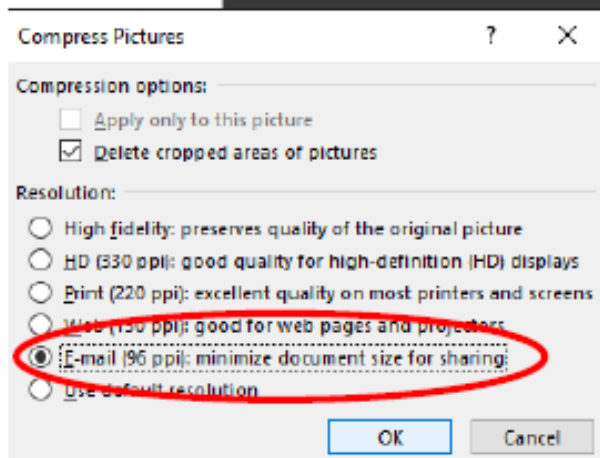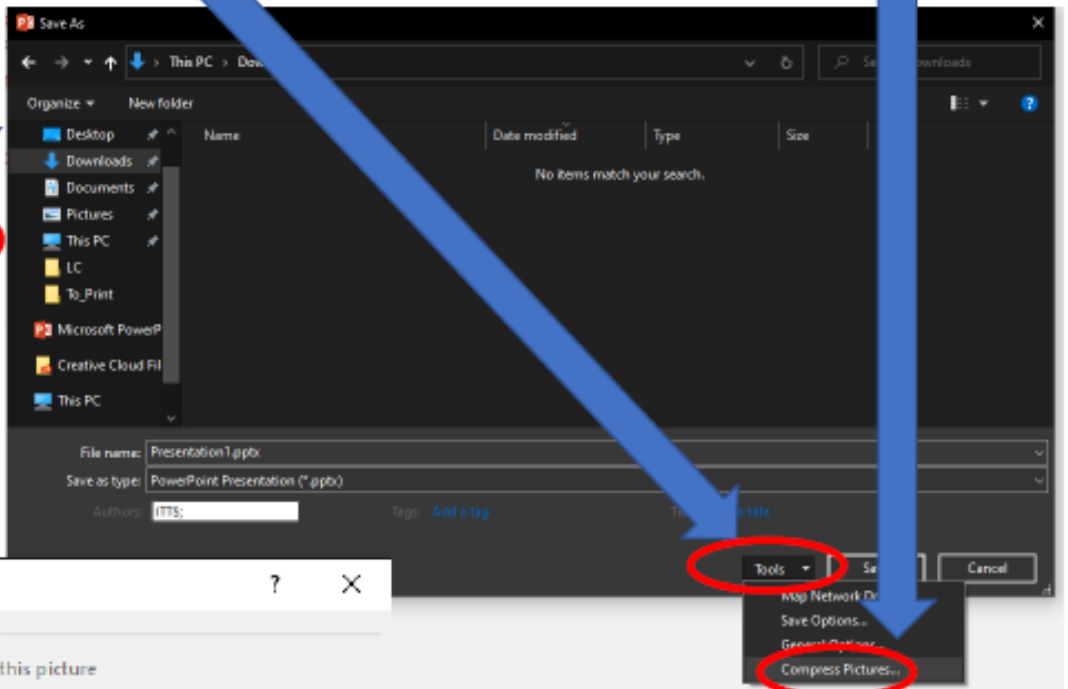**1.1** Select '**File**' on the above tabs of the main window.
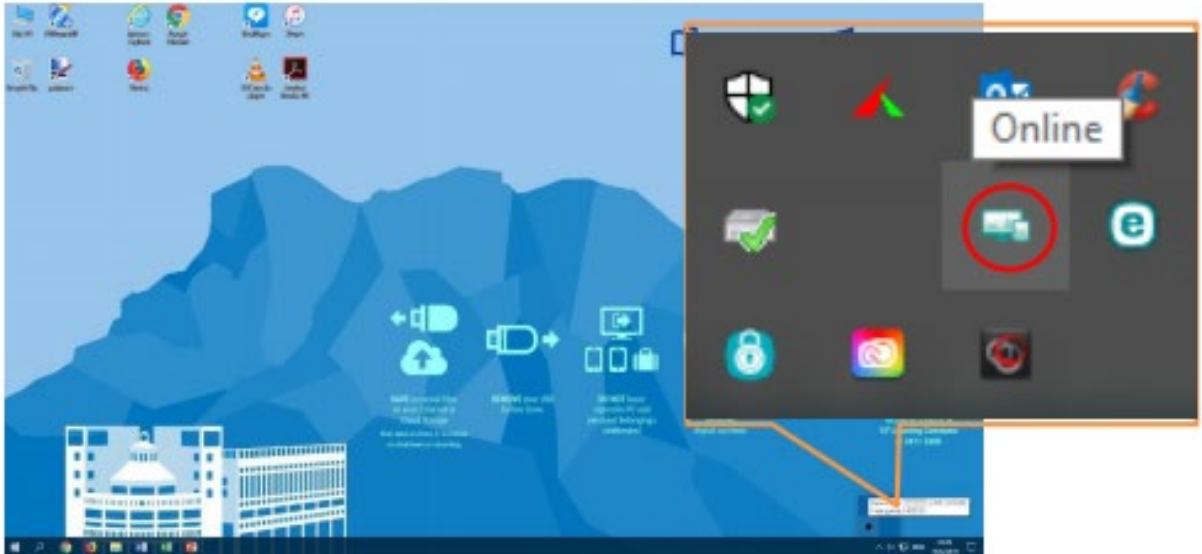
1.2 Choose "Save As" for

1.3 Select "Tools"

1.4 Select "Compress Picture"

Info

New

Open

Save

Save As

Save as Adobe PDF

PB Save As

← → ⌄ ↑ ↓ > This PC > Dow

Organize ▼   New folder

🖥 Desktop
⬇ Downloads
📄 Documents
🖼 Pictures
🖥 This PC
📁 LC
📁 To_Print
PB Microsoft PowerP
🎨 Creative Cloud Fil
🖥 This PC

Name   Date modified   Type   Size

No items match your search.

File name: Presentation1.pptx

Save as type: PowerPoint Presentation (*.pptx)

Authors: ITTS;   Tags: Add a tag

Tools ▼   Save   Cancel

Map Network Dr...
Save Options...
General Options...
Compress Pictures...

Compress Pictures   ?   ✕

Compression options:

☐ Apply only to this picture
☑ Delete cropped areas of pictures

Resolution:

○ High fidelity: preserves quality of the original picture
○ HD (330 ppi): good quality for high-definition (HD) displays
○ Print (220 ppi): excellent quality on most printers and screens
○ Web (150 ppi): good for web pages and projectors
⦿ E-mail (96 ppi): minimize document size for sharing
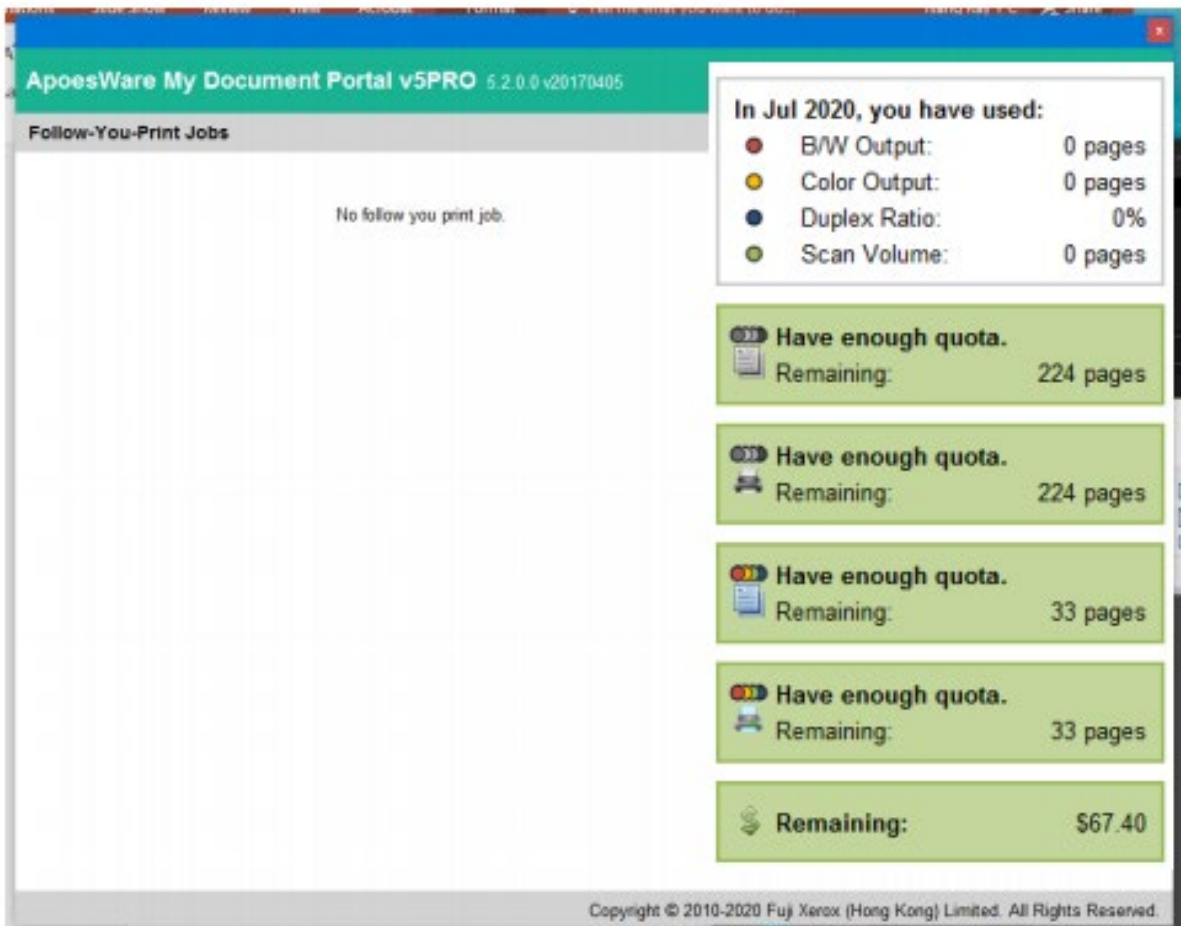○ Use default resolution

OK   Cancel

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. Doublc-click the " " to show remaining quota.
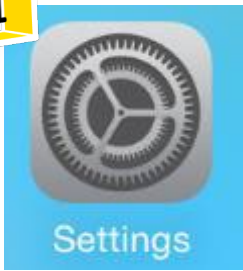

3. Your quota information is shown.

ApoesWare My Document Portal v5PRO	5.2.0.0 v20170405

Follow-You-Print Jobs

No follow you print job.

In Jul 2020, you have used:
●	B/W Output:	0 pages
●	Color Output:	0 pages
●	Duplex Ratio:	0%
●	Scan Volume:	0 pages

Have enough quota.
Remaining: 224 pages

Have enough quota.
Remaining: 224 pages

Have enough quota.
Remaining: 33 pages

Have enough quota.
Remaining: 33 pages

Remaining: $67.40

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Wi-Fi Setup & Hotspot Area

University Wi-Fi

HOW TO CONNECT

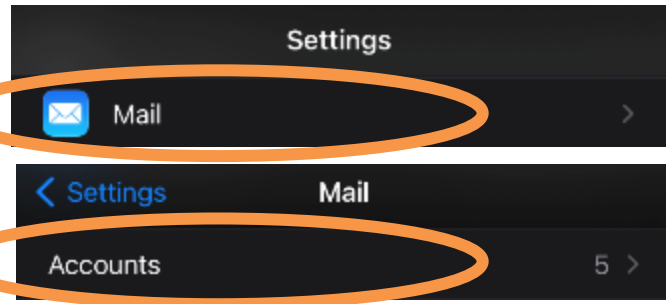|	
Network Name:	**BU-Advanced or BU-Standard**
Security Type:	**WPA2-Enterprise**
Authent. & Encrypt. :	**AES & PEAP-MSCHAPV2**

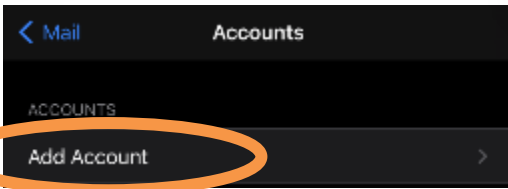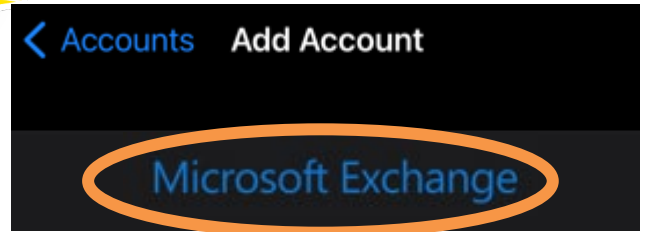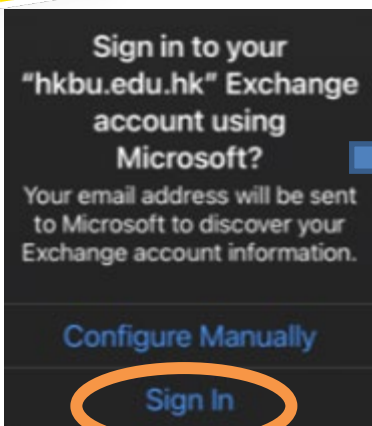| Floor	Covered Area
14/F - 12/F	• Bioeco, Food & Nutrition Science Lab • Classroom, Creative Science & Psychology Lab
11/F - 7/F	• Classrooms & Multi-Functional Room • Sky Garden • MI-Lab and Comm:aLive Studio • Language Lab & Lecture Theatres • Multi-Media Lab
6/F	• Student Development Centre
5/F – 2/F	• Cafeteria & Podium Garden (Covered Area) • Student Union & Interactive Commons • Podium Activities Room • Library, Gymnasiums & Fitness Room
1/F - G/F	• Main Entrance • Auditorium, Foyer, Exhibition Gallery • Learning Commons

Student E-mail Setup on iPhone

Step 1

Settings

Step 2

Settings

✉ Mail >

< Settings Mail

Accounts 5 >

Step 3

< Mail Accounts

ACCOUNTS

Add Account >

Step 4

< Accounts Add Account

Microsoft Exchange

Step 5

HKBU 2FA Sign-in

Sign in to your "hkbu.edu.hk" Exchange account using Microsoft?

Your email address will be sent to Microsoft to discover your Exchange account information.

Configure Manually

Sign In

Cancel 🔒 adfs.hkbu.edu.hk AA ↻

香港浸會大學
HONG KONG BAPTIST UNIVERSITY

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

"Student ID"@life.hkbu.edu.hk
SSOid Password

Sign in

≡ Settings

Send Me a Push

Enter a Passcode

Are you logging in to **Microsoft ADFS**?

⊙ Central, HCW, HK
🕐 14:50
👤 raytsang

✕ Deny ✓ Approve

Step 6

Cancel o365 HKBU Save

✉ Mail ⬤

👤 Contacts ⬤

Student E-mail Setup on Android Phone

Step 1

Settings

Step 2

- Location
  On – 25 apps have access to location
- Safety & emergency
  Emergency SOS, medical info, alerts
- Accounts
  Saved passwords, auto-fill, synced accounts

Step 3

+ Add account

Outlook

← Add account

Enter your email
21******@life.hkbu.edu.hk

G ADD GOOGLE ACCOUNT

PRIVACY AND TERMS

"Student ID"@life.hkbu.edu.hk

Step 4

香港浸會大學
HONG KONG BAPTIST UNIVERSITY
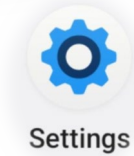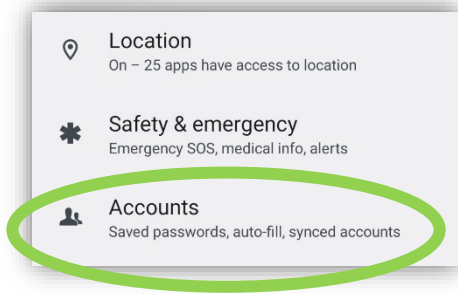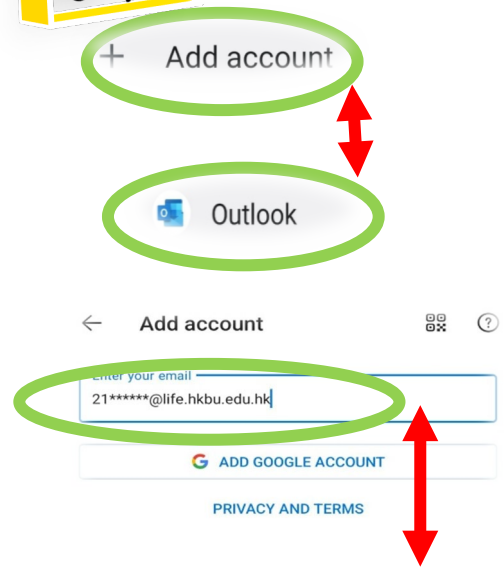
SSOid (Student number / Staff e-mail account name)

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

密碼
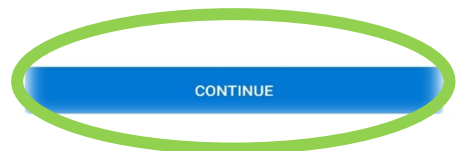
登入

Forgot Password

Contact ITO

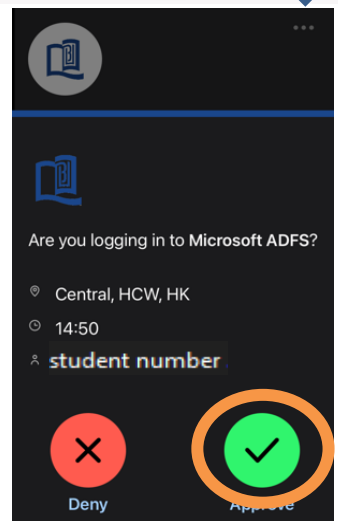University Privacy Policy Statement
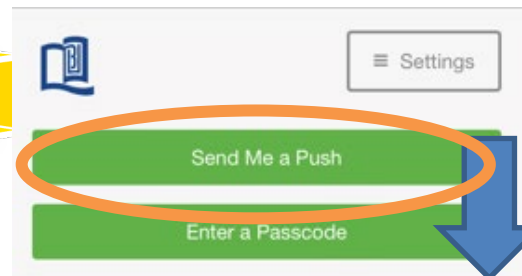
SSOid: "Student ID"

Password: "Your SSOid password"

CONTINUE

Step 5

≡ Settings

Send Me a Push

Enter a Passcode

Are you logging in to **Microsoft ADFS**?

◎ Central, HCW, HK

◷ 14:50

⚇ student number

✕ Deny

✓ Approve

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