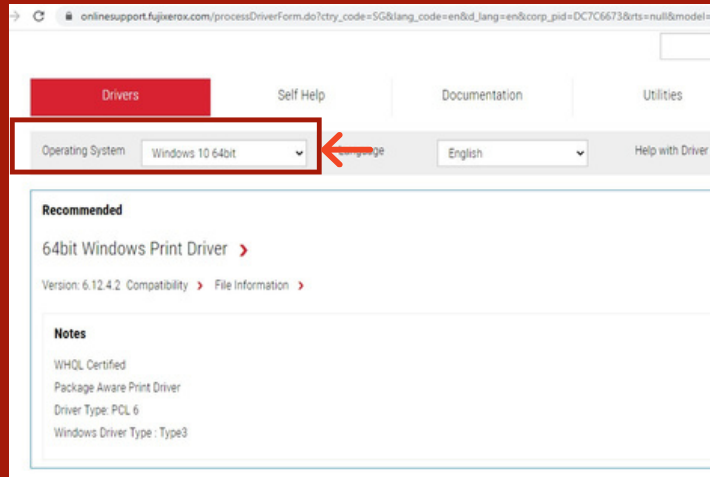


# How to Connect a PC to CMKL Printer



## Step 1

Make sure you are connected to CMKL WIFI. Contact [help@cmkl.ac.th](mailto:help@cmkl.ac.th) and go to the link for installing a FUJI XEROX driver



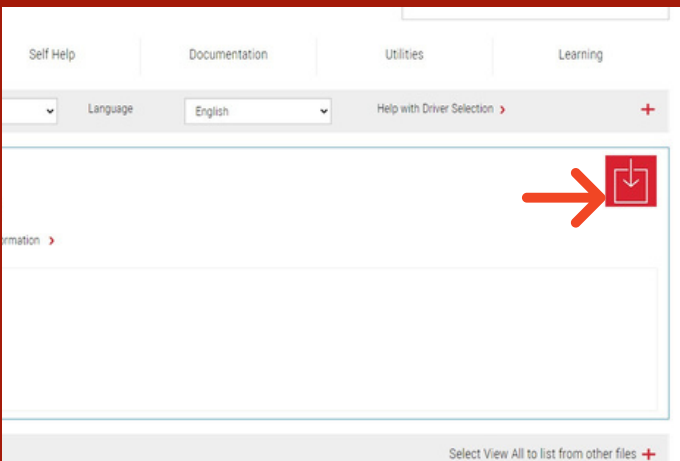
## Step 2

Click the link and select your Operating System that matches with your windows version and system type.



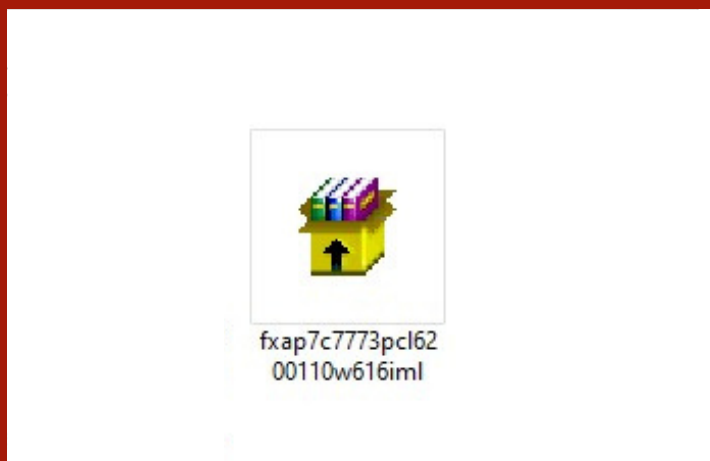
## Step 2.1

Tip: To check the edition and system type of your windows, right click on Start and select System.



## Step 3

Click Download and follow the prompts on the installation processes.



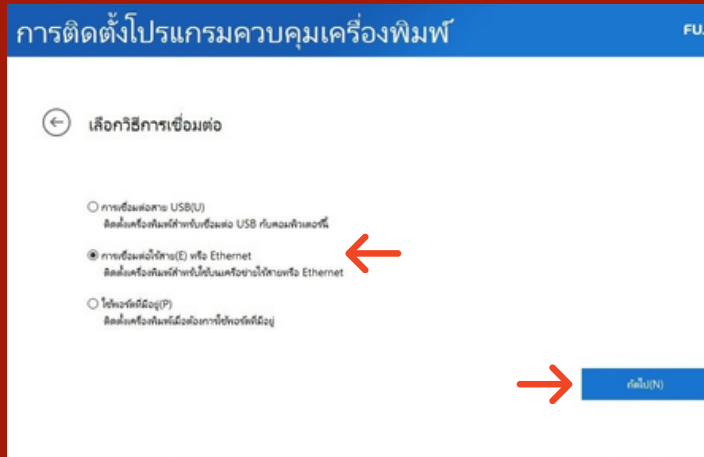
## Step 4

Allow the App to make change to your device.



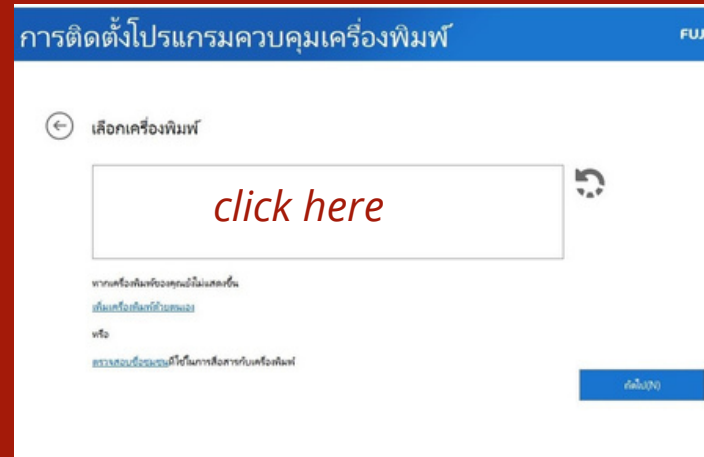
## Step 5

Select "I accept (A)" then click on Next.



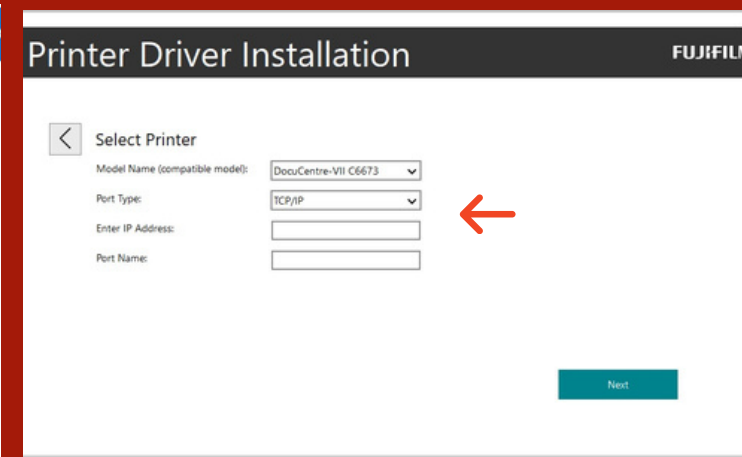
### Step 6

On "Choose method of connection" select "Ethernet".



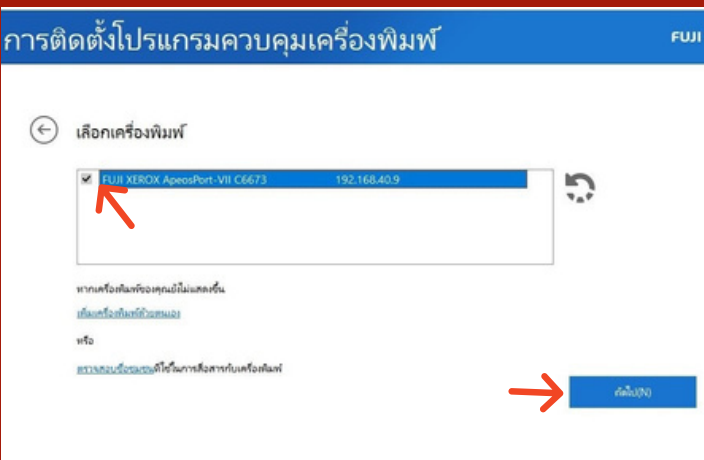
### Step 7

The printer will not be found, so you need to click on "Add Printer Manually".



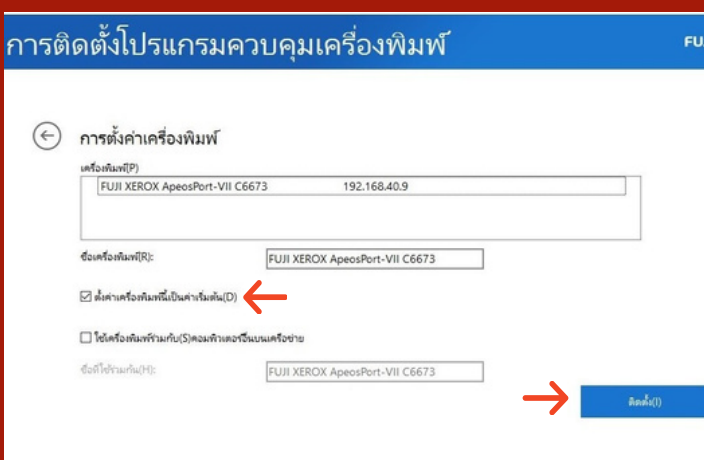
### Step 8

Contact help@cmkl.ac.th for the IP address.



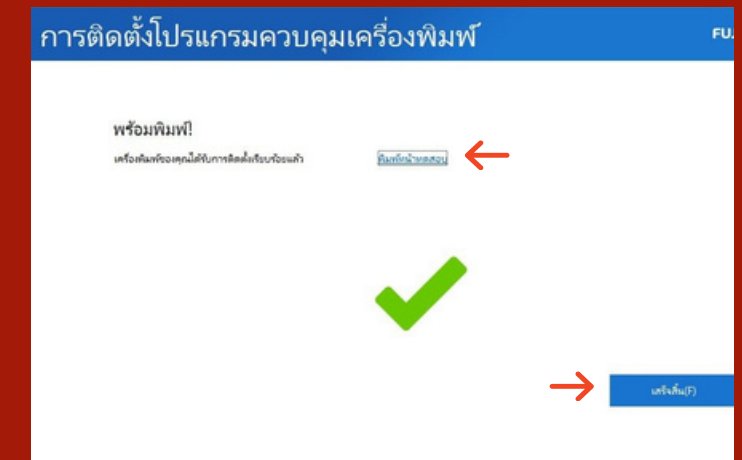
### Step 9

Now select the FUJI XEROX DocuCentre-VII C6673 FUJI XEROX ApeosPort-VII C6673 xxx.xxx.xx.x and click on Next.



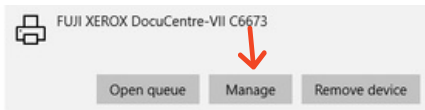
### Step 10

Set as Default printer and click on Install.



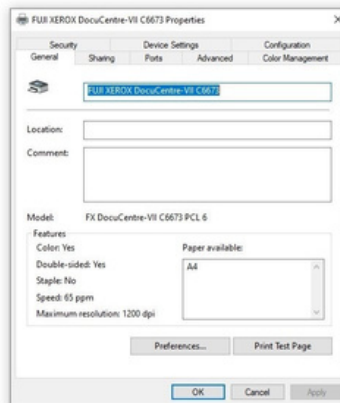
### Step 11

Print a Test Page and click on Finish.



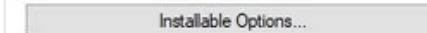
### Manage your device

- Printer status: Idle
- Open print queue
- Print a test page
- Run the troubleshooter
- Printer properties
- Printing preferences
- Hardware properties



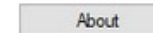
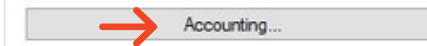
### Installable Options

Select the Installable Options button to select the options that are installed on your system.



### Accounting

Select the Accounting button to setup accounting for your system.



## Step 12

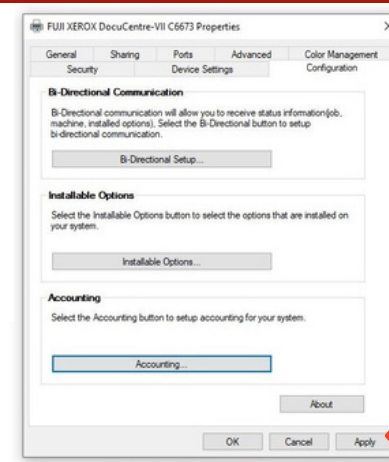
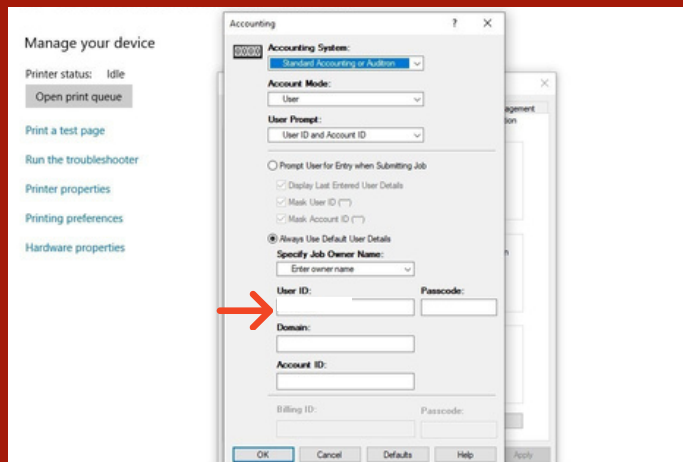
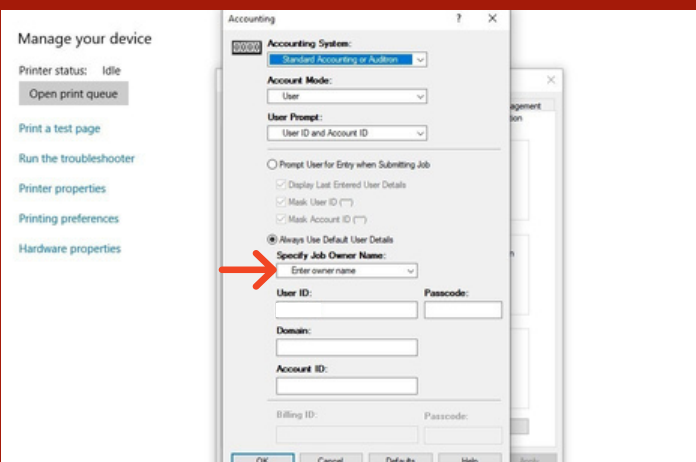
Set up your PIN .  
Make sure you have logged in to the printer and gotten ID.

## Step 12.1

Go into Settings>Devices>Printers & Scanners. Click on "Manage" and click on "Printer Properties".

## Step 12.2

Click on "Configuration" then click on "Accounting".



## Step 12.3

Change Specify Job Owner Name to "Enter Owner Name".

## Step 12.4

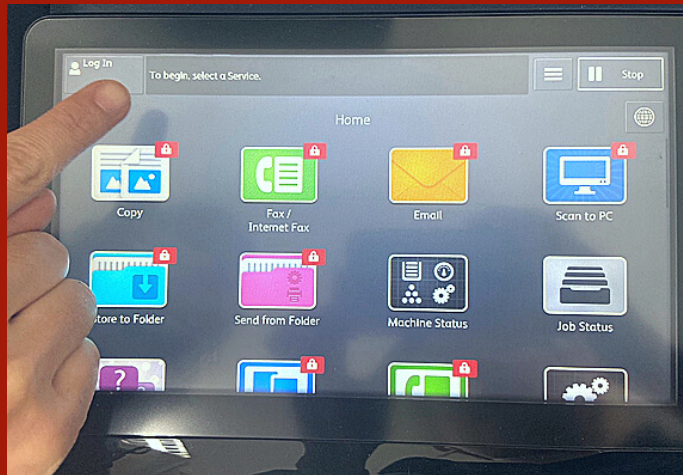
Key your user ID that you set at the printer in the "User ID".

## Step 12.5

Click OK and then click Apply.

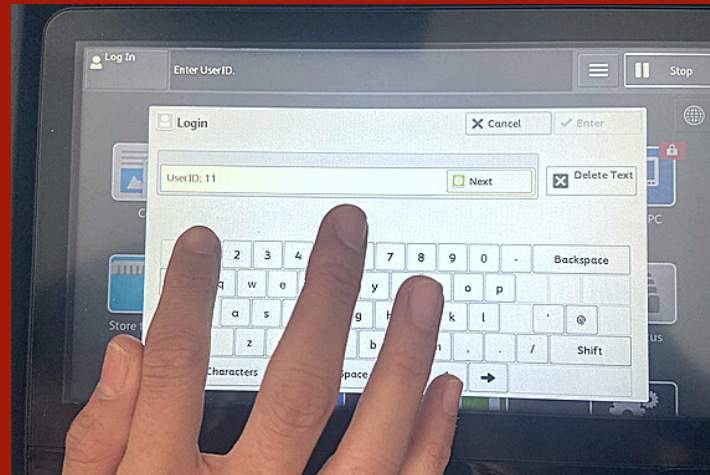
\*\* Your Port Protocol and Port Number must be LPR and 515.

# How to Access a CMKL Printer



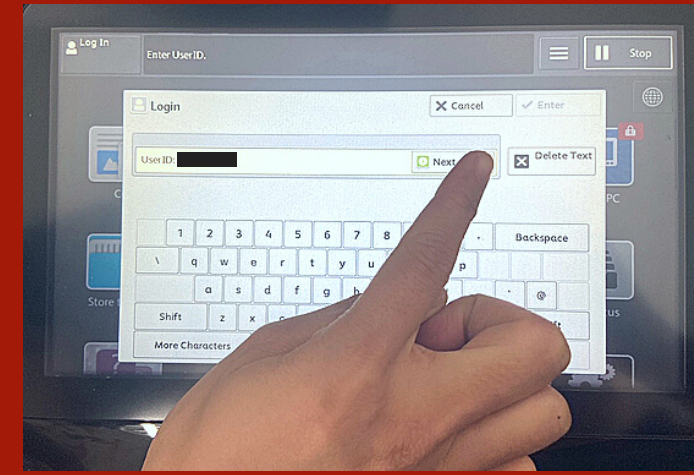
## Step 1

Log in to your account on the printer.



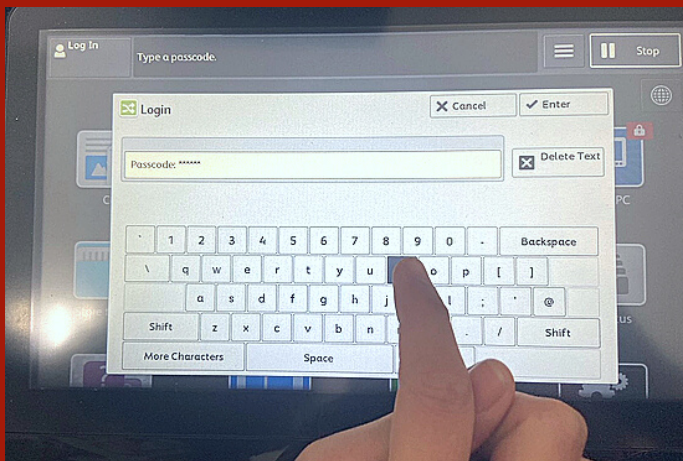
## Step 2

User ID is your first name (all lowercase)  
e.g.: john



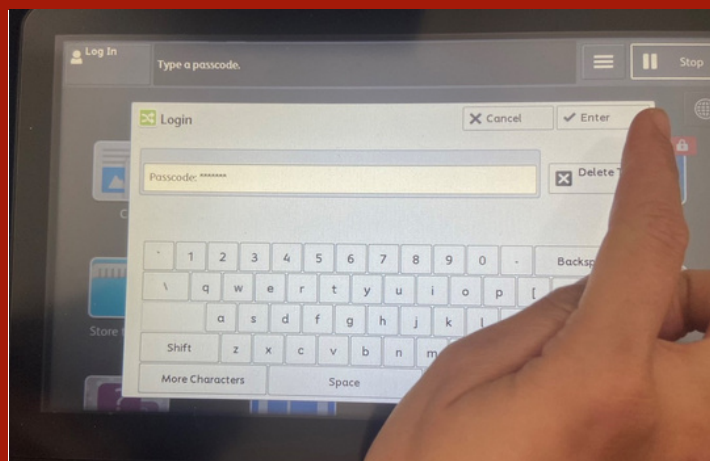
## Step 3

Press the green 'Next' button to go next step.



## Step 4

Passcode is your CMKL email address  
**without @cmkl.ac.th.**  
e.g.: john@cmkl.ac.th → john



## Step 5

Press the 'Enter' button.



## Step 6

You will be able to print documents.

— You Are Now  
Set Up to Print —