香港浸會大學
HONG KONG BAPTIST UNIVERSITY

COLLEGE OF 國際學院
INTERNATIONAL EDUCATION

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.

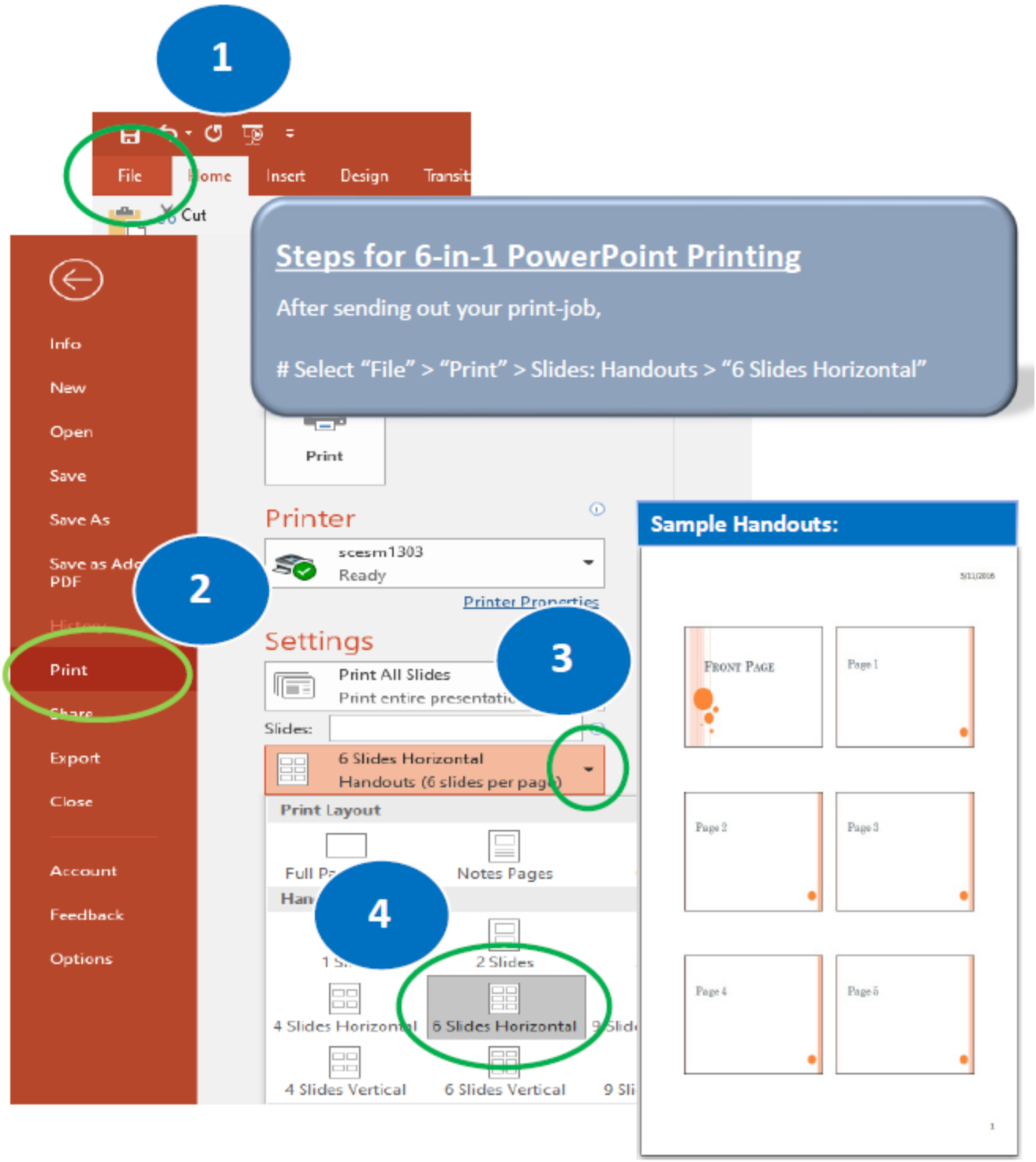
- ✅ Bring your Student Card to access
- ✅ Keep venue clean and tidy

- ❌ Eat & Drink
- ❌ Last-minute printing before class
- ❌ Reserve computing places with personal belongings

PC Kiosks & Express Printing

Lobby
12 - 14/F
1 - 5/F
1/F LC

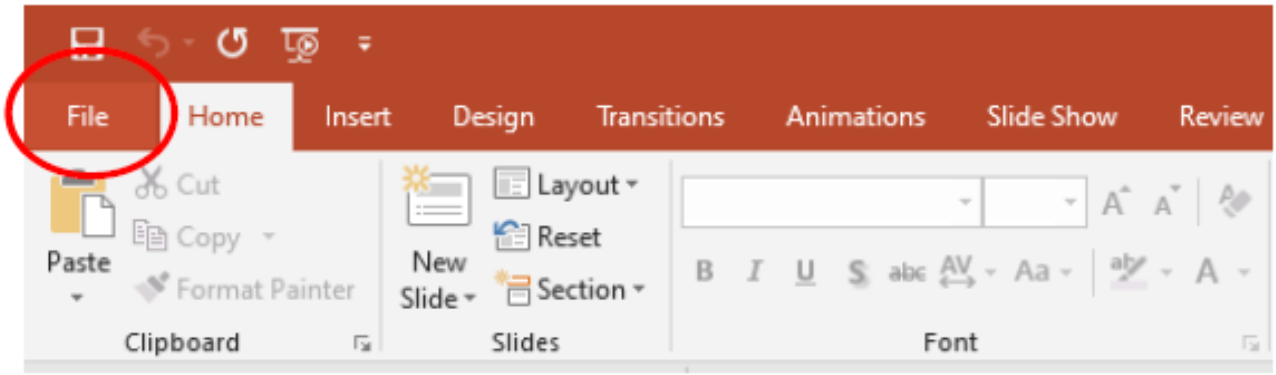
PowerPoint : 6-in-1 Green-Printing Steps



Enhance Printing Speed of PowerPoint Lecture Notes

1 Enhance PowerPoint Printing Speed.

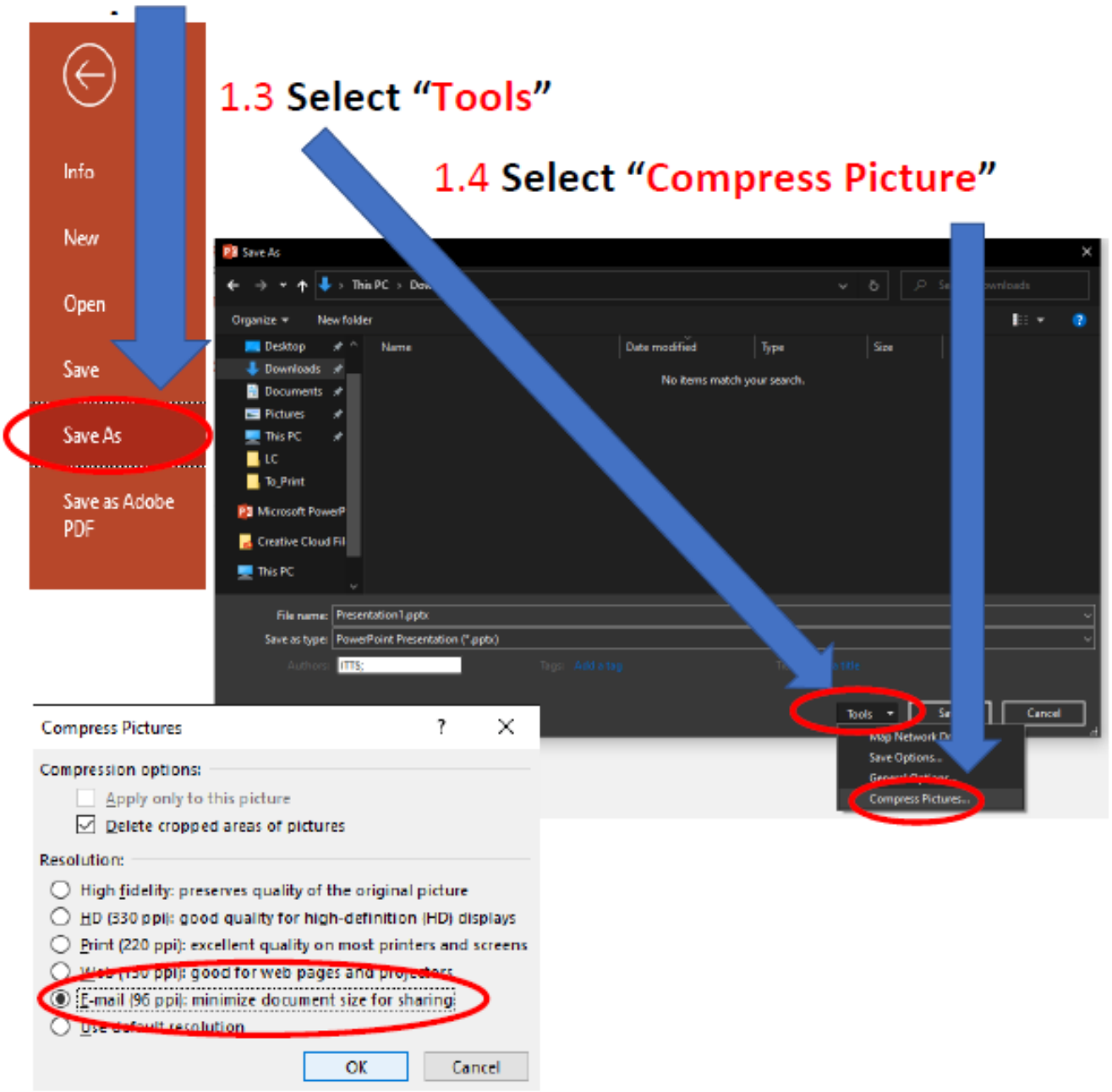
1.1 Select 'File' on the above tabs of the main window.



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.

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.

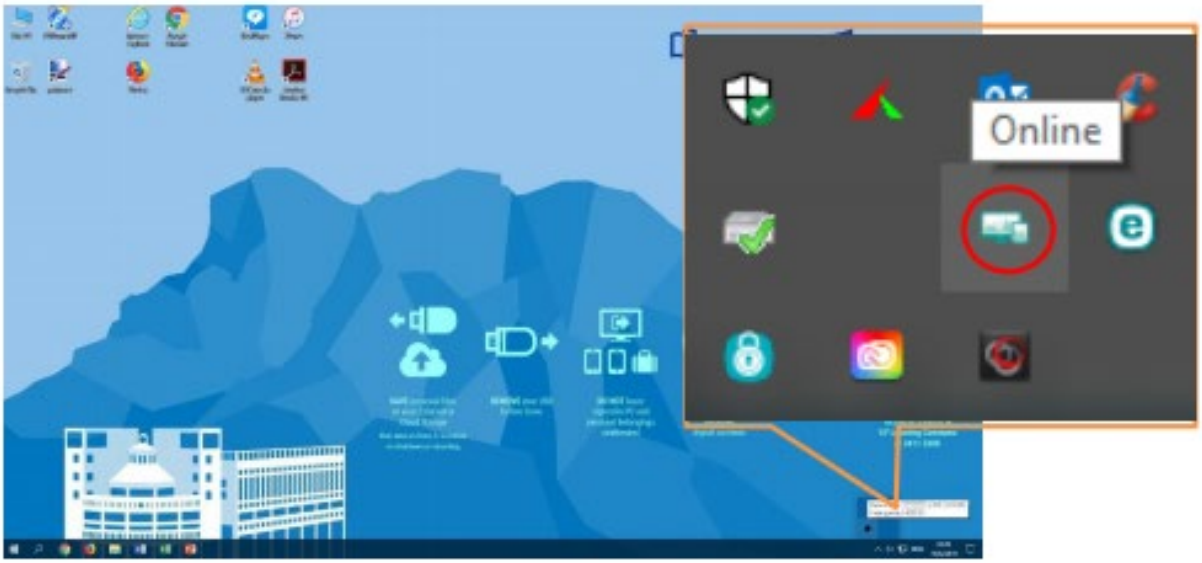
Mobile Printing Client App – Install client app if you need to combine multiple pages into a single sheet.

- Windows
- macOS
- Android
- iPhone/ iPad

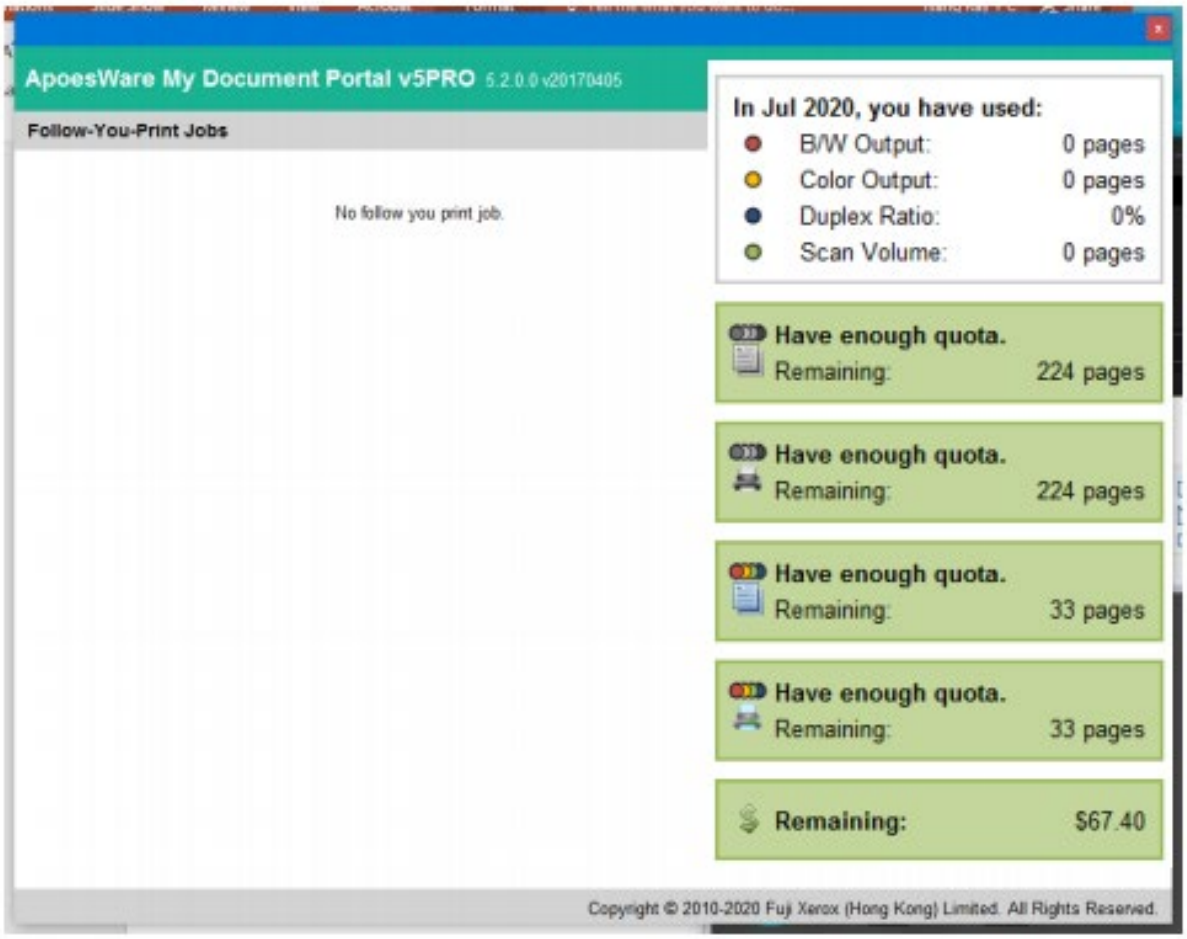
How to Check Print Quota

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.



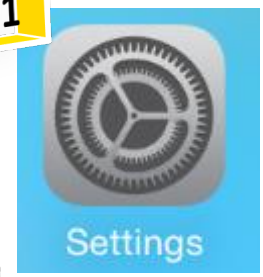
Wi-Fi Setup & Hotspot Area

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

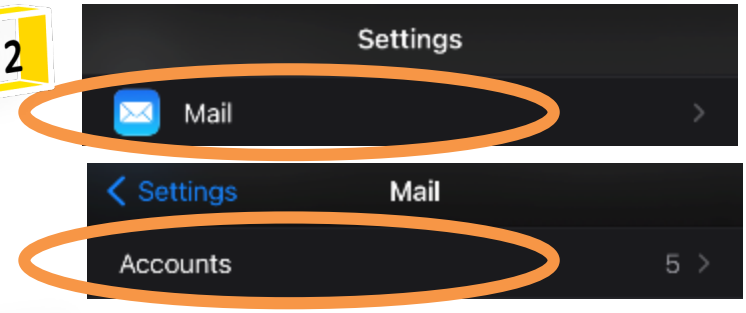
Floor	Covered Area
14/F - 12/F	• Bioeco, Food & Nutrition Science Lab • Classroom, Creative Science & Psychology Lab
11/F - 7/F	• Classrooms & Multi-Functional Room • Sky Garden • MI-Lab and Comm:aLive Studio • Language Lab & Lecture Theatres • Multi-Media Lab
6/F	• Student Development Centre
5/F – 2/F	• 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

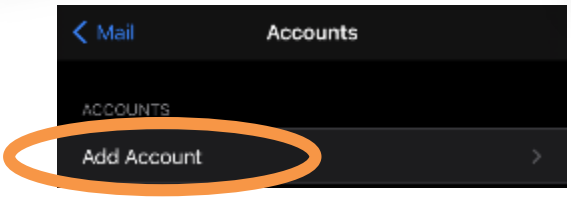
Step 1



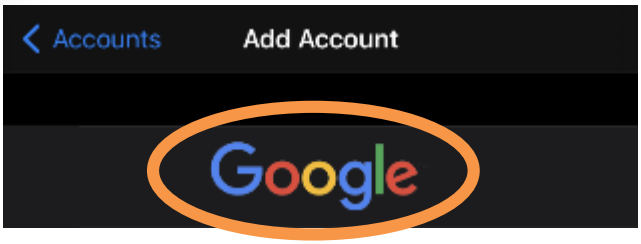
Step 2



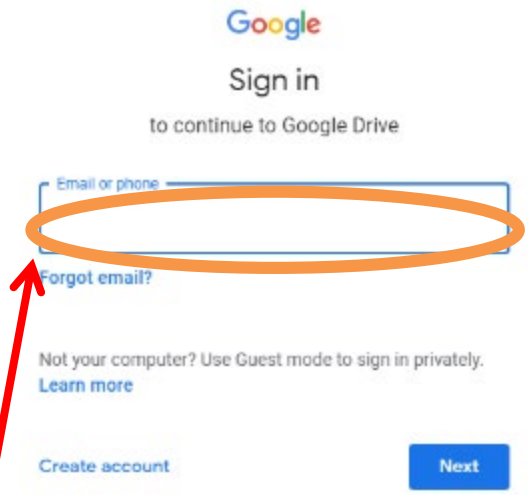
Step 3



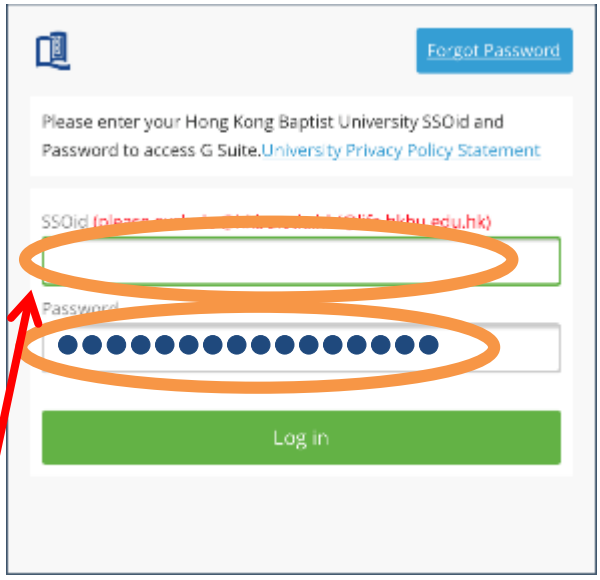
Step 4



Step 5

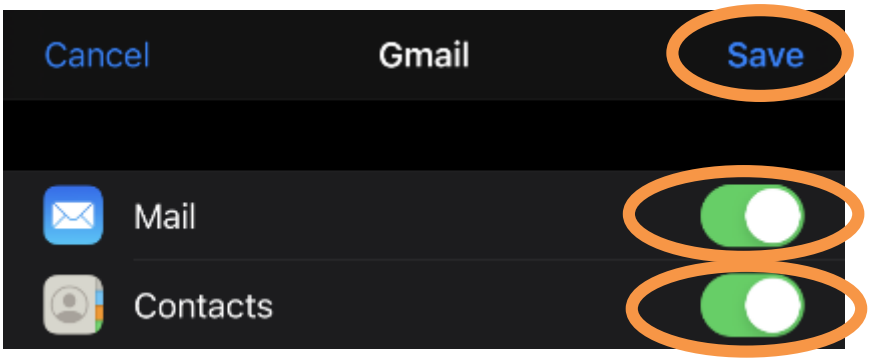


"Student ID"@life.hkbu.edu.hk



Student ID

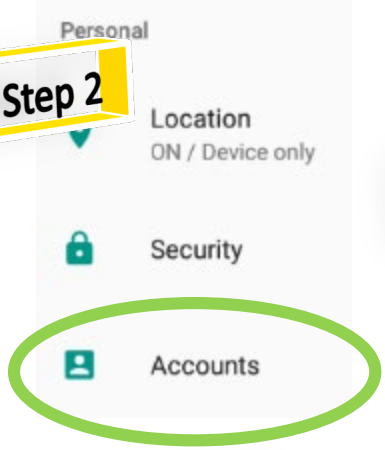
Step 6



Student E-mail Setup on Android Phone

Step 1

Step 2



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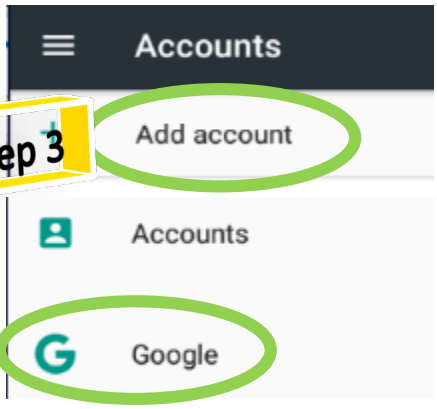

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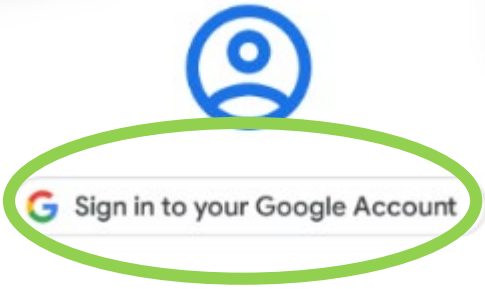
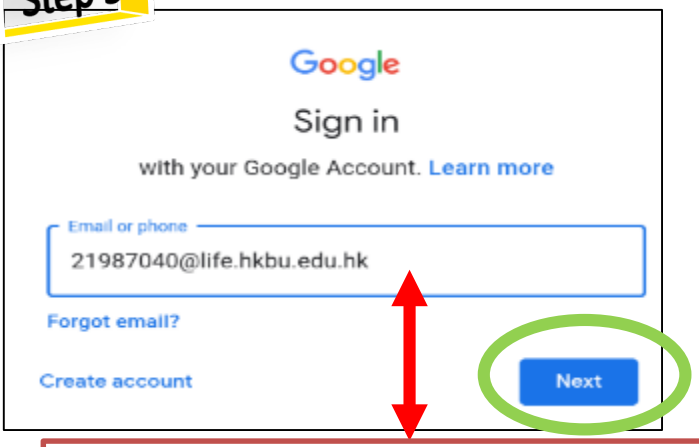


Step 5



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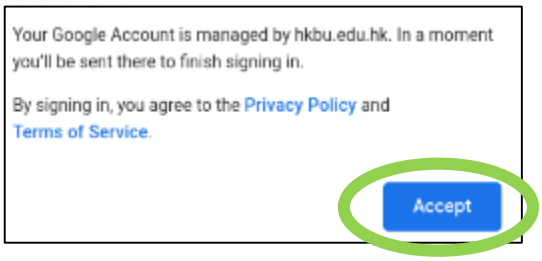
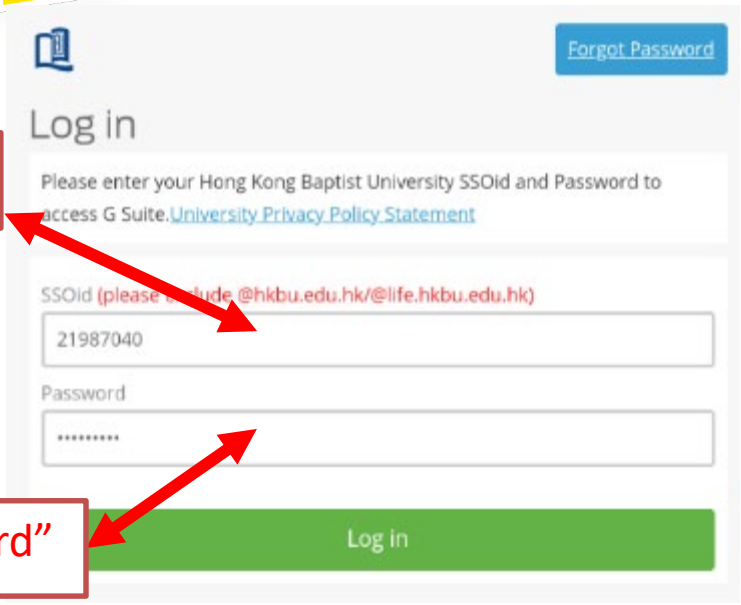
Step 6



Step 7



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