Wi-Fi Printing
via
Web Print User Guide

Version 1.5

College of Professional and Continuing Education

The Hong Kong Polytechnic University

Prepared by ITU
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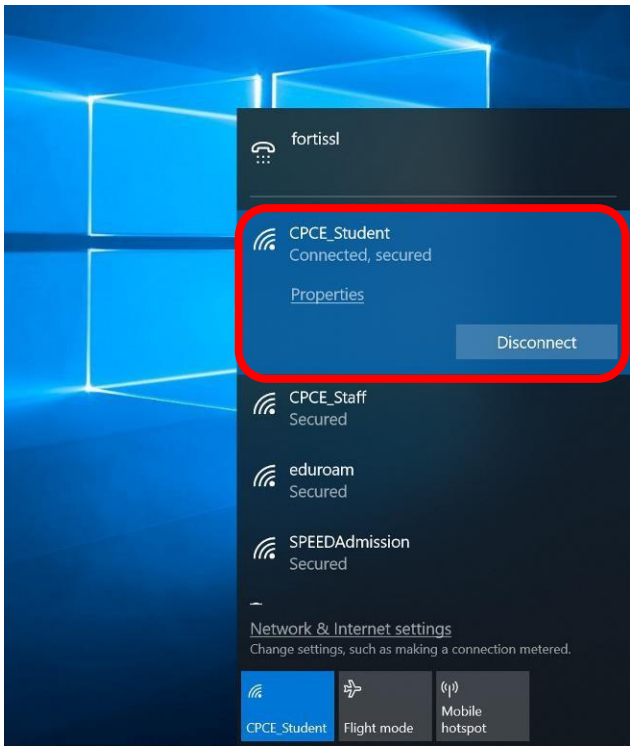
1) **On campus**: connect the notebook to the **CPCE_Student** Wi-Fi network

Off campus: connect Wi-Fi or network



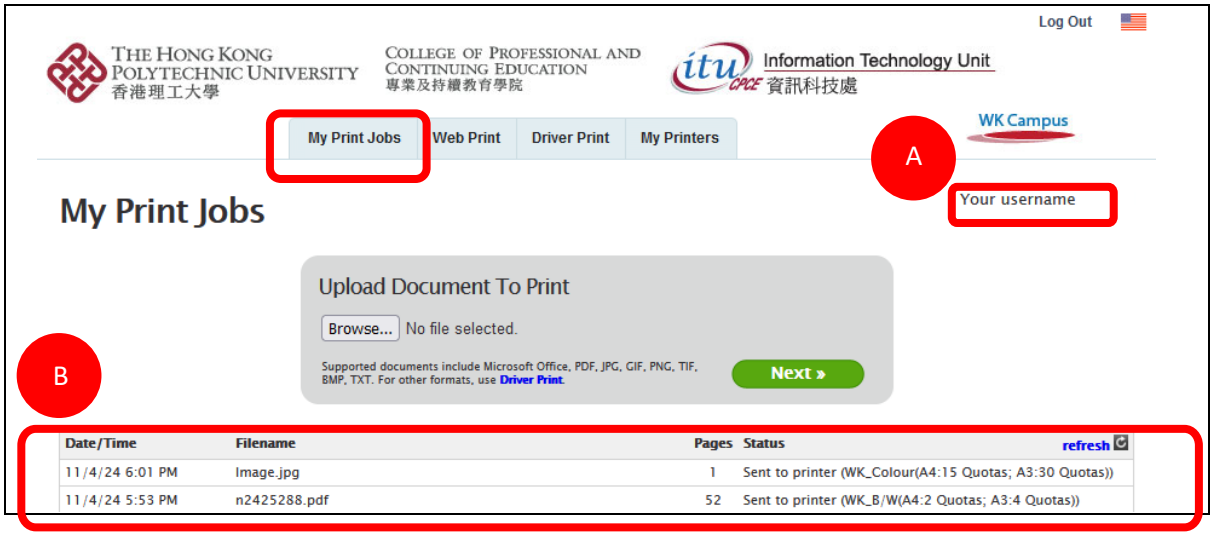
2) Visit the **ITU Wi-Fi Printing** web page, then log in with the student ID and password

"https://wkwifiprint.cpce-polyu.edu.hk" for Campus Printer

3) On the **'My Print Jobs'** page, the user can check the below information:

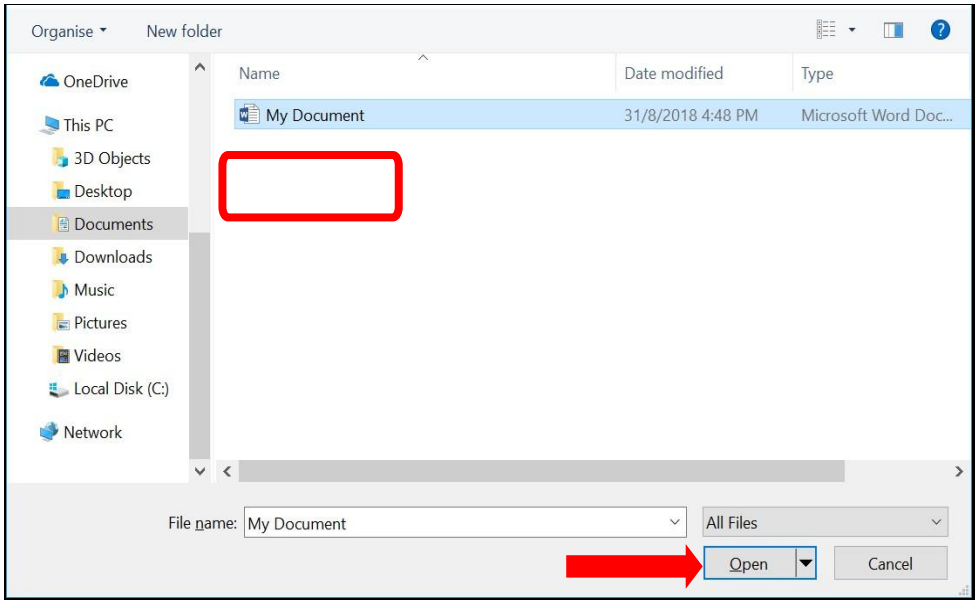
Ⓐ Login ID

Ⓑ Print Jobs history by using WifiPrint



4) Select '**Web Print**' page, click **'Choose File'** to select the document

5) Select the document for printing, then click '**Open**'



6) Click **'Next'** to Upload the document

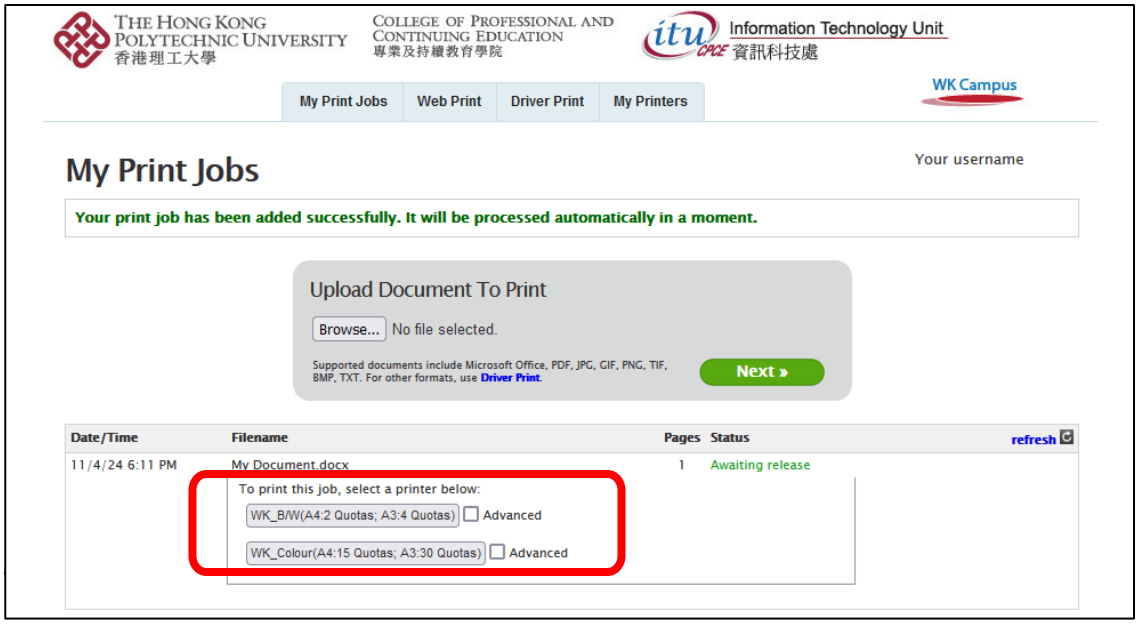
File Support and Upload Notes:

- General Microsoft Office (Word, Excel, and PowerPoint) formats are supported; however, special formats such as templates or macro-enabled files (docm, dot, dotx, docm, odt, xlsm, xlsb, xltx, xltm, xlt, ods, pptm, potm, odp, etc.) are not.
- If you encounter an error uploading from a cloud drive (Google Drive, OneDrive, iCloud), download the file to your device before uploading to the Wi-Fi Print system.
- Please note that **only files without passwords can be printed**. For Android devices with Chrome, follow the steps in "Additional Settings Before Printing" to remove the password.

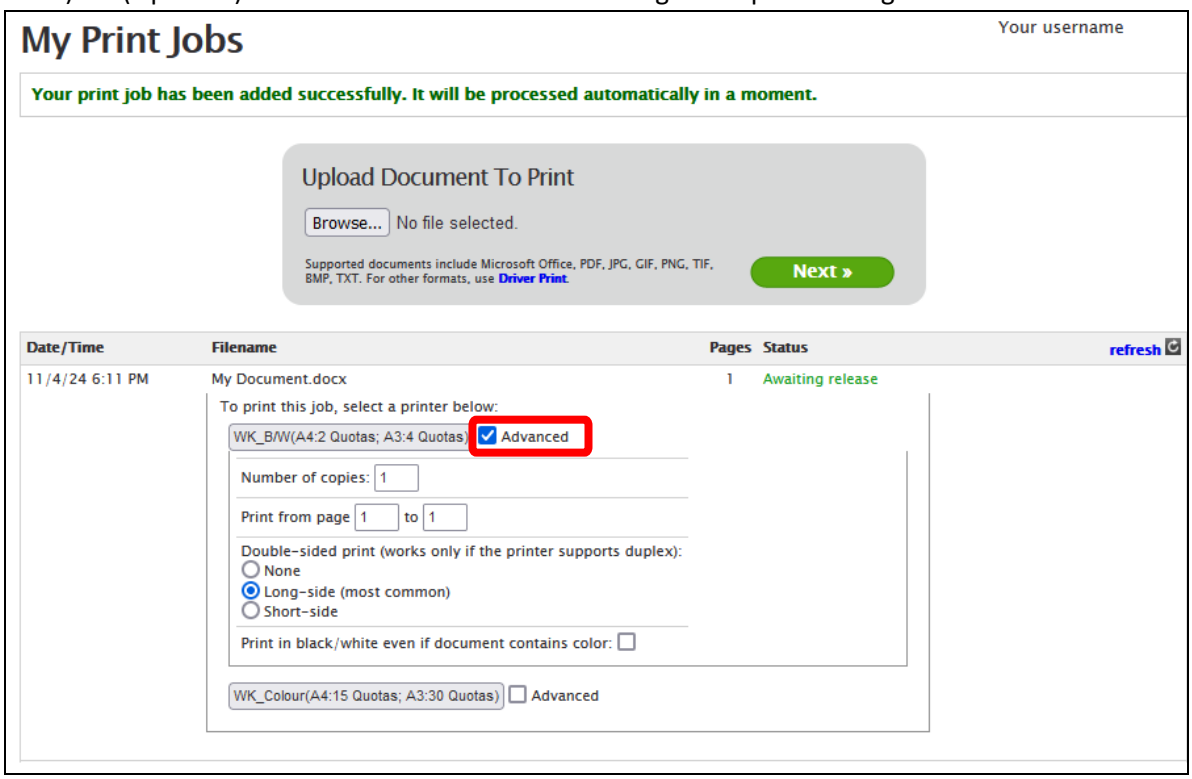
7) Select a printer for printing:

WK_B/W - **For black and white printing**

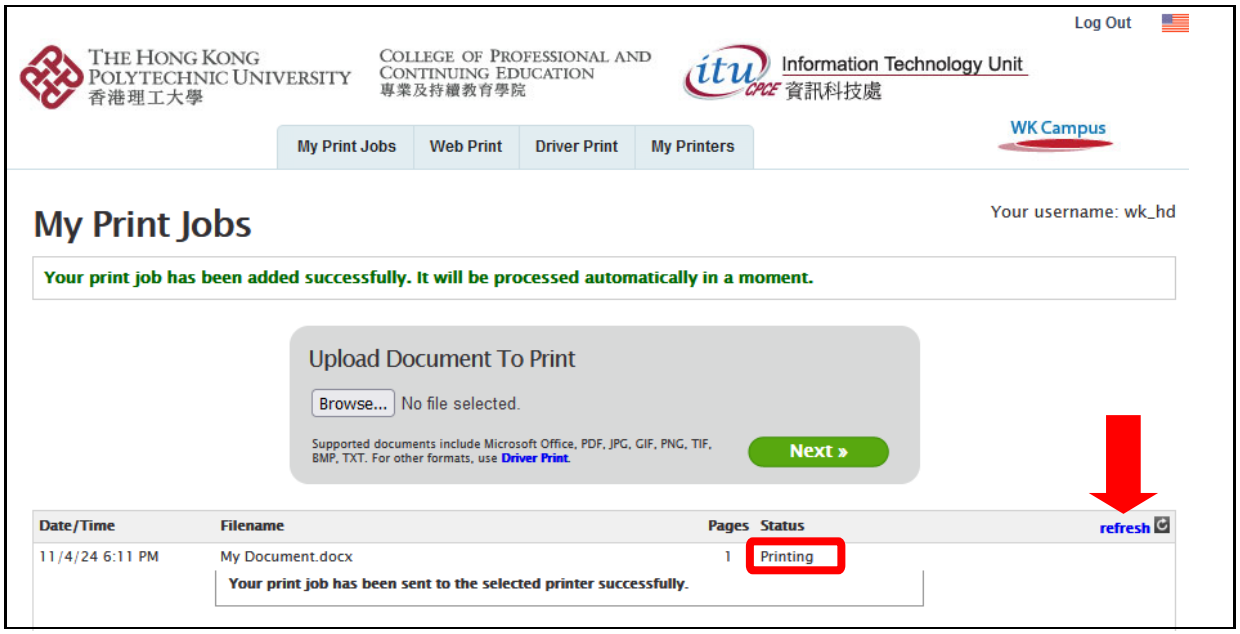
WK_Colour - **For colour printing**



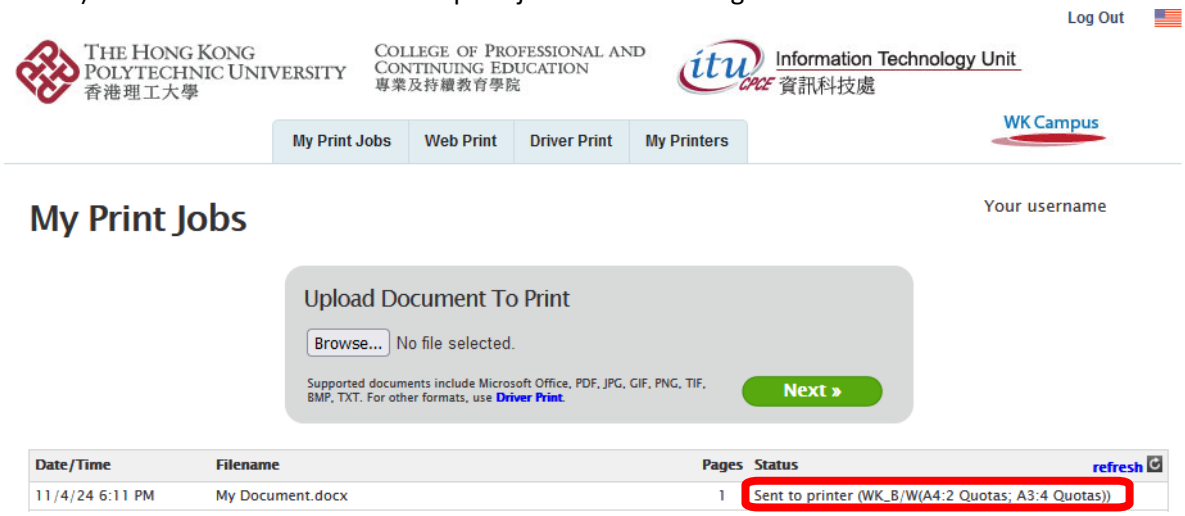
8) (Optional) Click the **'Advanced'** checkbox for general print settings



9) Waiting for uploading print job. Click **'refresh'** to update status.



10) Go to KM Printer to release print jobs if status changed.



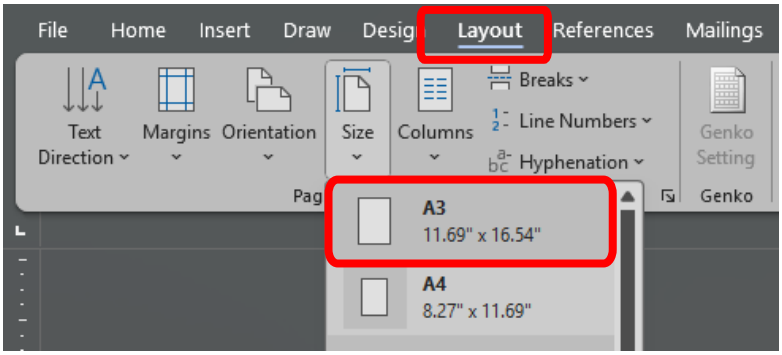
Additional settings before printing

To print multiple pages per sheet, please follow the user guide below the URL.

How to save PowerPoint with multiple pages per sheet PDF document:
http://it-training.cpcepolyu.edu.hk/mod/resource/view.php?id=1081

To print A3 using the Wifi-Print service, please set the layout to A3. Follow these steps to set the layout to A3 in Microsoft Word as an example:

- Open your document in Microsoft Word.
- Go to the "Layout" tab.
- Click on "Size" and select "A3" from the dropdown menu.
- Adjust your content as necessary to fit the new page size.
- Save your document.



To print a password-protected PDF file, please follow the steps below.

Remove the password from a PDF:

For Android:

- **Using Google Chrome or Google Drive PDF viewer**:
  - Open the password-protected PDF in Google Chrome or Google Drive PDF viewer.
  - Enter the password to view the PDF.
  - Tap the three-dot menu and select "Print."
  - Choose "Save as PDF" and save the new file without a password.

Apple does not provide a way to remove PDF passwords on iPhone/iPad without third-party apps. Please consider using a computer to print or the driver print method.

** Methods may change with future updates of iOS, Android, or related apps. Device conditions and software versions vary, so steps might not work the same on all systems. Please verify on your own device before proceeding.