PRINTER GUIDE

CARD LOG IN

1. Scan your Student ID Card over the [Scan Your Student Card Here] label

2. Now that you are logged in you will see your print jobs appear
MANUAL LOG IN

1. Select [Username and Password]

2. Select the empty field under [Username]

3. Key in your University of Melbourne username

4. Select [OK]

5. Select the empty field under [Password] and enter your password

6. Select [OK]

7. Now that you are logged in you will see your print jobs appear
PRINT RELEASE

1. Select the print job(s) you wish to print

2. Select the [Print jobs(s)] button

3. Selected print jobs will appear

4. Select [Print All]

5. Jobs will print and message will appear, Select [OK]