



THE UNIVERSITY OF  
MELBOURNE



**STUDENT PRINT**  
a seamless way to print

## RECHARGE KIOSK GUIDE

### MANUAL LOGIN

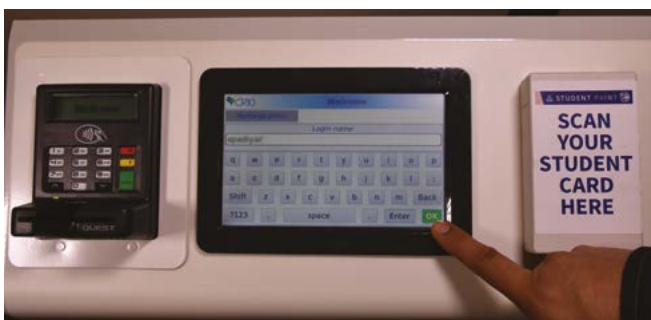
1. Select [Recharge] icon



2. Key in your University of Melbourne username



3. Select [OK]



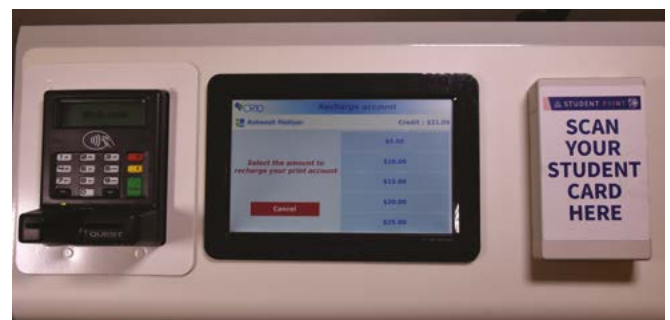
4. Select the empty field under [Password] and type in your password



5. Select [OK]



6. Now that you are logged in you will see your account credit and recharge amounts to select from.

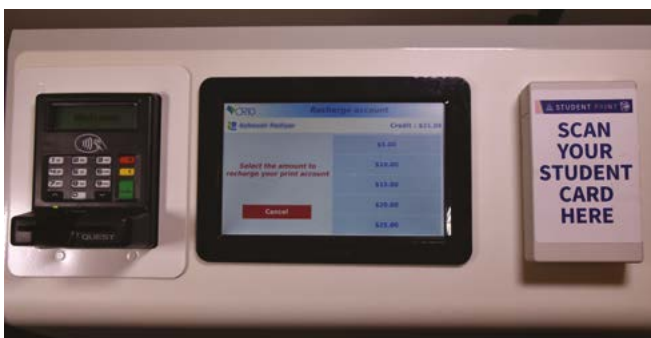


## CARD LOGIN

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 account credit and recharge amounts to select from.



## RECHARGE

1. Select recharge amount: \$5, \$10, \$15, \$20, & \$25



2. The Quest eftpos terminal will update with the amount. Follow the prompts on the Quest eftpos terminal pin pad and complete your recharge.



If you do not have a credit/debit card available, you can top-up on the print portal at: **print.unimelb.edu.au**. However, you will need to know details of your card to complete the process.