



WEB PRINTING

- 1. Open the URL: print.unimelb.edu.au
- 2. Enter [Username] and [Password] to login
- 3. Select [Web Print]

- 7. Select [Upload Documents]
- 8. Select [Upload from computer] or drag the files to the box
- 9. Select [Upload & Complete]

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- 4. Select [Submit a Job]
- 5. Choose the print type

[A4 Black & White one-sided] [A4 Colour one-sided] [A4 Black & White two-sided] [A4 Colour two-sided]



6. Select number of copies

		8.					
			Drag files here	e l			
			Upload from comp	uter			
The following file type ppe, ppem, ppex, ppt, jpe, jpeg, jpg, png, tif, t	s are allowed: Mic optm, ppbc Micros iff XPS xps	rosoft Excel star oft Word doc, d	n, xis, xisb, xism, x ocm, docx, dot, do	tse, altm, xite Mi itm, dobc, rtf, bd	crosoft Po PDF pdf Pi	werPoint pot, p icture Files bm	oolm, pobs, ppan p, dib, gif, jfif, jif,
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- **10.** Go to any student printer or multi-function device (MFD)
- **11.** Tap the student card and select the [Print All] button in the top right-hand corner, OR select the specific job to release