STUDENT PRINT
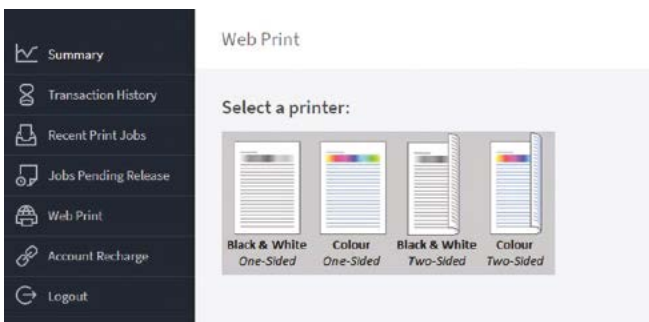### a seamless way to print

WEB PRINTING

1. Open the URL: **print.unimelb.edu.au**

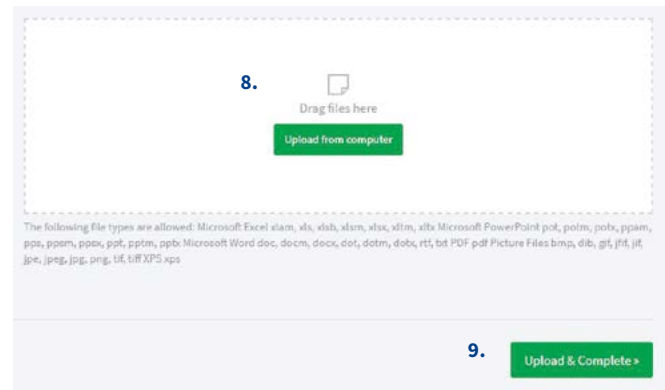**2.** Enter [Username] and [Password] to login

3. Select [Web Print]

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

7. Select [Upload Documents]

8. Select [Upload from computer] or drag the files to the box

9. Select [Upload & Complete]

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