



THE UNIVERSITY OF
MELBOURNE



STUDENT PRINT
a seamless way to print

MULTI-FUNCTION DEVICE (MFD GUIDE) SCAN, PRINT FROM USB, STORE TO USB

SCAN TO EMAIL

1. Select [Scan]. Your email will show under [To]. This is defaulted to the email account you logged in with. Place document onto the feeder or onto the glass.



2. Select [Start]



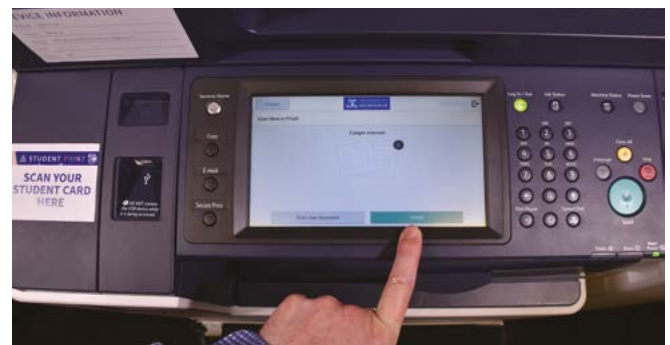
3. Select [Preview]



4. Select [Send]



5. Select [Finish]



PRINT FROM USB (NOT AVAILABLE ON EVERY DEVICE)

1. Select [Access Device] icon



4. Select [Confirm]



2. Your account details and balance will appear, select [Access Device]



5. Select [Select From list]



3. Select [Media Print - Text] Insert your USB into the port left of the screen



6. Browse list and select file



7. Select [Start] button



8. File will print



9. To check print job status, select [Job Status] button



10. Select [Completed Jobs] to find your job

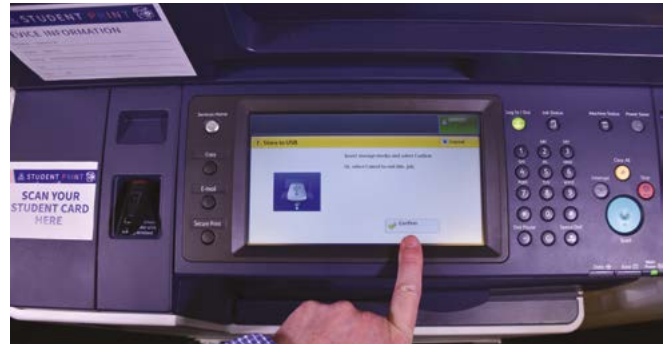


STORE TO USB (NOT AVAILABLE ON EVERY DEVICE)

1. Select [Access Device] icon



4. Select [Confirm]



2. Your account details and balance will appear, select [Access Device]



5. Place document in the feeder or onto the glass

6. Select scanning options



3. Select [Store to USB] Insert your USB into the port left of the screen



7. Select [Start] button



10. Select [Completed Jobs] to find your job



8. File will scan and store to USB



9. To check scan status select [Job Status] button

