



THE UNIVERSITY OF
MELBOURNE



STUDENT PRINT
a seamless way to print

MULTI-FUNCTION DEVICE (MFD GUIDE) LOGIN, PRINT RELEASE, AND NAVIGATION

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 three icons [Print Release], [Access Device], [Scan]. Navigate through the device functions.



MANUAL LOG IN

1. Select the empty field under [Username]



4. Select the empty field under [Password], enter password and select [Enter]



2. Type in your University of Melbourne username



5. Select [Log in]



3. Select [Enter]



6. Now that you are logged in you will see three icons [Print Release], [Access Device], [Scan]. Navigate through the device functions.



PRINT RELEASE

1. Select [Print Release]



2. Select the print job you wish to print



3. Select the print icon on the right hand side of the screen to print the select job or press the 'recycle' icon (bin) to delete the selected job.



4. Alternatively, if you have print jobs pending a ribbon will appear across the top of the screen upon login



NAVIGATION

Now that you are logged in you will see three icons [Print Release], [Access Device], [Scan].

1. To navigate through to other device functions select [Access Device].



- [Print Release], [Access Device], [Scan] - Select the [PaperCut] icon.



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



5. You will now be back at the main menu screen.



3. You will see the following icons [Copy], [Email], [Store to USB], [PaperCut].



4. To navigate back to the main three icons