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]

2. Type in your University of Melbourne username

3. Select [Enter]

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

5. Select [Log in]

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 selected 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].

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

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

4. To navigate back to the main three icons [Print Release], [Access Device], [Scan] - Select the [PaperCut] icon.

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