Print Release

1. Tap your Student ID card, or enter your username & password.

2. **TO PRINT ALL YOUR QUEUED JOBS**
   - Press [Print all] at the top right.

3. **TO PRINT SELECTED JOB(S)**
   - Press the ‘Print Release’ button.
   - Select the jobs you would like to release and press [Print] at the bottom right.

4. Collect your printing, and don’t forget to log out!

Scan to Email

1. Tap your Student ID card, or enter your username & password.

2. Press the ‘Scan’ buttons.

3. Place your document on the flatbed, or organise your pages in the top feeder (face-up).

4. Press the [Start] button.

5. Press the below sequence:
   - [Preview…] → [Send] → [Finish]

6. Check your student email, and don’t forget to log out!

Photocopying

1. Tap your Student ID card, or enter your username & password.

2. Press the ‘Access Device’ buttons, then the ‘Copy’ option.

3. Place your document on the flatbed, or organise your pages in the top feeder (face-up).

4. Select your options, and use the keypad to enter the quantity to print.

5. Push the ‘Start’ button.

6. Collect your copies, and don’t forget to log out!

Recharging and pricing

Add credit to your Student ID card at [print.unimelb.edu.au](http://print.unimelb.edu.au) or at a recharge kiosk (Baillieu, Giblin Eunson or ERC).

Scanning is free of charge.

<table>
<thead>
<tr>
<th></th>
<th>A4</th>
<th>A3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Black and White</strong></td>
<td>1-sided</td>
<td>$0.11</td>
</tr>
<tr>
<td></td>
<td>2-sided</td>
<td>$0.21</td>
</tr>
<tr>
<td><strong>Colour</strong></td>
<td>1-sided</td>
<td>$0.20</td>
</tr>
<tr>
<td></td>
<td>2-sided</td>
<td>$0.38</td>
</tr>
</tbody>
</table>

Read more about Student Print: [go.unimelb.edu.au/2qm6](http://go.unimelb.edu.au/2qm6)