



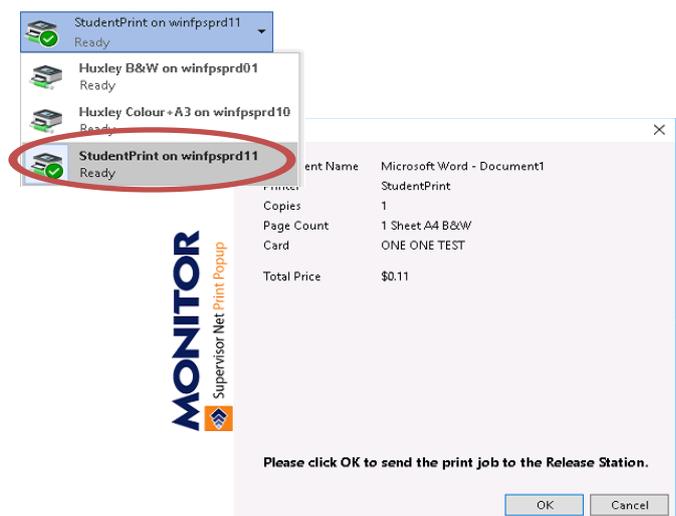
Getting Started with StudentPrint:

If StudentPrint is enabled at your location, when you select print in any program you will see the StudentPrint queue - named '**StudentPrint**' - along with the normal location based printers. Select **StudentPrint** as your printer and print your job as normal, check the colour and single/double sided settings (StudentPrint will default to B&W/Single sided). Remember you will need your Student Card to swipe at the Photocopier to release your printing.

Select print and wait for the Print Confirmation window to appear.

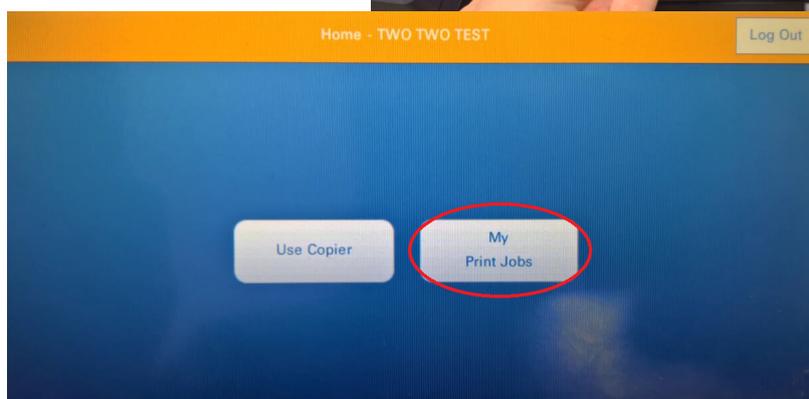
Double check your print job settings and if this is correct and you are happy to accept the printing charges click 'OK' or otherwise click 'Cancel'.

Your job is now queued, ready for you to print (your print jobs will remain available for 24 hours from when you send them to the StudentPrint queue).



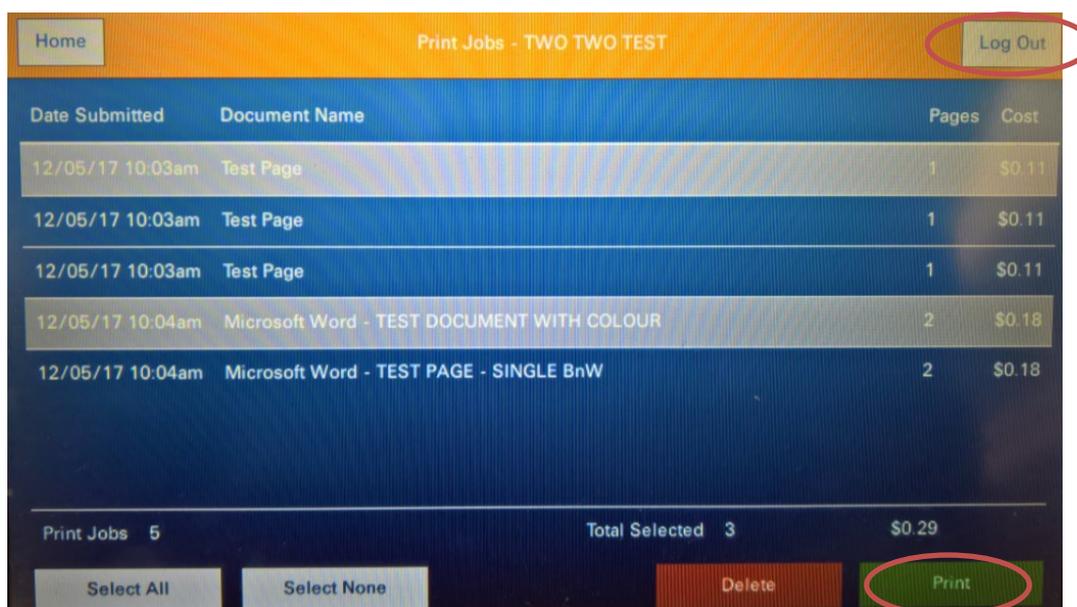
When you are ready make your way to the most convenient Photocopier and swipe your StudentID Card to login/access your queued print jobs.

From the Photocopier Touch Panel Select 'My Print Jobs', this will show a list of all the jobs sent from your login to the StudentPrint print queue.



Select the print job/s that you wish to print from the Touch Panel and select Print, this will release the jobs and print immediately from the Photocopier. Continue selecting and printing more jobs (or select multiple jobs at once) until you are done.

When you are finished select 'Log Out', if you forget to log out no need to worry your session will time out after a few seconds of inactivity.



If you have any questions or feedback regarding printing or would like assistance please speak with the support staff in the print area or phone the IT Service Desk on (02) 4921 7000 between 8am and 6pm on University business days.