

How to...

Use 'Find Me' Printing

Introduction

This guide will show you how to use 'Find Me' PaperCut printing. This is a driverless, web-based printing service that allows you to print to any multi-function device (MFD) on campus by logging in and retrieving your print job. It reduces print waste (e.g. if you change your mind about printing or need to edit your document) and provides security as jobs will only be released to the authorised user.

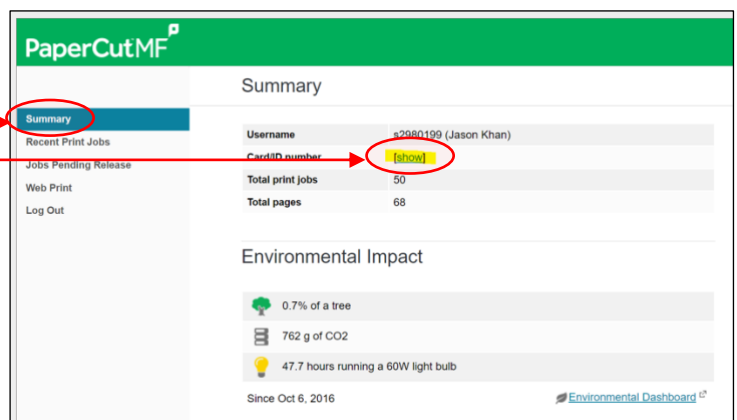
Step 1: Access your personal PaperCut portal

- 1 Open <https://na-prd-pcpas1.corp.griffith.edu.au> in your web browser. Enter your sNumber and password, then select **Log in**.

PLEASE NOTE: You will not be able to access this link if you are working from home without a VPN connection.



- 2 Select **Summary**, then next to **Card/ID Number** select **show**. This will reveal your backup PIN (also known as your Card/ID Number). You can use this to log in if you haven't got your staff access card with you.

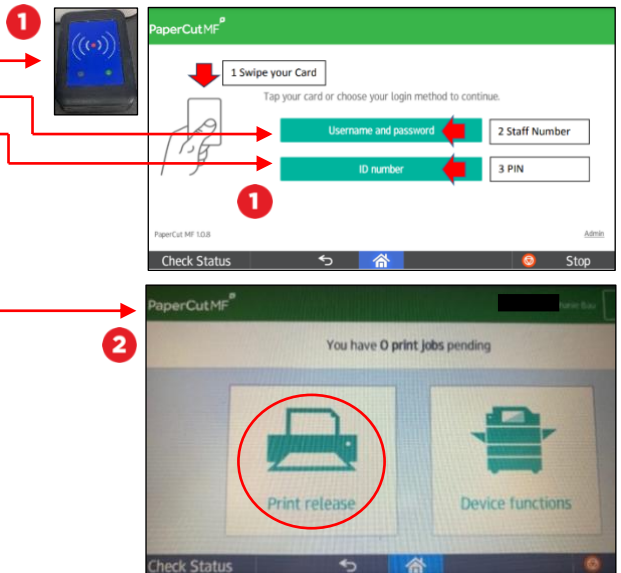


Step 2: Log into a multi-function device (MFD)

1 Ensure your device is not in sleep mode, then:

- swipe your **staff card**, or
- enter your **sNumber and password**, or
- enter your **PIN**

2 Select print release and find your job to print.



The diagram illustrates the login process on a PaperCut MF device. It shows two screenshots of the device's interface. The first screenshot, labeled with a red circle '1', shows the login screen with the following options: '1 Swipe your Card', 'Username and password', '2 Staff Number', 'ID number', and '3 PIN'. A red circle '1' is placed next to the 'ID number' field. The second screenshot, labeled with a red circle '2', shows the main menu with the text 'You have 0 print jobs pending' and two icons: 'Print release' (circled in red) and 'Device functions'. Red arrows indicate the flow from the list items to the device and the login screen, and from the 'Print release' icon to the second screenshot.