# How to…
Print from a Griffith Apple computer

Introduction

This guide will show you how to print at Griffith University from a Griffith Apple lab computer. The Ricoh PaperCut print system used on our Multi-function Devices (MFD) provides flexibility and security. It features Myprint_Student which allows you to retrieve your jobs from any available MFD on campus.

⚠️ **Note: Griffith Apple lab computers must be connected to the Griffith physical network or [Griffith wireless network](#) (not Eduroam) to print on campus.**

## Step 1: Sign in and install the Myprint_Student queue

1 Click on the **Printer** icon located on the top menu of the desktop. Select **View my printers**.
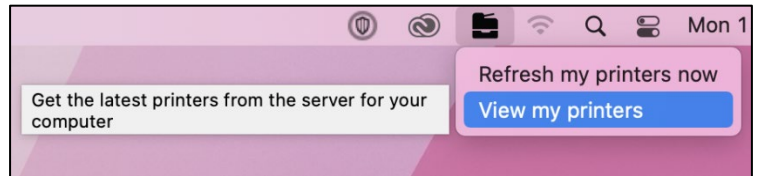
2 A PaperCut sign in window will appear.

Sign in with your **Griffith sNumber** and **Griffith password** then select **Sign in and add printers**.
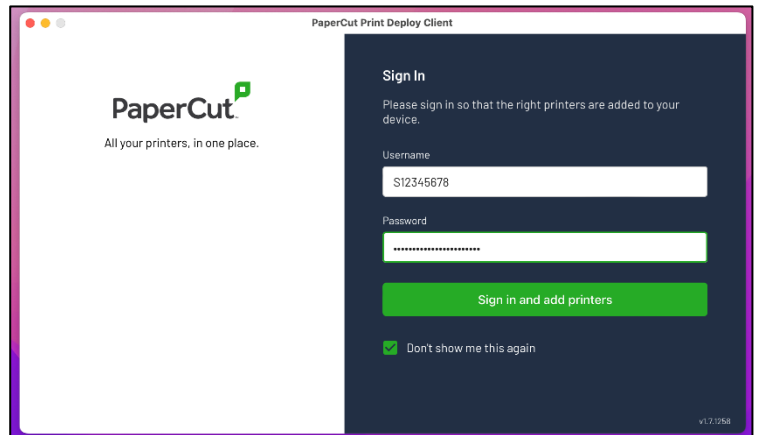
3 The **Myprint_Student** print queue will begin installing.

Once the **Myprint_Student** print queue has installed you can close the window.
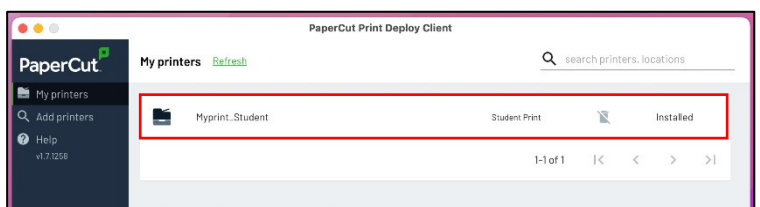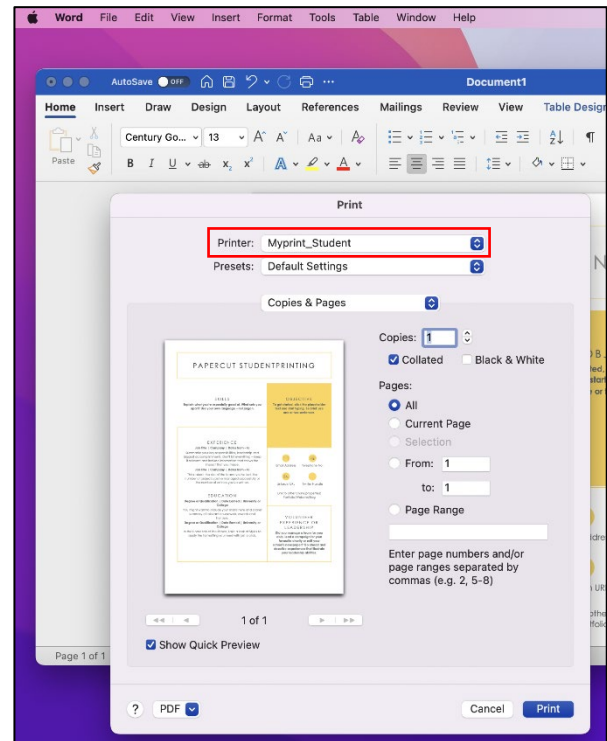
Step 2: Print your document

1 Open the document you want to print.

Check the print settings are correct (e.g. colour or black and white copies, double or single sided).

Select **Myprint_Student** from the list of available printers.

2 Check if your document has been successfully sent to the print queue by logging in to your **myPrint portal** at https://myprint.griffith.edu.au
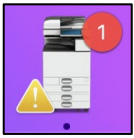
Select **Jobs Pending Release** where your print jobs will be listed.
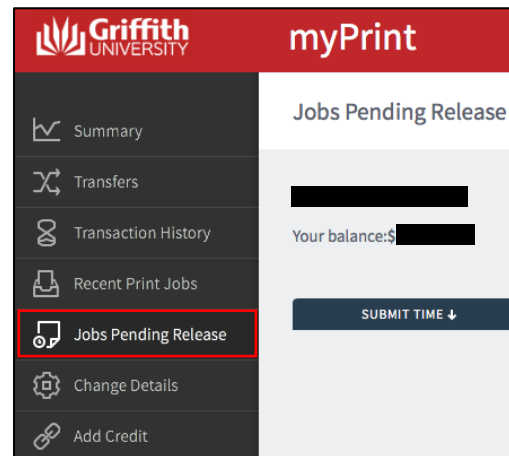
3 Locate a Griffith printer and login using your **Griffith sNumber** and **myPrint PIN**.

4 Select **Print Release** and then **Print**.

5 Remember to **log out** once you have finished printing.

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Troubleshooting

The first time you print you may see a bouncing printer icon.

1 Click on this icon.

2 You will then see a list of print jobs with a **Hold for Authentication** status.

3 Click on the retry button for one of these print jobs then enter your **Griffith sNumber** and **Griffith password**.

If you tick the **Remember this password in my keychain** option, this will be a one-off requirement **for this session**.

Future print jobs during this session will immediately print to the PaperCut system.

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