

## 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 <u>Griffith wireless network</u> (not Eduroam) to print on campus.

## Step 1: Sign in and install the Myprint\_Student queue

Click on the **Printer** icon located on the top menu of the desktop. Select **View my printers**.

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Get the latest printers from the server for your computer		Refresh my printers now				
		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.



The Myprint\_Student print queue will begin installing.

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Once the **Myprint\_Student** print queue has installed you can close the window.

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PaperCut	My printers Refresh		Q search printers, locations				
My printers Q Add printers	Myprint_Student		Student Print	X		Installed	
Help v1.7.1258			1-1 of 1	K	<	>	>



## Step 2: Print your document

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.

Check if your document has been successfully sent to the print queue by logging in to your myPrint portal at <u>https://myprint.griffith.edu.au</u>

Select **Jobs Pending Release** where your print jobs will be listed.



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₩ Summary	Jobs Pending Release
ズ Transfers	
S Transaction History	Your balance:\$
Recent Print Jobs	
Jobs Pending Release	SUBMIT TIME ↓
Change Details	
Add Credit	

Locate a Griffith printer and login using your **Griffith sNumber** and **myPrint PIN**.

Select Print Release and then Print.

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5 Remember to log out once you have finished printing.



## Troubleshooting

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





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

Enter you	r name and password for the printer Student".	
Nar	ne: s12345678	
Passwo	rd: •••••••	
Rem	ember this password in my keychain	
	Cancel	
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	Myprint_Student 1 Job	
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PERF	• Hold for Authentication - 1 page	0 0
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