


## Introduction

This guide will show you how to print at Griffith University from a Griffith Windows desktop or laptop. The 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 computers must be connected to the Griffith physical network or [Griffith wireless network](#) (not Eduroam) to print on campus.**

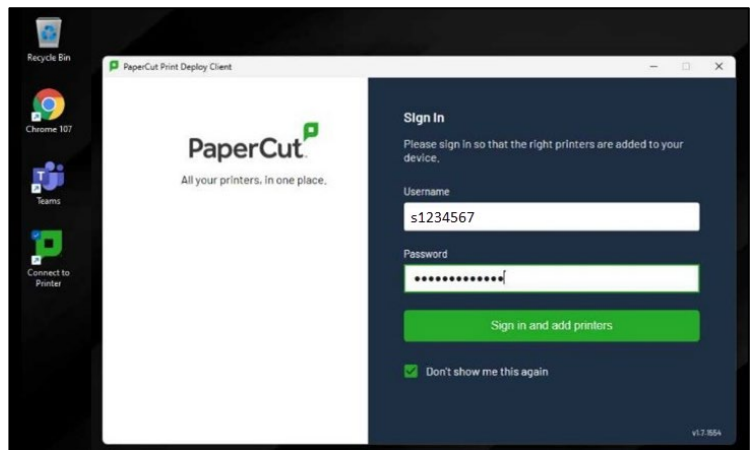
## Step 1: Sign in and install the Myprint\_Student queue

- 1 Double-click on the **Connect to Printer** shortcut on the desktop.

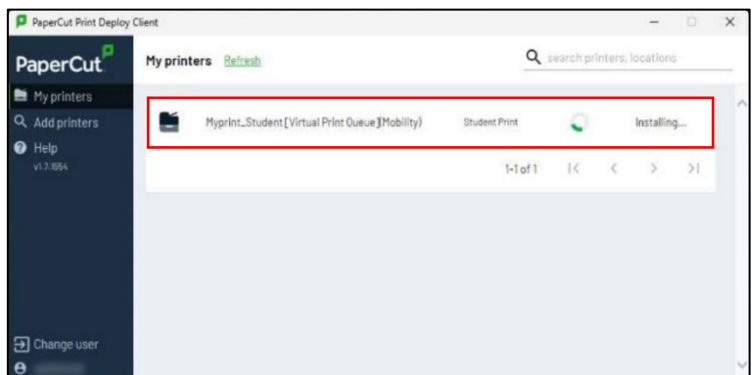


- 2 A PaperCut sign in window will appear.

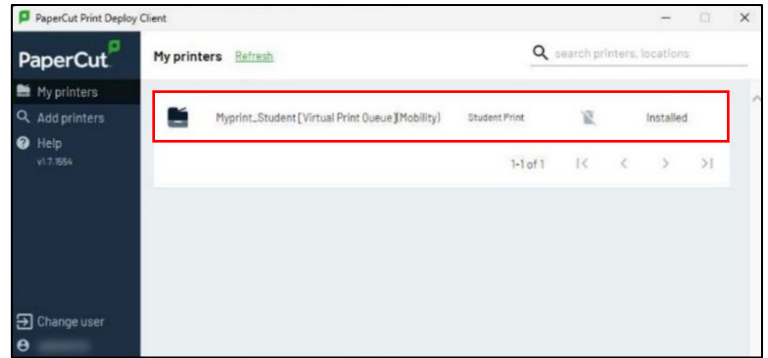
Sign in with your **Griffith sNumber** and **Griffith password** then click **Sign in and add printers**.



- 3 The **Myprint\_Student** print queue will begin installing.

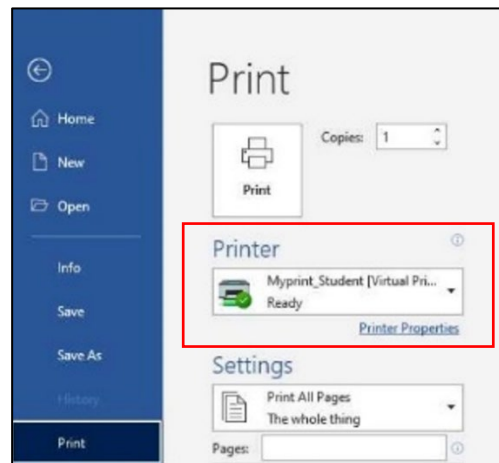


- Once the **Myprint\_Student** print queue has installed you can close the window.



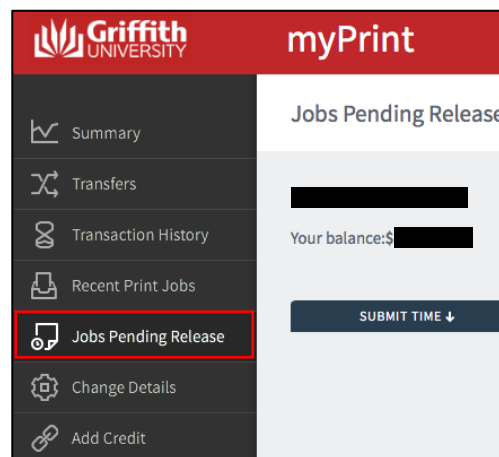
## Step 2: Print your document

- Select **Myprint\_Student [Virtual Print Queue] Mobility** from the list of available printers, then click **Print**.



- 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.



- Locate a Griffith printer and login using your **Griffith sNumber** and **myPrint PIN**.
- Select **Print Release** and then **Print**.
- Remember to **log out** once you have finished printing.

# Troubleshooting

This error appears when a Griffith desktop or Griffith loan laptop is not connected to the Griffith network.

**If you are using a Griffith lab computer**

Check it is connected to the Griffith physical network.

**If you are using a Griffith loan laptop**

Check it is connected to the [Griffith wireless network](#).

