GRIFFITH UNIVERSITY
Queensland, Australia

How to…
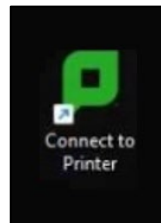*Print from a Griffith Windows computer*

Introduction

This guide will show you how to print at Griffith University from a Griffith Windows desktop or laptop. 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 computers must be connected to the Griffith physical network or Griffith wireless network (not Eduroam) to print on campus.**
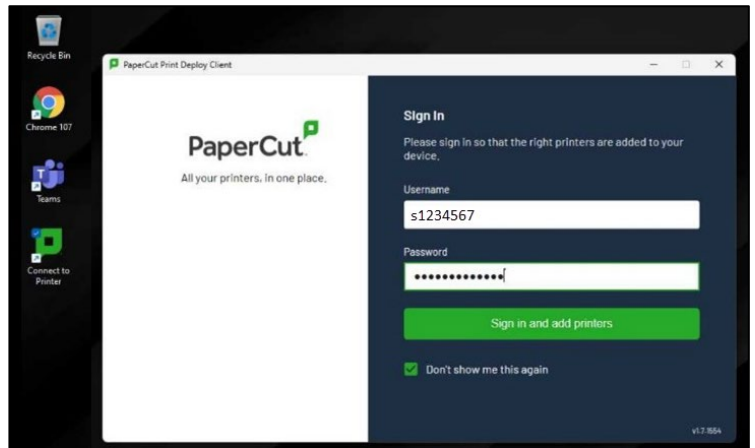
Step 1: Sign in and install the Myprint_Student queue

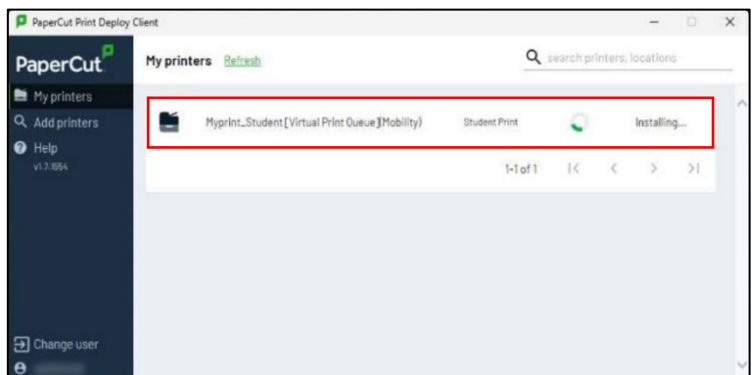**1** Double-click on the **Connect to Printer** shortcut on the desktop.

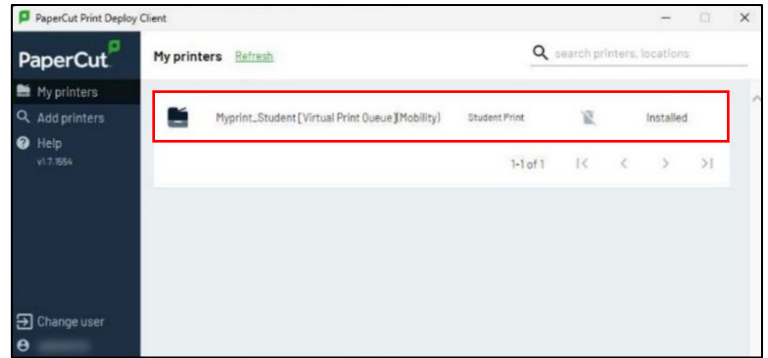**2** A PaperCut sign in window will appear.

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

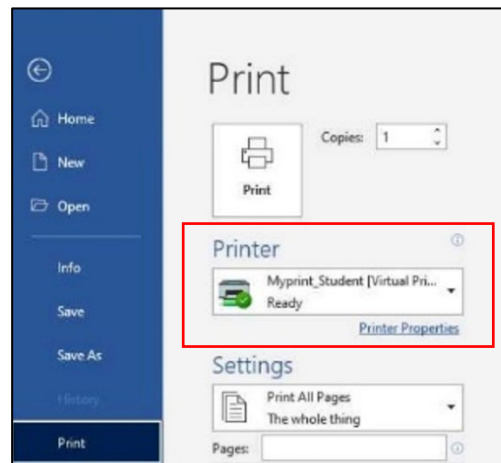**3** The **Myprint_Student** print queue will begin installing.

GRIFFITH UNIVERSITY
Queensland, Australia

4 Once the **Myprint_Student** print queue has installed you can close the window.
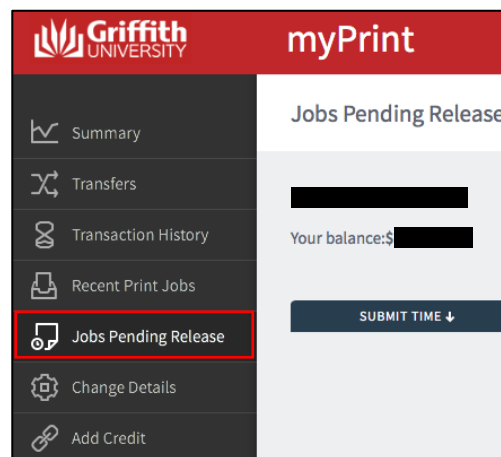

Step 2: Print your document

1 Select **Myprint_Student [Virtual Print Queue] Mobility** from the list of available printers, then click **Print**.

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.

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.