

Griffith College

Student Printing Guide

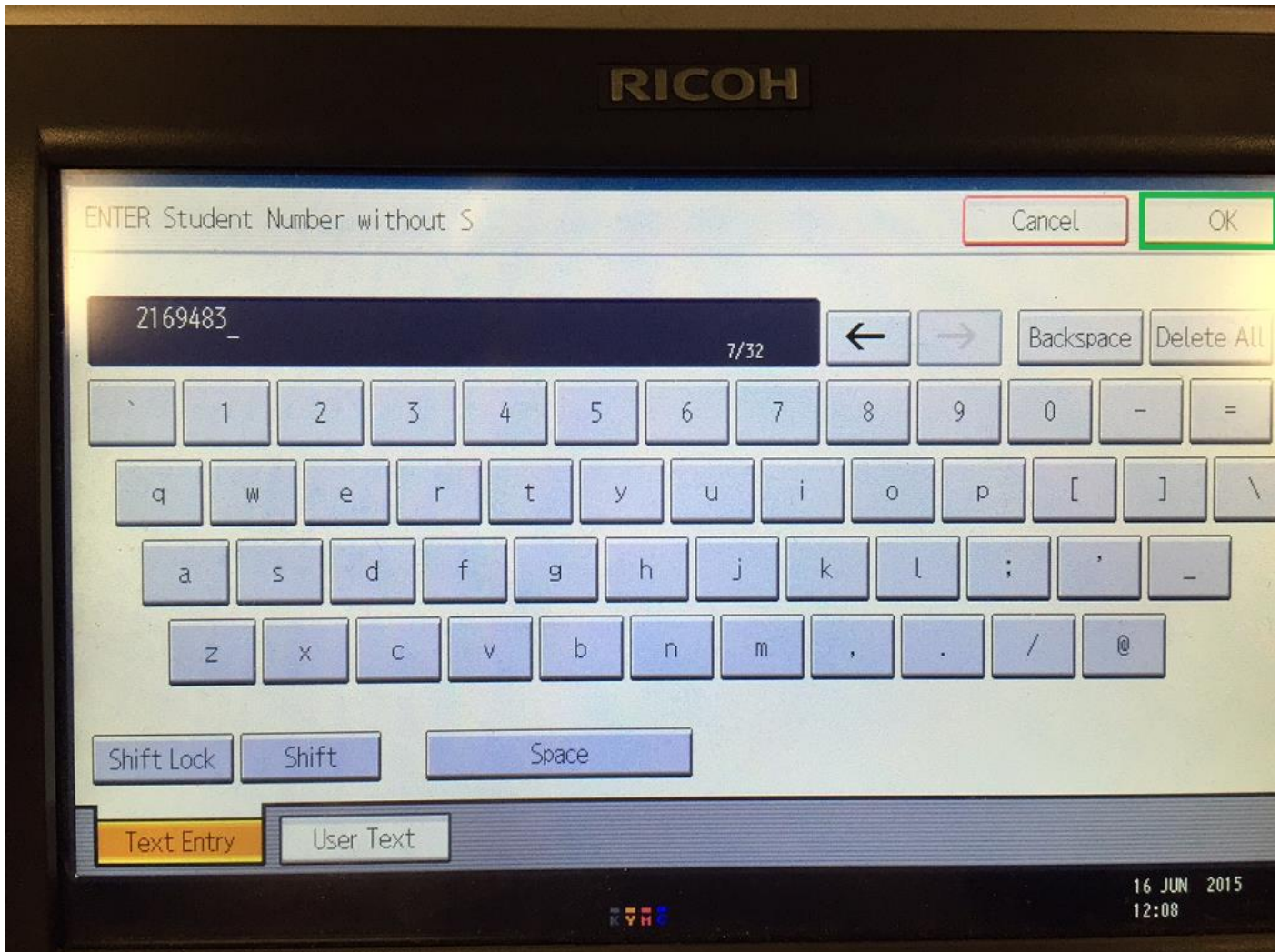
Student Printing Guide

Note: Once you have sent a document from the computer to the printer. Do the following steps:

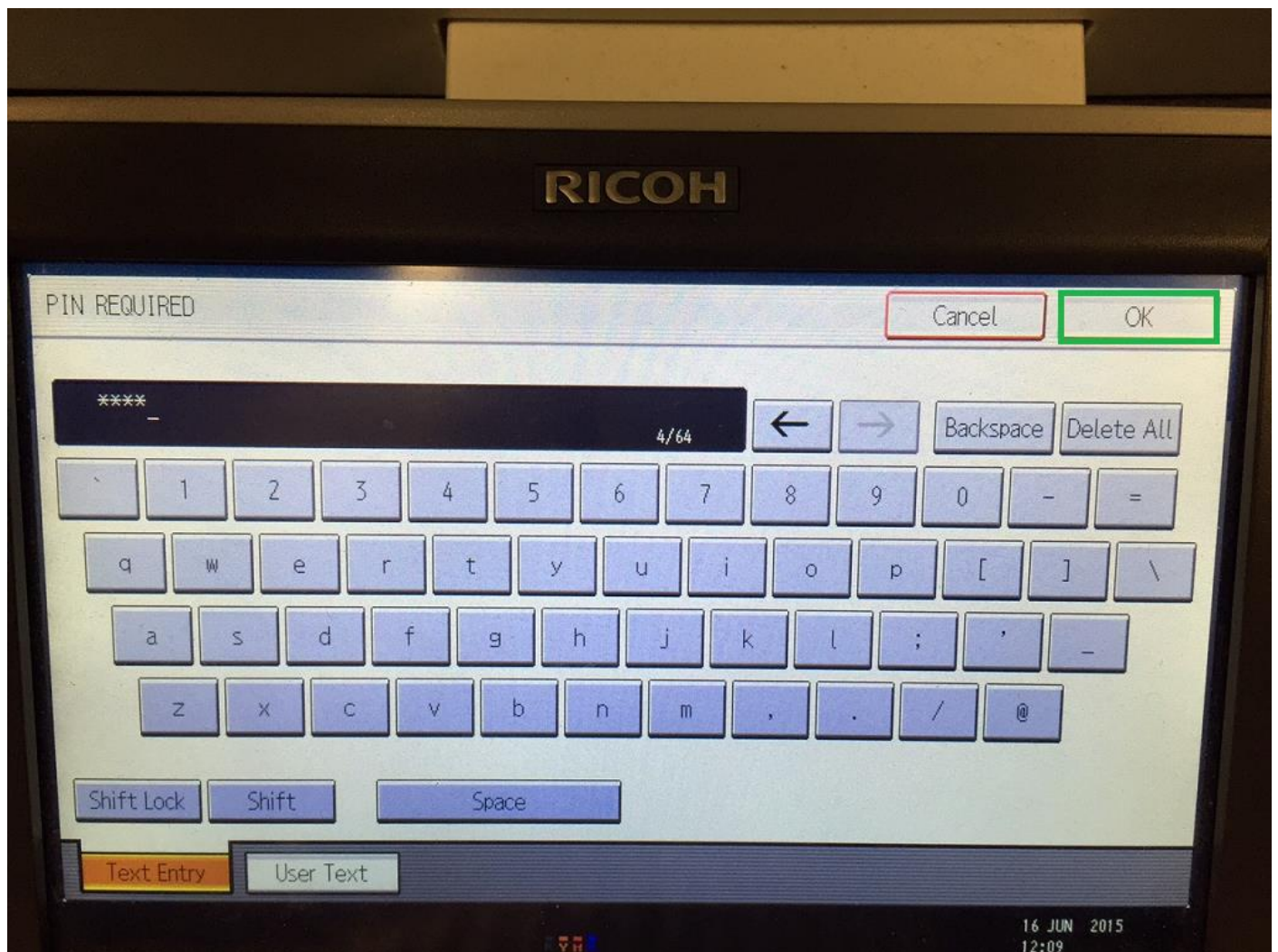
Step 1: A welcome screen appears, press the **[Press here to start]** button.



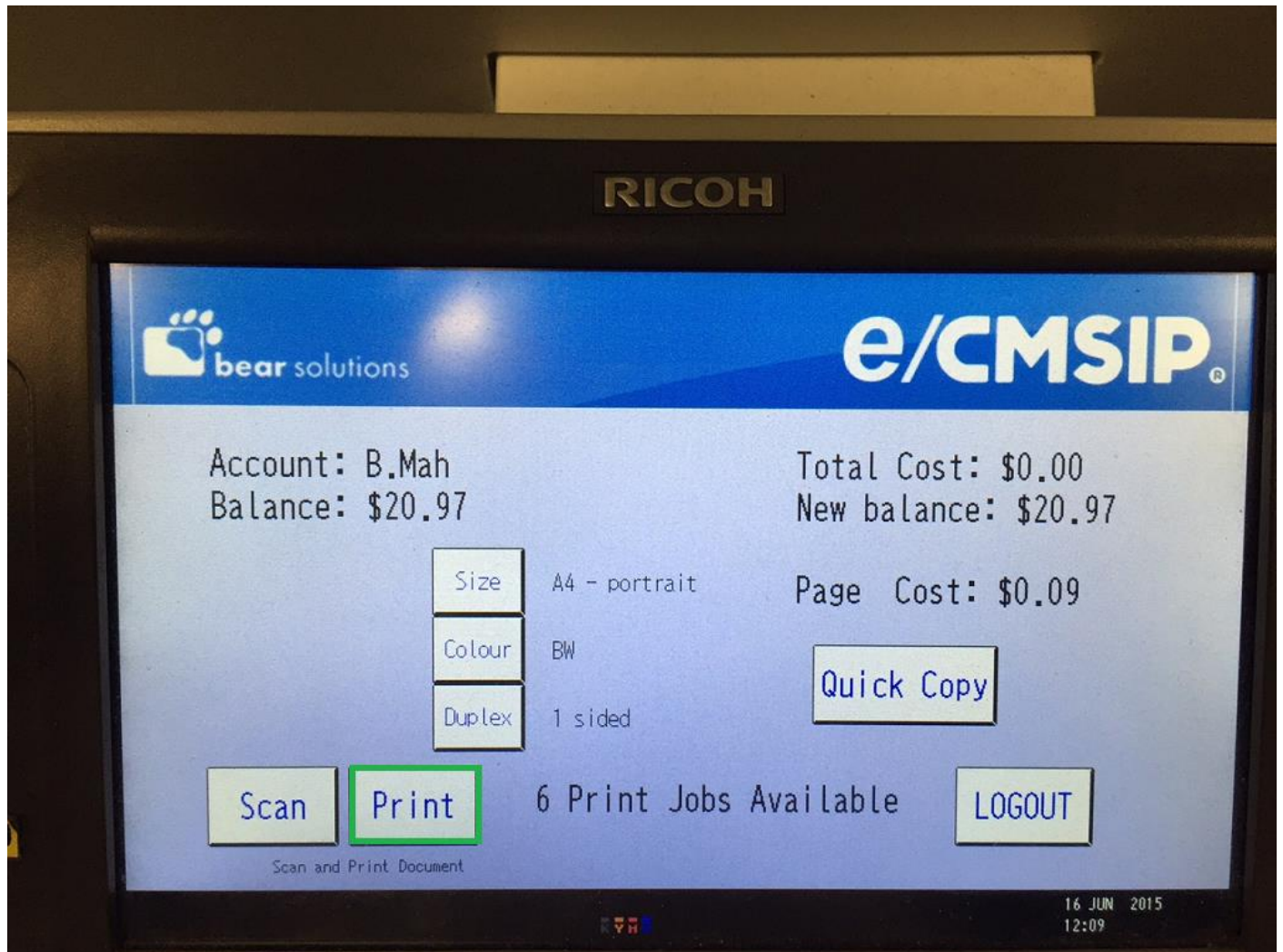
Step 2: Enter your S number (eg: 2169483) by using the keyboard provided then click **OK**



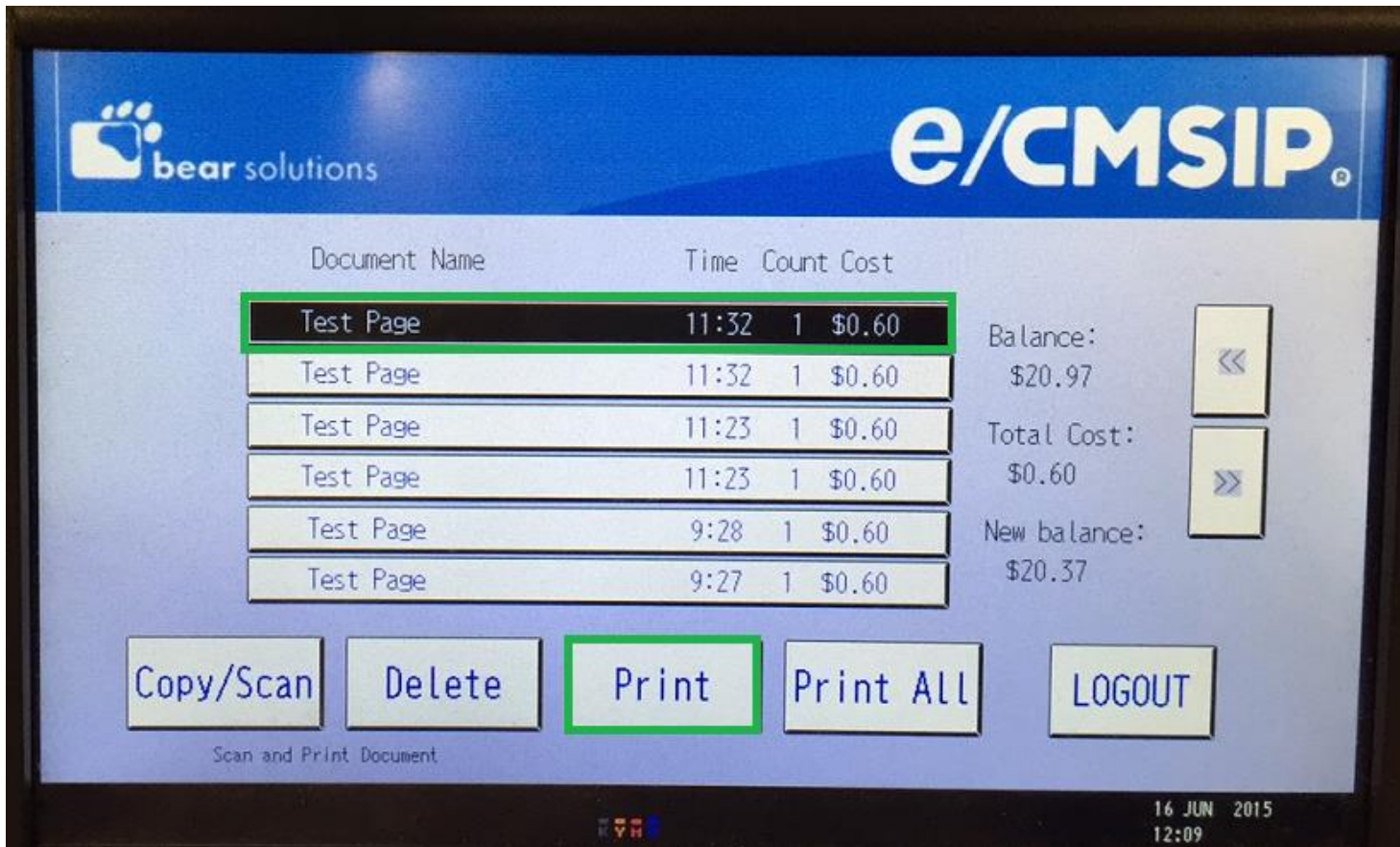
Step 3: Enter your S number's pin then click **OK**



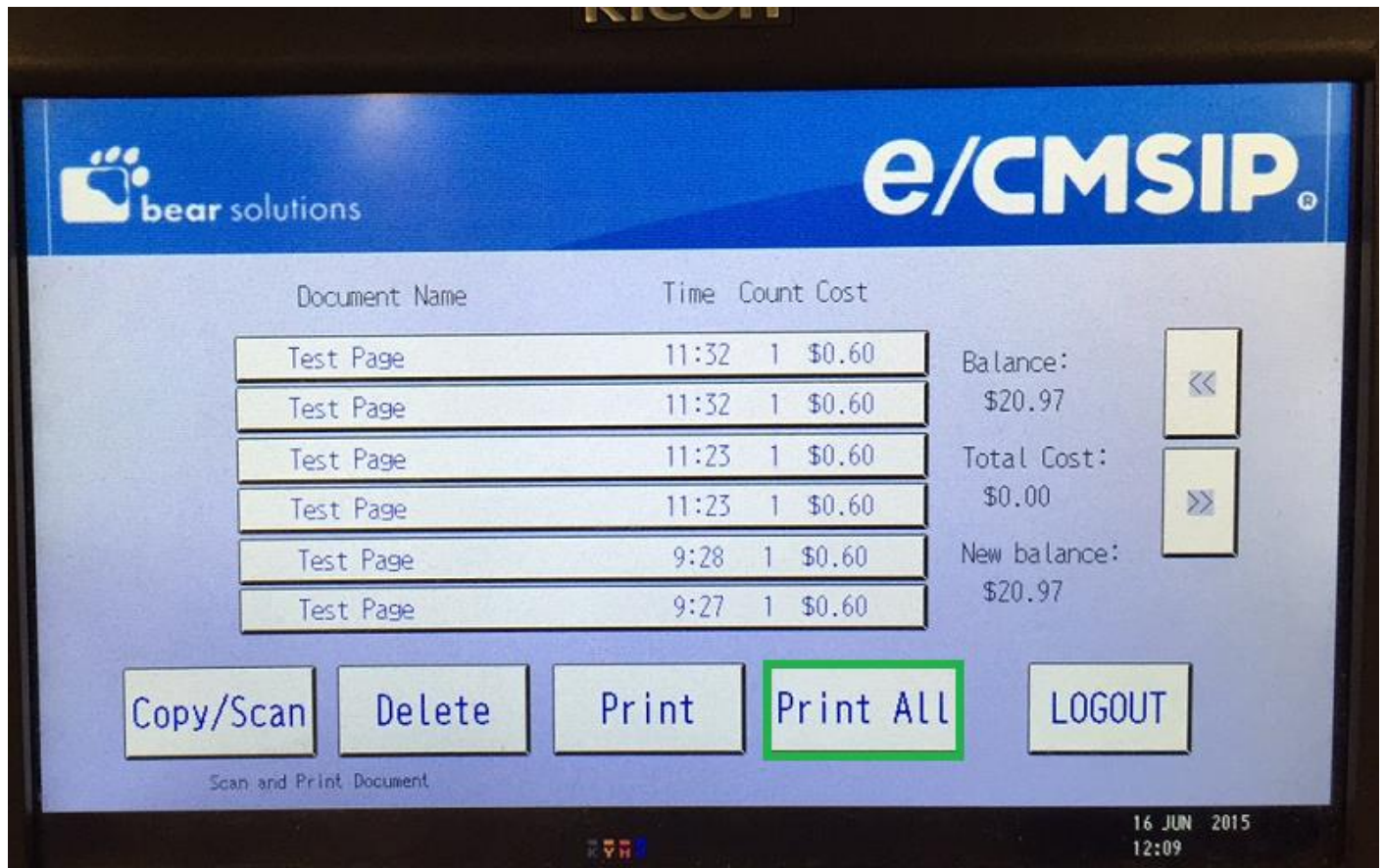
Step 4: Press the **Print** button to scan your document.



Step 5: Select a print job from the list then press the **Print** button.



Step 6: To print all jobs on the list, select **[Print All]**



Asking for Support

At Mt Gravatt Campus:

Please find a lab assistant (located on level 2 of M14, 10am to 3pm Monday to Friday), call the Service Desk on (07)3735 1071, or come and see Griffith College reception on Level 5 of M14.

At the Gold Coast Campus:

Please find a lab assistant (located on level 1 of G52, 10am to 3pm Monday to Friday), call the Service Desk on (07)3735 1071, or come and see Griffith College reception on Level 4 of G52.