How to…
Use Griffith Printers

Introduction

This guide will show you how to use the Griffith printers available on campus.

Step 1: How to Release a Print Job

- Once you have sent your print job to your MyPrint queue, you will need to release the job from the printer.

1 On the printer > enter your sNumber and MyPrint PIN > press **Login**.

2 Select the checkbox next to the jobs you want to print (individual or all) > press Print.

3 Press **Logout** to exit.

Step 2: How to Scan

1 On the printer > enter your sNumber and myPrint PIN > select **Login**.

2 Select **Scan**. To update the default scan settings (colour, file type, orientation etc.), select **Settings**.

3 Place the document/s on the left-hand side of the glass, or through the document feeder on top. Select **Start Scanning.**

4 The scanned file will then be sent to your email address.

5 Press **Logout** when finished.

Step 3: How to Copy

1 On the printer> enter your sNumber and MyPrint PIN > select **Login**.

2 Select **Device functions**.

3 From the **Other Functions** screen > select **Copy**.

4 Place the document/s on the left-hand side of the glass, or through the document feeder on top.

5 To change copy settings (colour, quantity, two-sided etc.), click **required option** and update as necessary.

6 Select **Start**.

7 Select **Logout** when finished.

Griffith
UNIVERSITY
Queensland, Australia