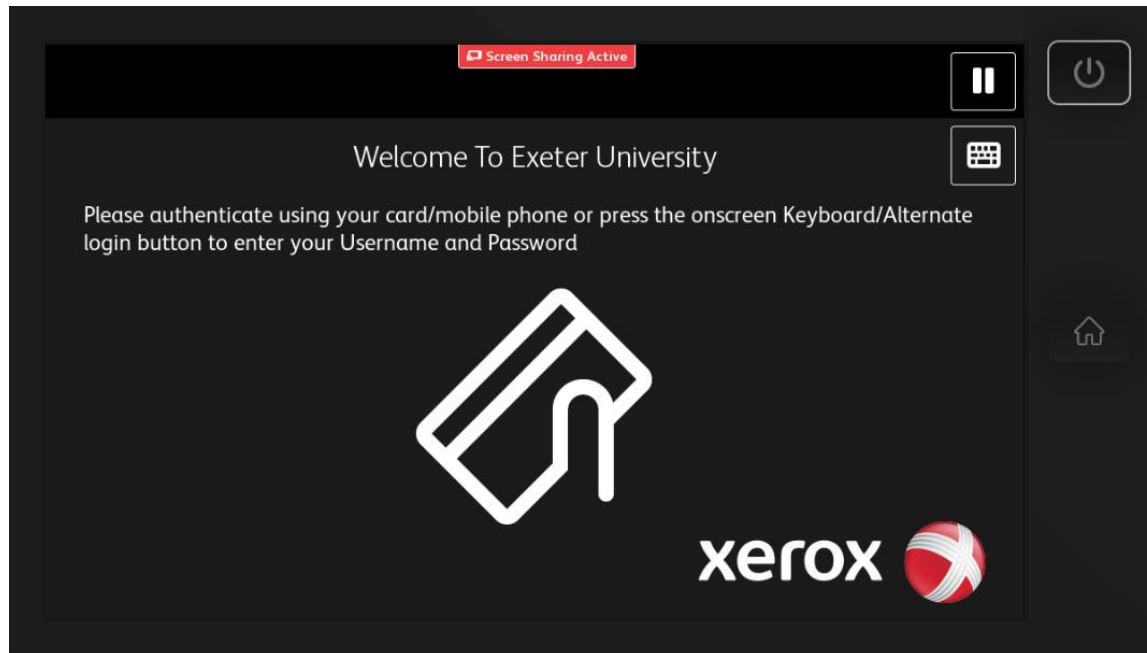


Student Print – How To Guide

- 1) Walk Up to the Xerox MFD and authenticate.

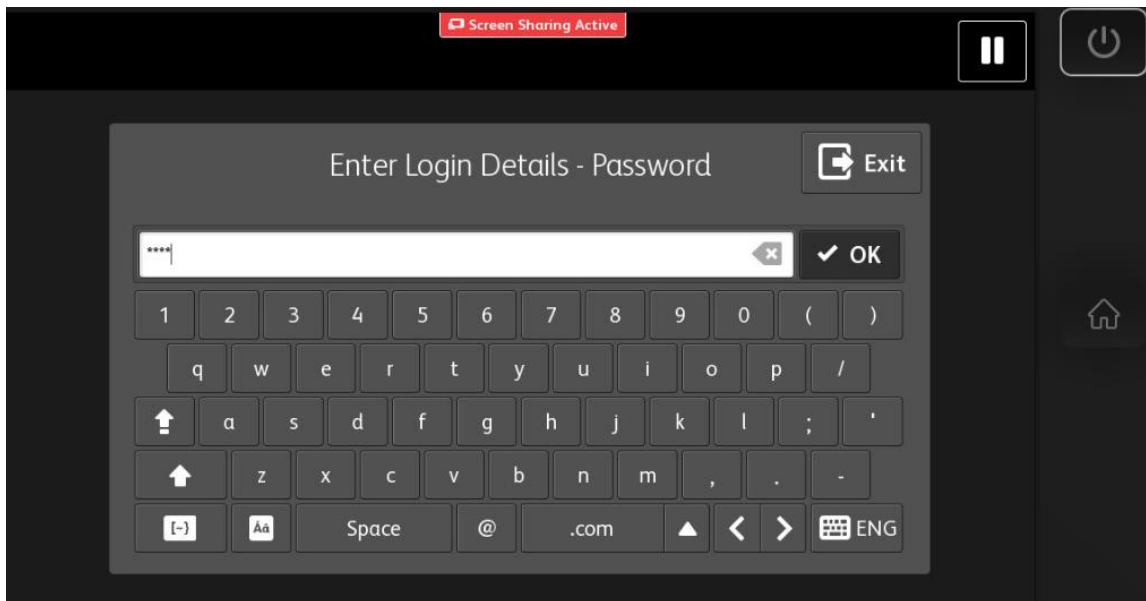
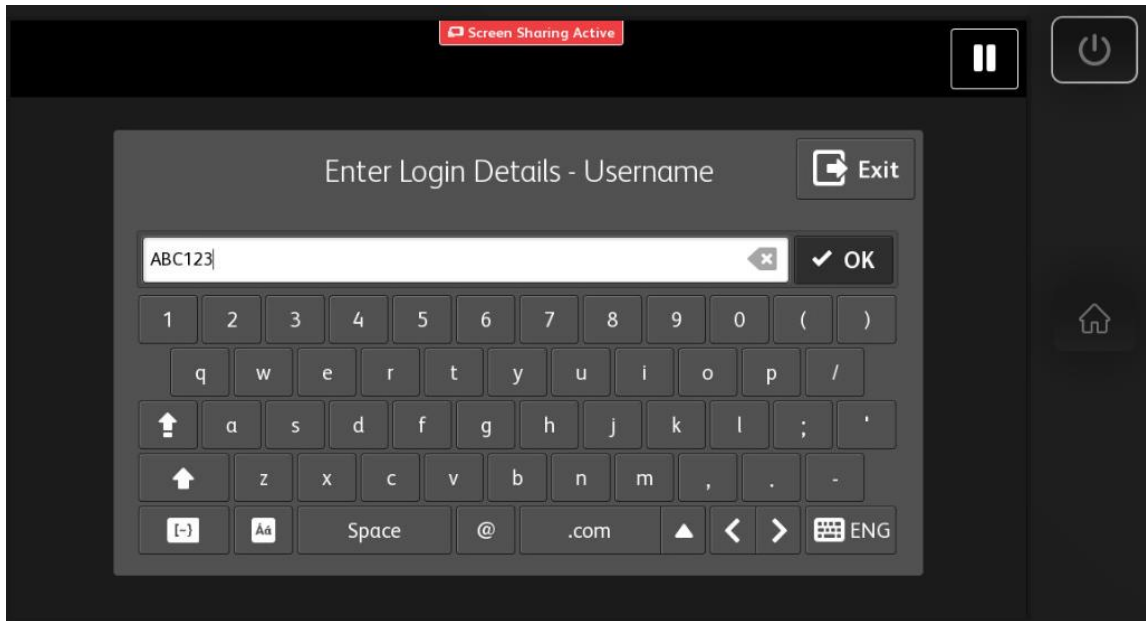


- 1) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



Student Print – How To Guide

2) Alternatively enter your University of Exeter username and password.

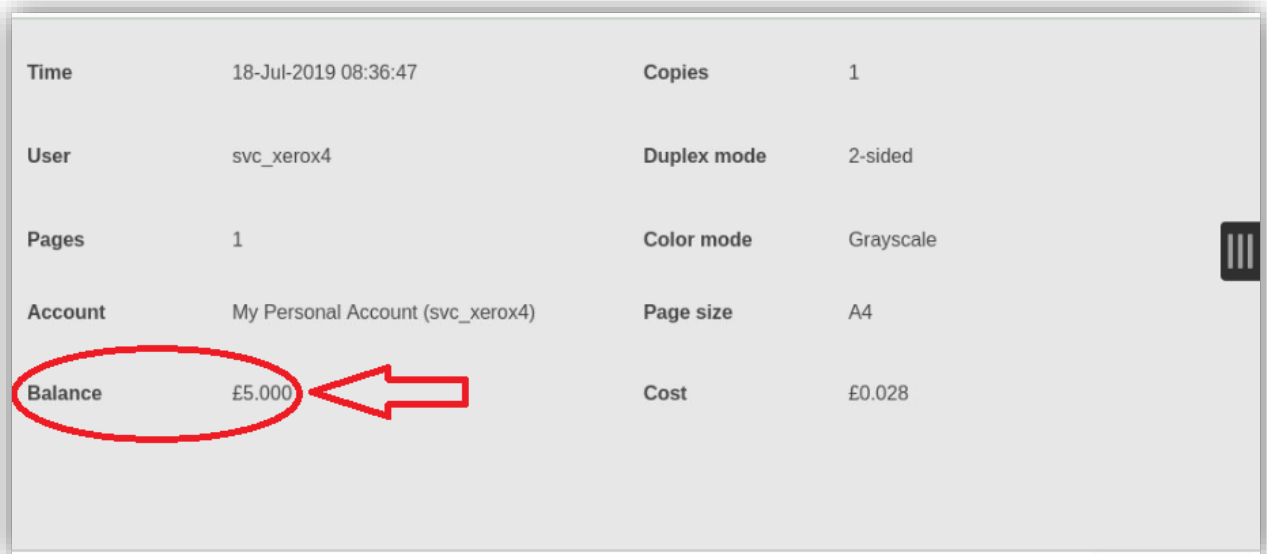


Student Print – How To Guide

- 3) Once logged on print jobs ready to release will be listed.
- 4) Select job(s) to print with the tick box on the left.

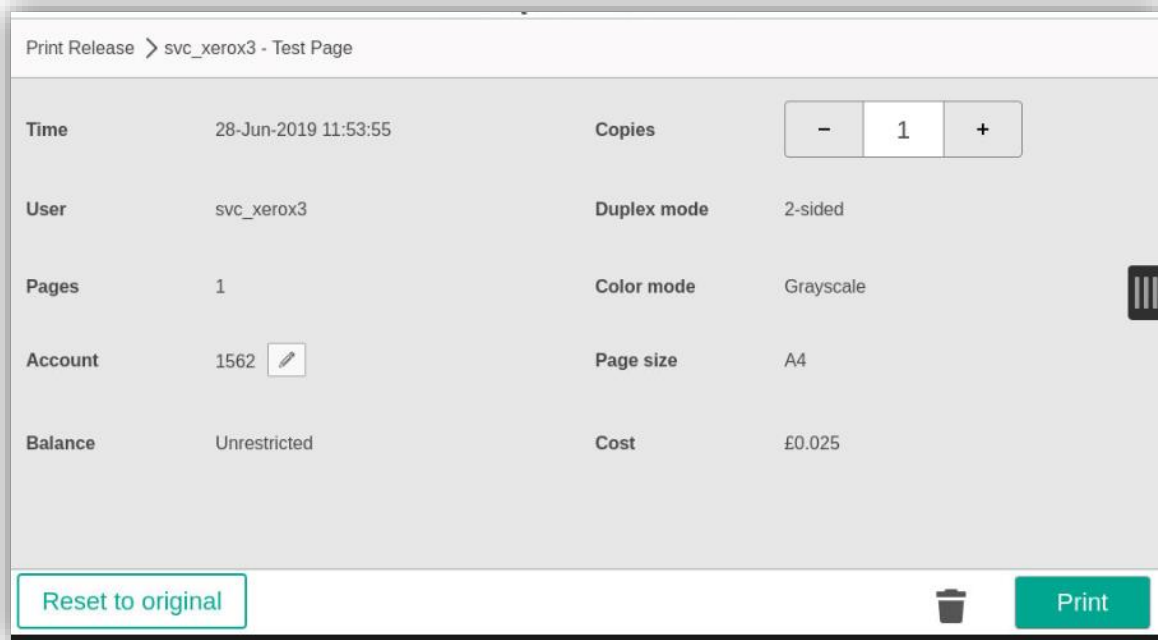


- 5) Click the right arrow if you want to check your credit balance.

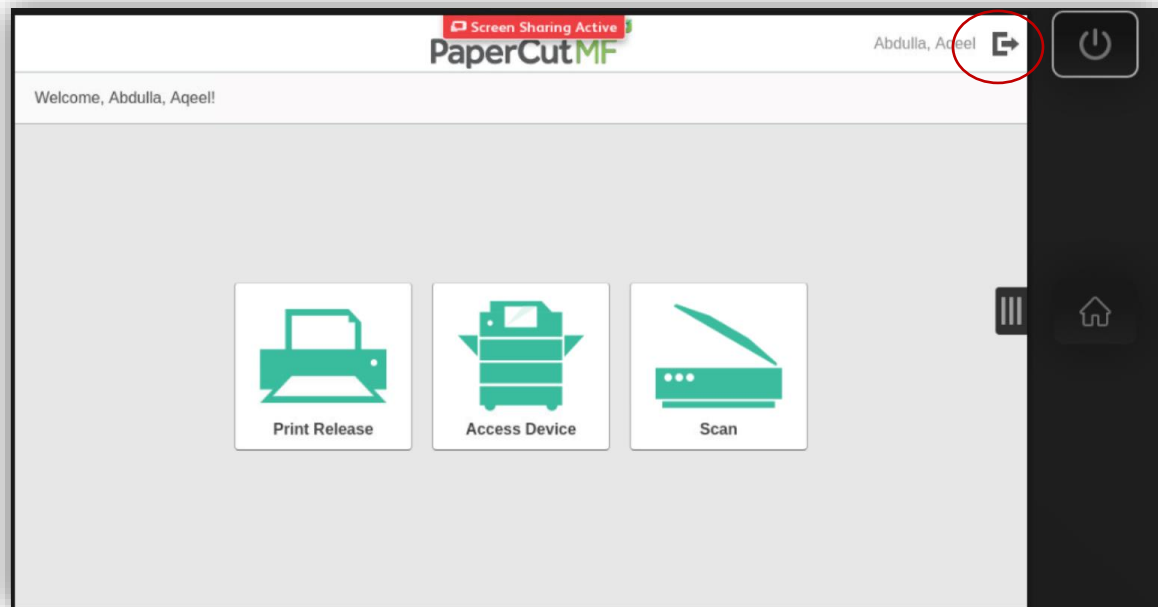


Student Print – How To Guide

6) Check settings and click print.



7) When finished Log Out by selecting the log Out icon.



8) Or present the Mobile Phone App again which will also log you out.

9) Or click on an icon if you wish to initiate another function.