

# ITD Fact File:

## Releasing Print/Copy Jobs on MFDs

Information Technology Directorate – IT Service Desk

*These instructions describe the process for releasing "Print Anywhere" and photocopy jobs on the MFDs*

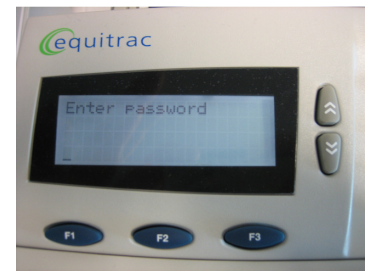
1. To photocopy or release held print jobs either swipe your UNE card or enter your UNE username and press 'Enter'

Please see

<http://www.une.edu.au/it-services/staff/network/networkprinter/#mfd>  
for instructions on setting up your UNE card

2. You will then be prompted for a password. If you have used your UNE card simply press enter.

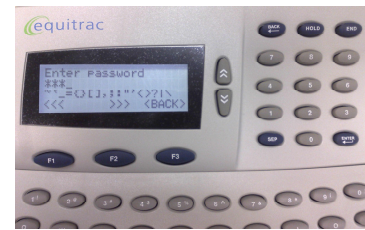
If you used a UNE username, enter your UNE password and press 'Enter'.



### SPECIAL CHARACTERS

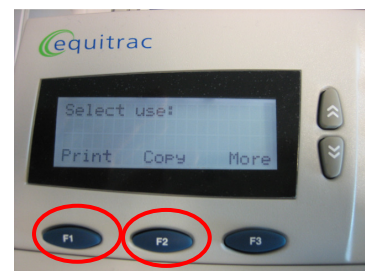
*If you have a non alpha-numeric character in either your username or password it can be entered in one of two ways.*

- a. Hold down the shift button and press the number key that corresponds to your character.
- b. If your character is not displayed on the keyboard press the 'Hold' button to display an onscreen list of all characters. Use the 'F1' and 'F2' buttons to move left and right then press 'Enter' to select the character. Press 'Hold' to return to the password screen.



3. You will then be prompted to choose either **Copy** or **Print**.

Press 'F1' to release held print jobs and 'F2' to use the copier functions.



4. If **Print** was selected the system will log out once all waiting jobs have been printed.

If **Copy** was selected the screen will display 'Copying...'. Use the copier normally and when finished press 'F3' to end the session and log out.

