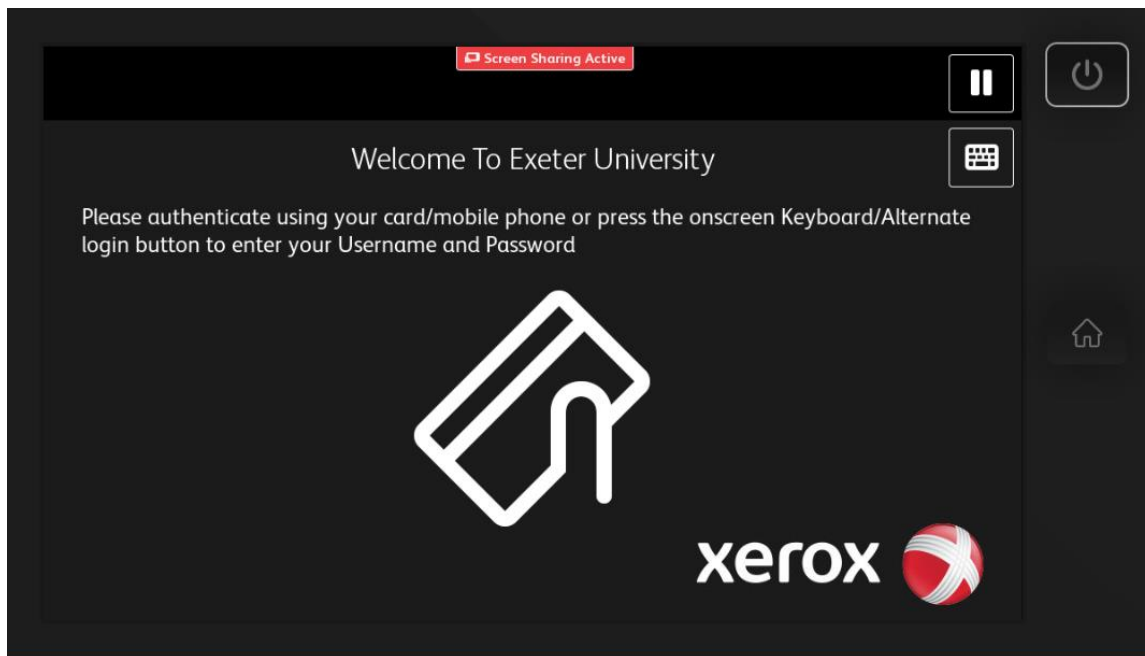


# Staff Print – How To Guide

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

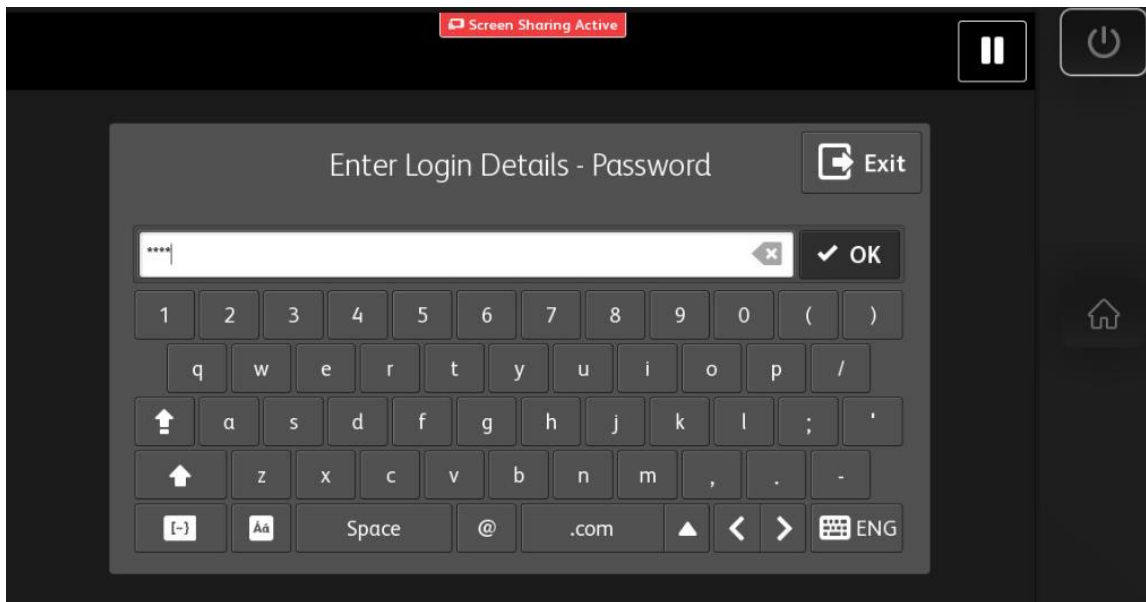
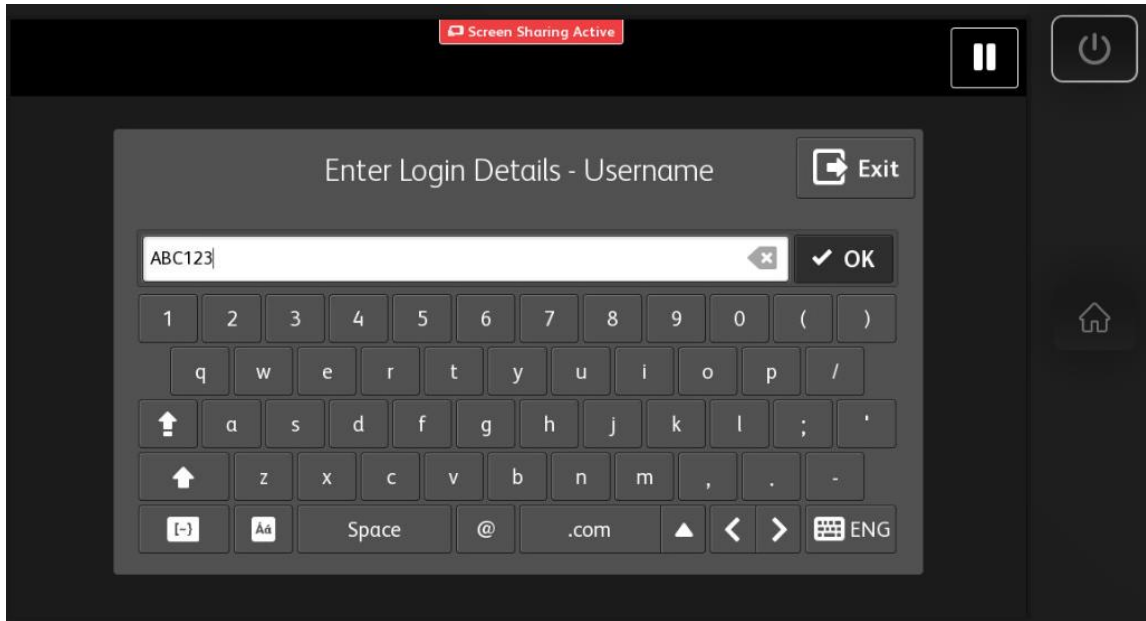


- 2) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



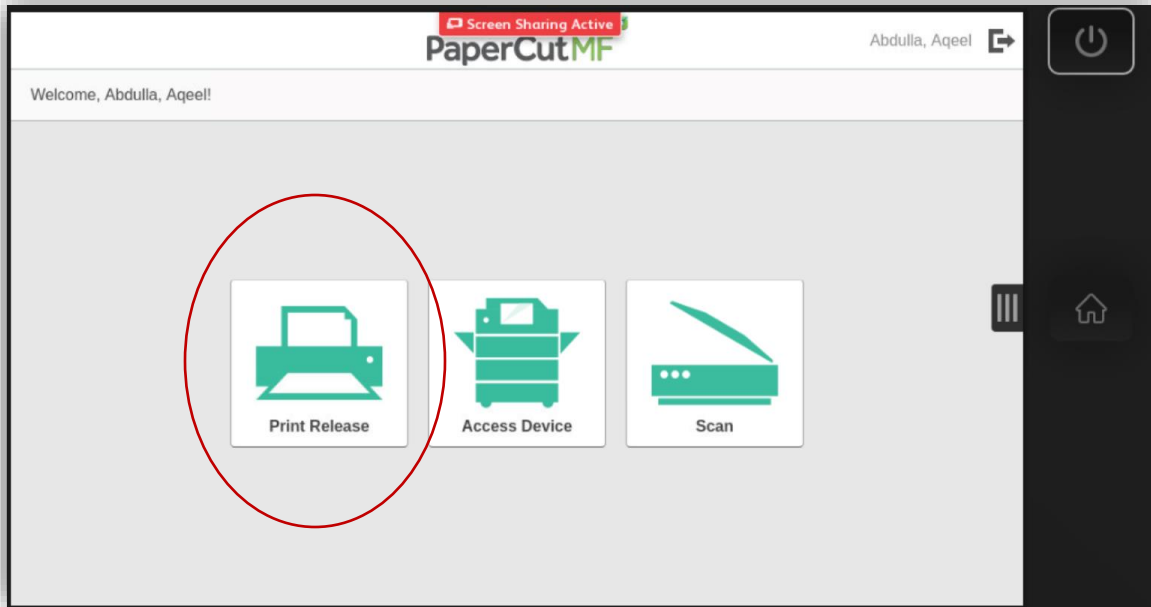
# Staff Print – How To Guide

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



# Staff Print – How To Guide

4) Once logged on click on the Print Release icon.



5) Print jobs ready to release will be listed.

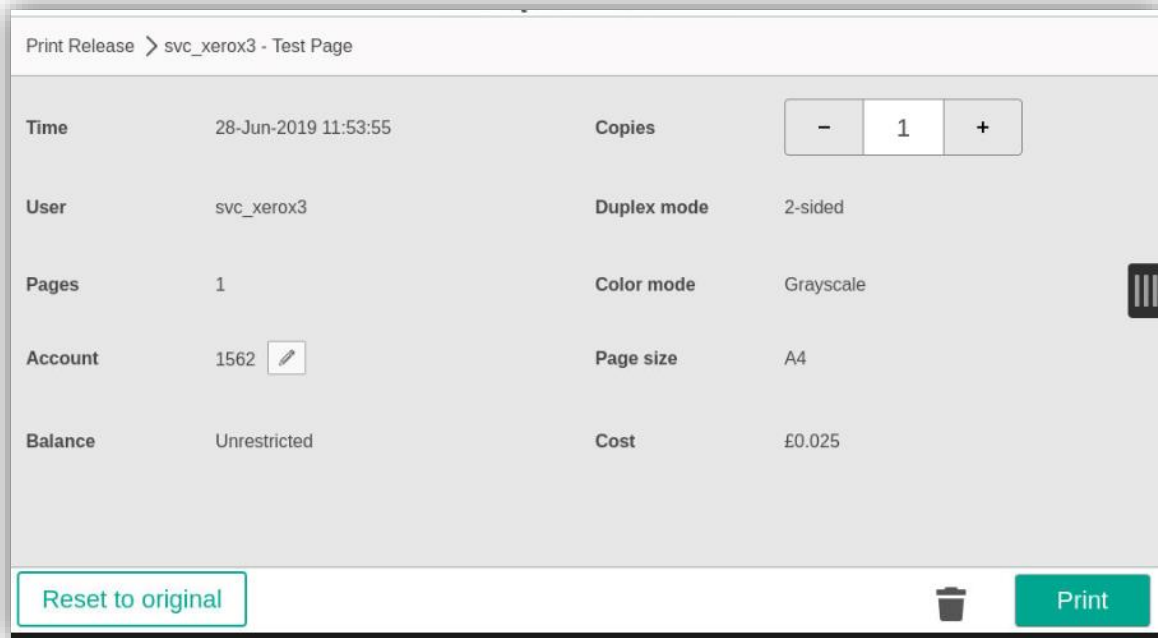


6) Select job to print and then click on the arrow.

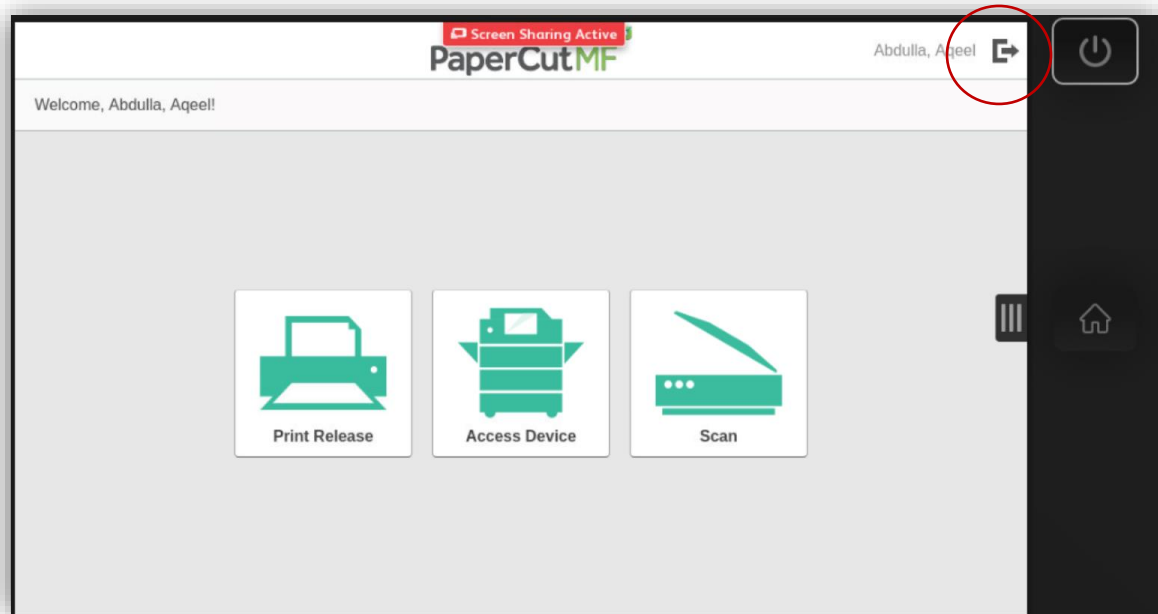


## Staff Print – How To Guide

7) Check settings and click print.



8) When finished Log Out by selecting the Log Out icon.



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

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