

MyPrint Quick Setup

1. Install MyPrint Printer

MyPrint allows UTAS staff and students to print at any location with enhanced security, quality and reliability.

The new MyPrint system offers support for different types of Operating Systems and devices, but instructions are different between staff and student devices.

Staff

- 1 From a web browser, browse to the following address: utas.edu.au/myprint and select **Staff**
- 2 Follow on screen instructions to install MyPrint for the type of computer you use

Please Note: On some devices, a certificate notice will pop up during the installation. Please click 'accept' to continue installation.

Students

- 1 From a web browser, browse to the following address: utas.edu.au/myprint and select **Student**
- 2 Follow on screen instructions to install MyPrint for the type of computer you use

Please Note: On some devices, a certificate notice will pop up during the installation. Please click 'accept' to continue installation.

utas.edu.au/myprint

2. ID Registration

- 1 Present your ID card to the device to start the registration process.
- 2 Touch the **Username** text box and type in your UTAS network username
- 3 Touch the **Password** text box and type in your UTAS network password
- 4 Touch the **Log In** button. If you entered your credentials in incorrectly, you will be prompted to try again.
- 5 Touch the **Ok** button. If you entered your credentials in correctly, your card is now registered.



Compatible IDs

Older University ID cards may not be compatible with the new MyPrint system. If yours is not compatible, then the following options are available:

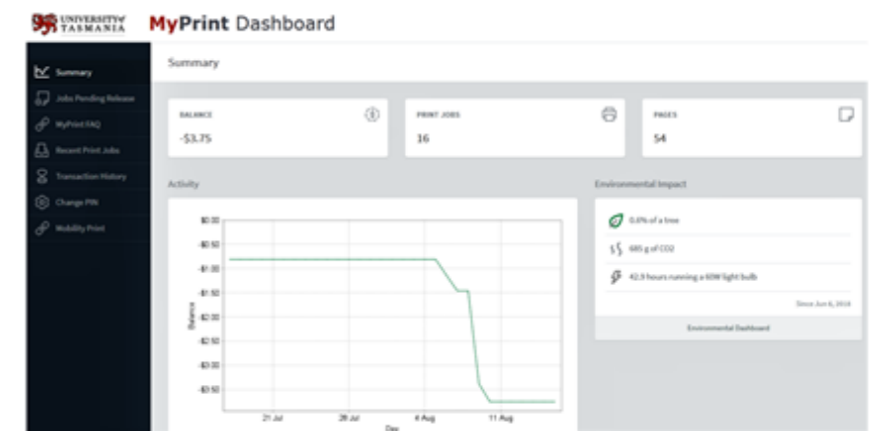
1. Use a current building access card or Metro Oyster Card
2. Login with your UTAS network username and password without registering an ID card
3. MyPrint cards will be made available to students without a compatible ID card.

Please Note: If you use your own card, no identifiable information is read from your card.

3. Manage your Account

The MyPrint Dashboard allows users to access information about their print usage, gather personal environmental impact data and for students, add funds to their electronic purse.

- 1 From a web browser, browse to the following address: myprint.utas.edu.au
- 2 Enter your UTAS Username and Password then click the **Log In** button to access the MyPrint Dashboard.
- 3 You should now be logged into your individual MyPrint Dashboard.



Adding Funds (Students)

From the MyPrint Dashboard, select **Add Funds** and follow on screen instructions.

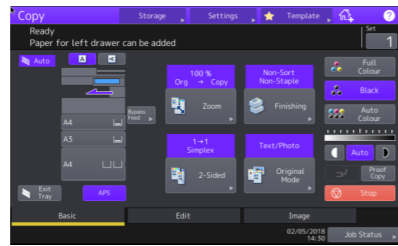
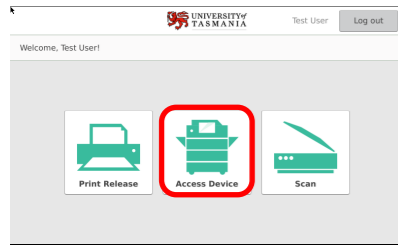
Please allow 2 minutes for the funds to be transferred to your Purse. If the amount has not been transferred after that time, please email accounts.receivable@utas.edu.au

MyPrint Quick Start

Copy

1

Present your access card to the device to login.



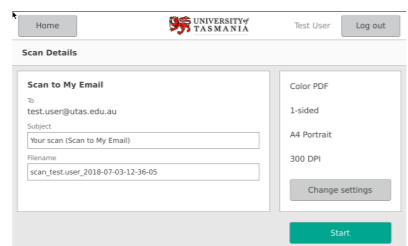
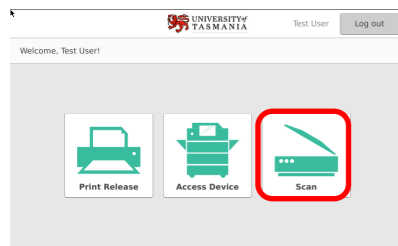
2

Press the **Access Device** button and choose **Copy**

Scan

1

Present your access card to the device to login.



2

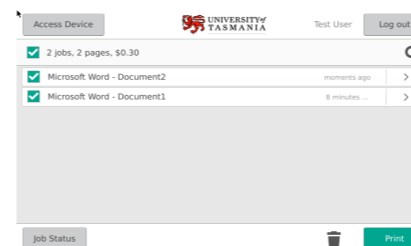
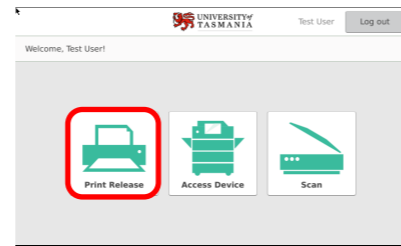
Touch the **Scan** button and then **Start** to initiate the scan.

utas.edu.au/myprint

Print Release

1

Present your access card to the device to login.



2

Touch the **Print Release** button

3

Select which jobs you wish to release or **Select All**

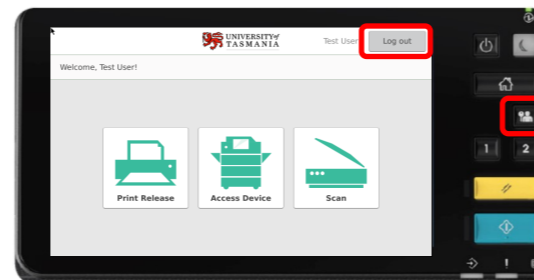
4

Touch the **Print** button to start printing
Touch the **Delete** button to delete print jobs.

Logout

1

To logout, press one of the two highlighted buttons



MyPrint FAQ

Print Job not showing on printer

- Sometimes the print jobs can take a few moments to render are not 'instantaneous'.
- Ensure you have selected '**MyPrint**' when printing.
- Log in to your **MyPrint** Dashboard and navigate to **Jobs Pending Release** on the left menu. This will show if your print job has been accepted or not.
- Contact Winc Support if the problem persists.

Print job did not print

- Check to ensure the printer is not out of paper.
- From the **Release** menu on the device, press **Job Status** and follow any on screen prompts
- Contact Winc Support if the problem persists.

ID Card won't register

- Check to ensure you are using a compatible card or obtain **MyPrint** card from your closest Library
- If you are getting an **Invalid Login** message when using your UTAS email address for login, try entering your network login name instead. Alternatively, if you have tried initially with your network login, login using your UTAS email address.