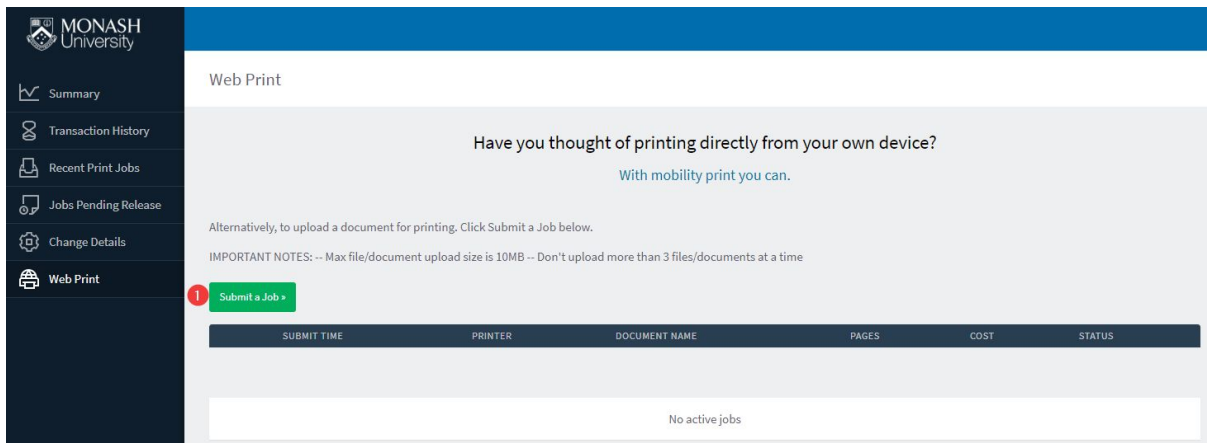


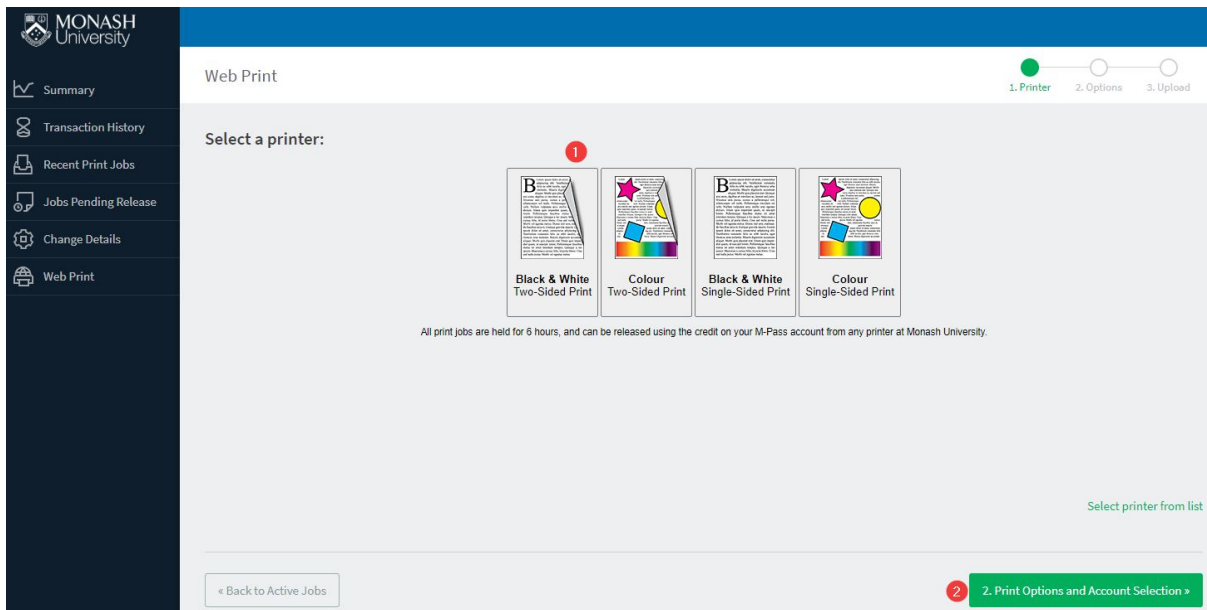
How to use web print for Staff and Student

Step-by-step instructions

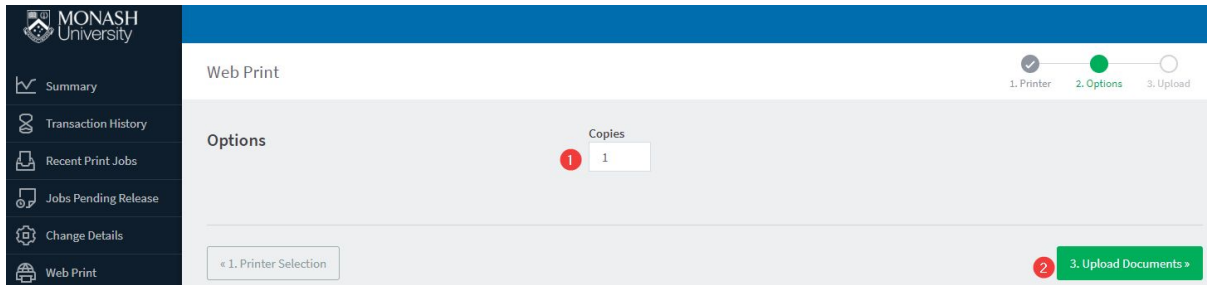
1. Go to web-print.monash.edu and login with your Monash credentials.
2. Select Web Print, then click Submit a Job



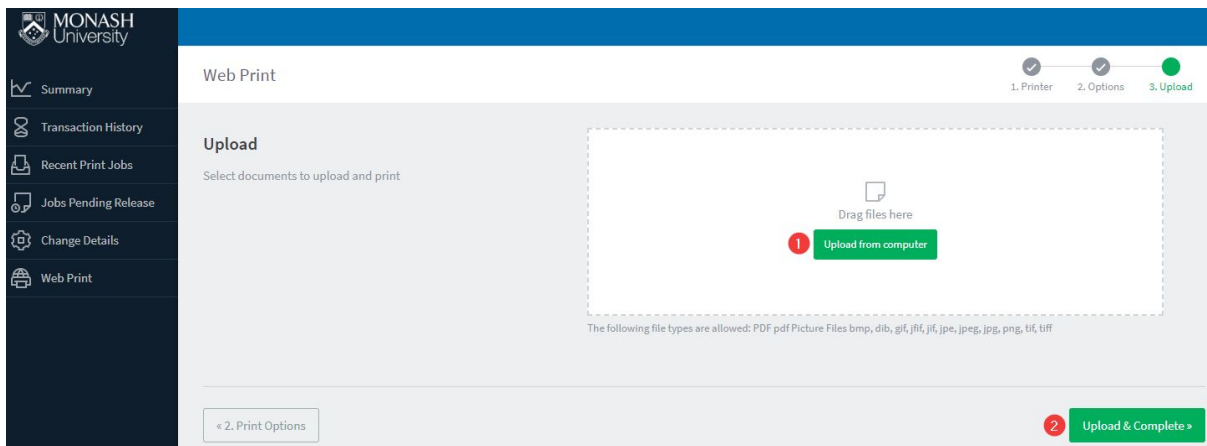
3. Select your finishing options (e.g. colour, one-sided, two-sided etc.), then click Print Options and Account Selection



4. Select the number of copies you want, then click Upload Documents



5. Upload your documents either by dragging and dropping or by clicking Upload from the computer. Once you have added your job click Upload & Complete



6. Your job will be processed and available for release at the printer. The more pages a document has, the longer it will take to process. If the job seems to be stuck submitting after a few minutes, refresh the page and the job should be completed.