## How to Register to use the Staff Printer Network at any device on the network

Monitor Embedded : Login & First Use



You may be required to enter your network Username and Password if you have never used your card with a Fuji Xerox device before. This will associate your card to your network Username

Services Home	Monitor Embedded		Log In / Out	Job Status		Language	Energy Sover
Copy (Het In Use)	Associate this card password Username Password	with your account by entering your usernam	e and 1 64 4 7 7 *	¥ 2 ¥ 5 ≱ 8 0	007 3 400 6 W072 9 4	Ce Interrupt	ar All Stop
				с	Speed Dia	s	tart

## Monitor Embedded : After Logging In

You will be presented with the 'Account Summary' screen. You can now select to release print jobs or use the Photocopier COPY, FAX or SCAN features. These can be accessed with the physical buttons on the left or by pressing the 'Services Home' button



Start by printing from your application to the 'SwinburneStaff' print queue (available campus wide). Print jobs sent to this queue will be available at any Fuji Xerox with Monitor Embedded.

Go to the Fuji Xerox Photocopier and login (swipe card). From the 'Account Summary' screen select the 'Print Release' menu, your print jobs will be presented to you in a list (if you have sent any to the queue)

	Monitor Embedded Overview	Print Release		Set PIN Log Ou	ut 💿		D	1
	Your print jobs					ARC	DEF	
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			Pages	Cost	GH	,ML	MHO	
	Test Page		1	\$1.00	4	5	6	Interrupt
(Not In Use)	Microsoft Word - Document1		1	\$0.20	Pars	TUV	WXXXZ	
	http://www.monitorbm.com/		2	\$2.00		8	9	
					*	0		
Review		Total Selected	0	\$0.00	Dial Pause	, e	Speed Dial	
	Select All Select None		De	elete Print		8	6	

Tap each job that you wish to be printed then tap the 'Print' button.

All print jobs can be quickly released by tapping the 'Print' button without any jobs selected

Use the physical 'Log In / Out' button on the panel when you have finished printing



## Install the Staff Printer on your desktop device to release at any device on the network