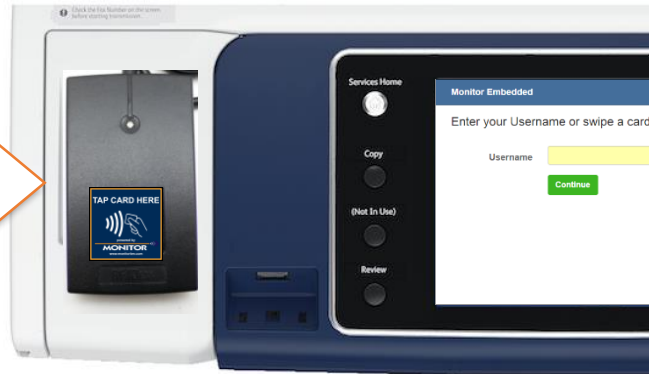# How to Register to use the Staff Printer Network at any device on the network

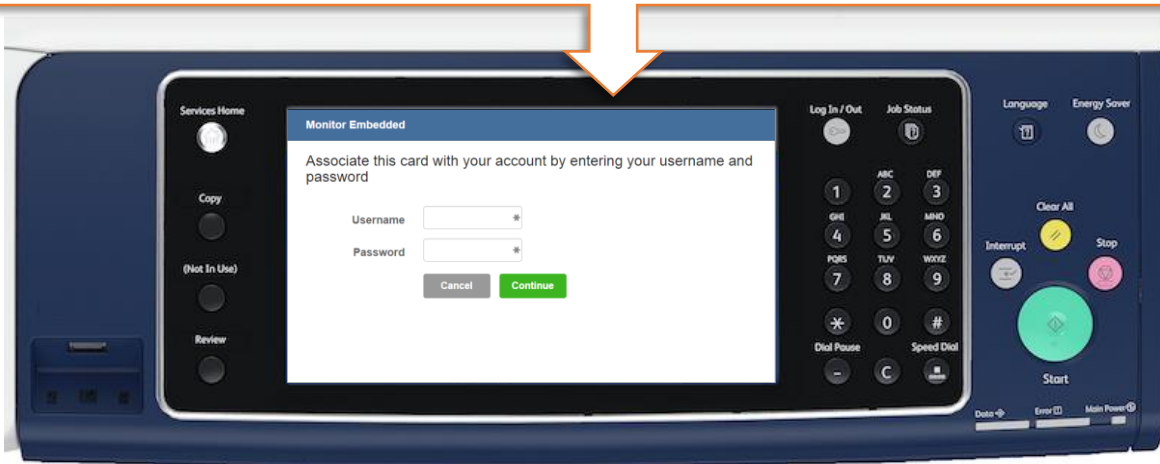## Monitor Embedded : Login & First Use

Touch your Swinburne Staff ID card on the card reader on the Fuji Xerox Device

The card reader will beep when it has read your card successfully

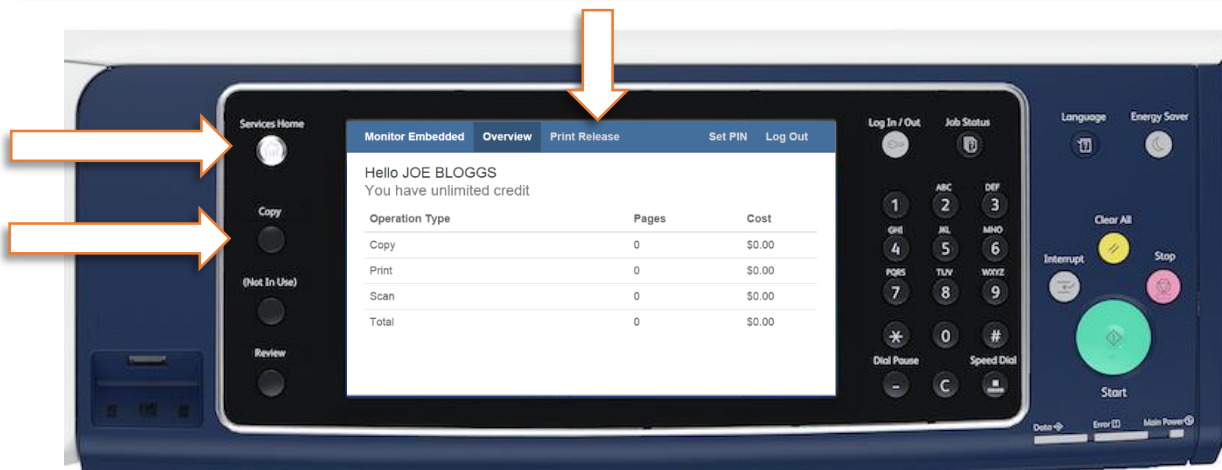You can also enter your network username and password if you don't have your card

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
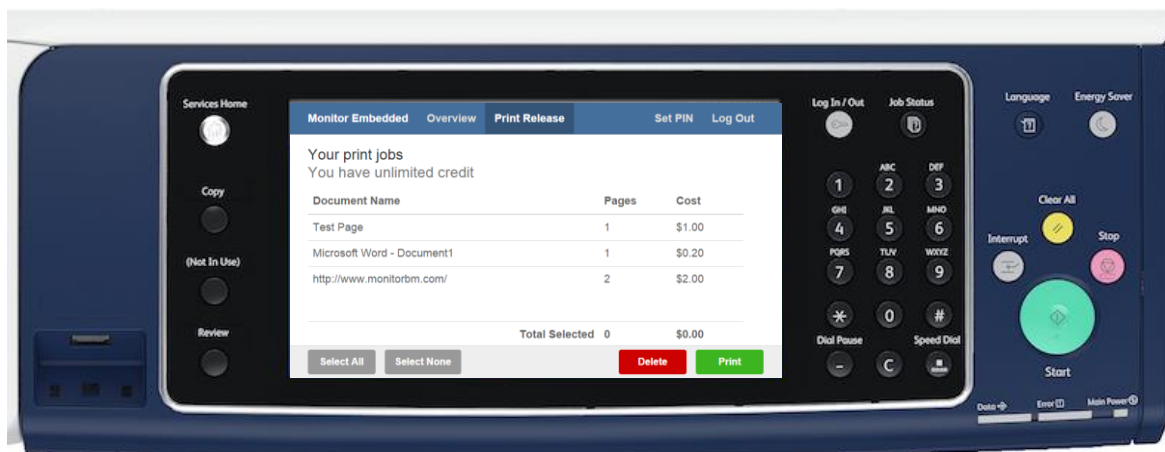

Monitor Embedded : After Logging In

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

Monitor Embedded : Print Release

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)

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

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