Curtin Managed Print
Web Upload Guide

1. Login to OASIS, select Campus Life & Guild, Scroll down and choose Print Online

2. Login to Curtin Managed Print portal with Curtin ID and password

3. Select Upload job, then select files to print
4. Once you have loaded all the files to print, select **Upload** (note: accepted file types: email messages, word, excel, powerpoint, pdf and image files (jpeg and tiff))

5. Once the job is uploaded and you receive a green tick **Job uploaded**, you can go to any Konica Minolta printer to release the print jobs. **Note:** The default is set to print in black & white, double-sided. If you wish to print in colour or single-sided you need to select this option at the device prior to releasing the job at the printer.

6. Select **Dashboard** to see print jobs queued ready to be printed.
What are the default settings for Curtin Mobile Print?

The default settings are Black & White and Double-sided (Duplex), however, once your document/s is queued for printing, you will be able to adjust to Colour and Single-sided (Simplex) at the printer prior to release.

1. Select print job prior to releasing and select the box next to the file title as indicated:

2. Change to Colour or Single-sided, add Stapling, no of copies required etc. Note: you can only add stapling or other finishing to the print job prior to printing if that particular device has the capability installed. Click OK to accept changes and press the blue highlighted Start button to release print job. Please Access button to log off.
Why won't my document print?

There are many reasons why a document may fail, but the most common reasons are:

- **Length of the file name.** Long document names can be complicated. Try to keep your file name under fifty characters when saving.
- **Type of document.** Although every attempt has been made to support the most popular formats (PDF, Outlook, Word, Excel, PowerPoint or Image files), we cannot guarantee all document types will be supported.
- **Size of document.** Documents over 20MB may be too large for email. Try to keep your documents as small as possible before emailing.