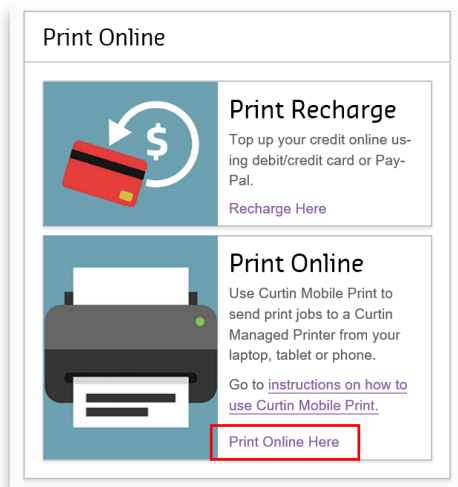
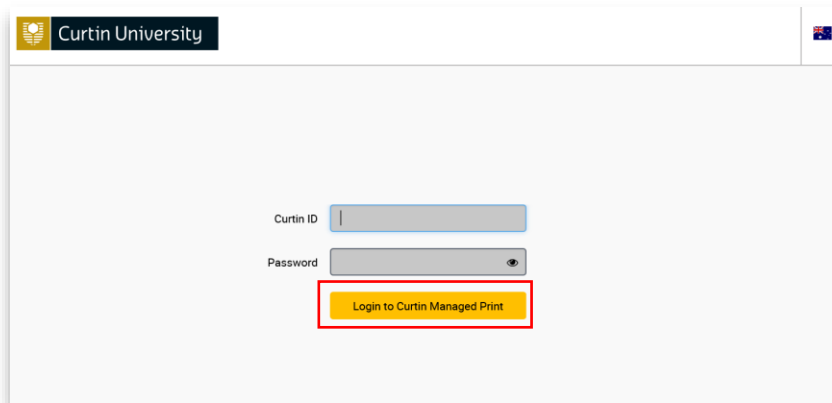


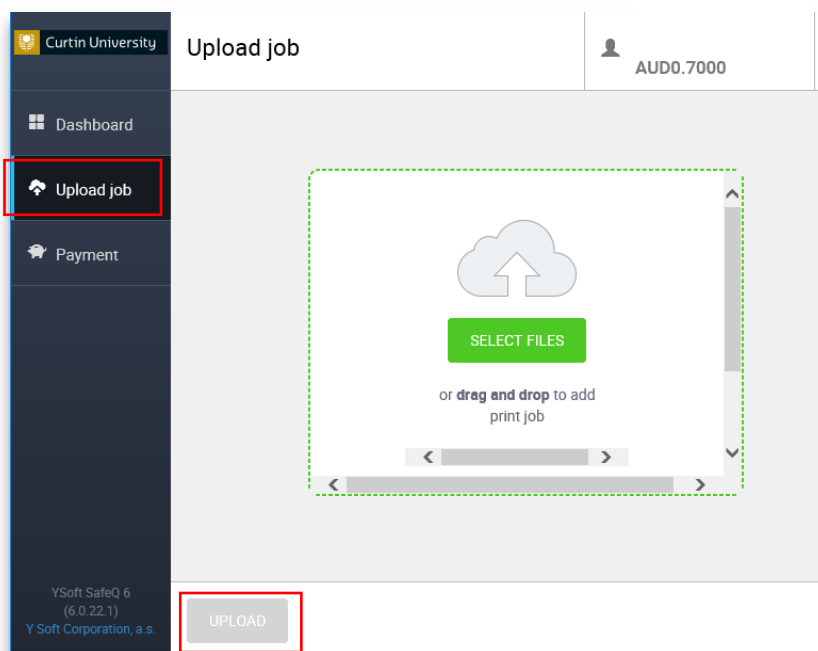
1. Login to OASIS, select Campus Life & Guild, Scroll down and choose Print Online



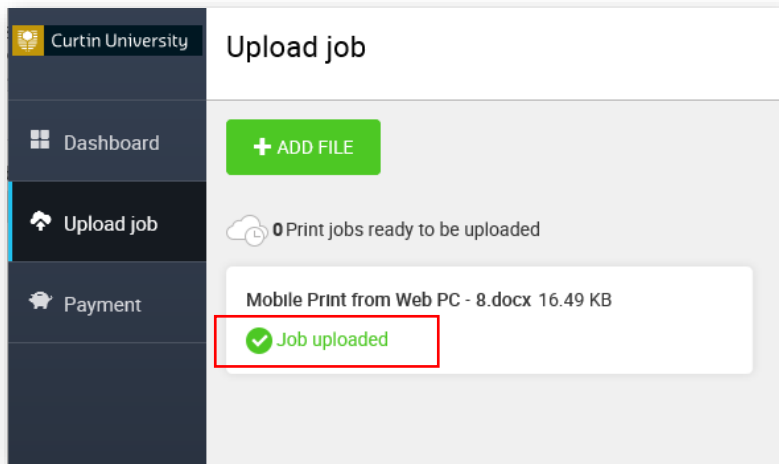
2. Login to Curtin Managed Print portal with Curtin ID and password



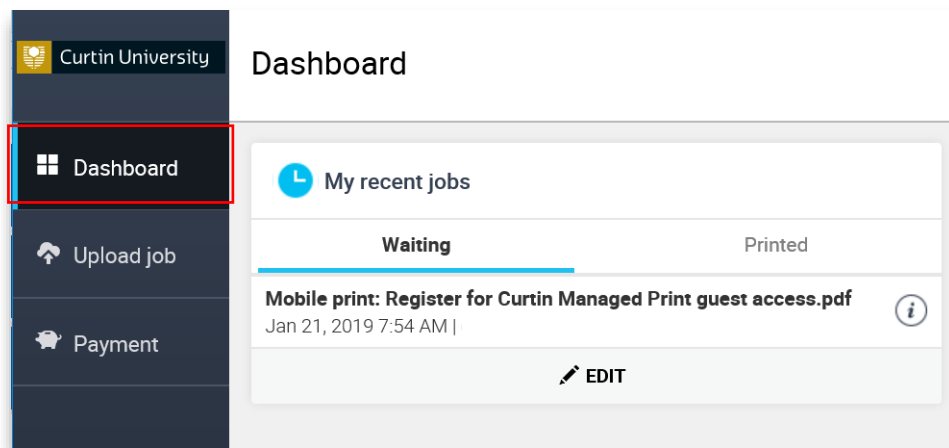
3. Select Upload job, then select files to print



- 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))
- 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.



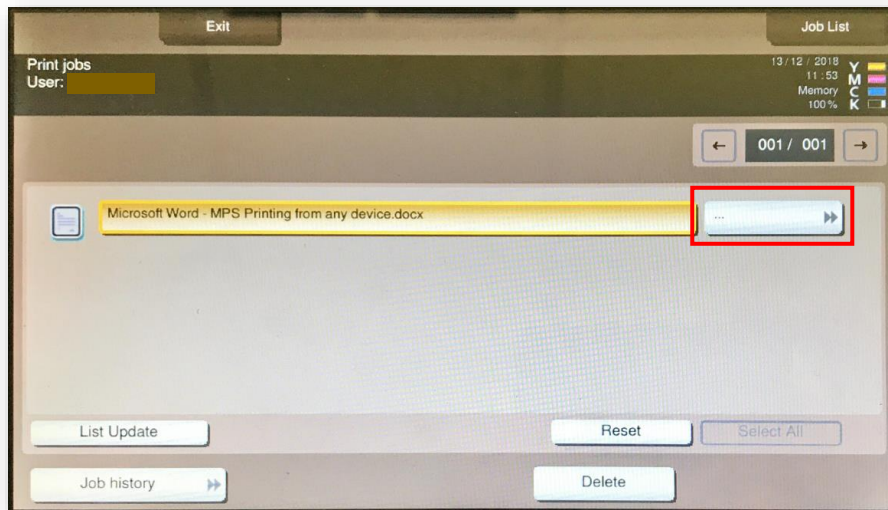
- Select Dashboard to see print jobs queued ready to be printed.



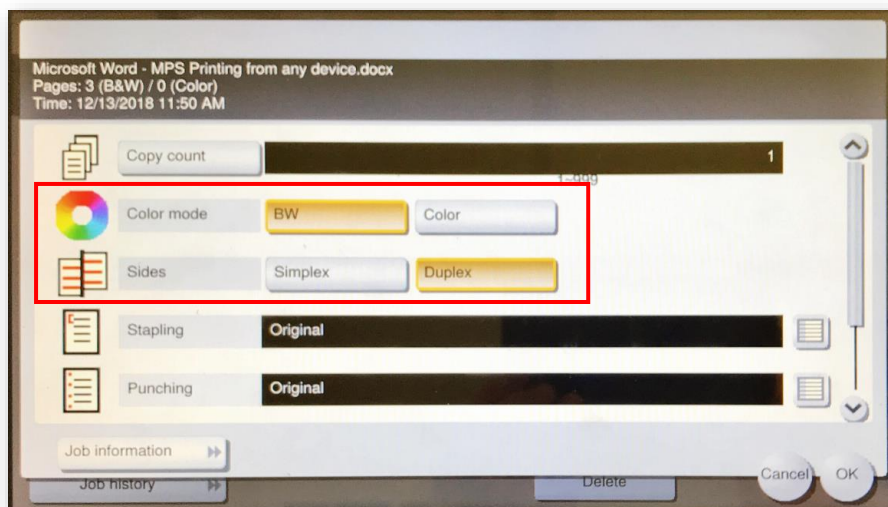
What are the default settings for Curtin Mobile Print?

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.