1) Walk Up to the Xerox MFD and authenticate.



2) Present the Mobile Phone App to the panel next to the screen where you see this icon (Bluetooth must be turned on).



3) Alternatively enter your University of Exeter username and password.

Screen Sharing Active	
Enter Login Details - Username 📑 Exit	
ABC123 🛛 🗸 OK	
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4) Once logged on click on the Print Release icon.

PaperCutMF	Abdulla, Aqeel	E÷	(U)
Welcome, Abdulla, Aqeel!			
Print Release			

5) Print jobs ready to release will be listed.

Access Device		Svc_	Svc_xerox3	
Select all jobs			C	
Test Page Account needed, 1 copy, 2-side	d, Grayscale, A4	moments ago	>	
Test Page Account needed, 1 copy, 2-side	d, Grayscale, A4	moments ago	>	

6) Select job to print and then click on the arrow.

Access Device PaperCut MF	Svc_xerox3 🕞
_ 1 job, 1 page, £0.025	C
Test Page Account needed, 1 copy, 2-sided, Grayscale, A4	3 minutes ago
Test Page Account needed, 1 copy, 2-sided, Grayscale, A4	3 minutes ago

7) Check settings and click print.

Print Release >	svc_xerox3 - Test Page	•			
Time	28-Jun-2019 11:53:55	Copies	- 1	+	
User	svc_xerox3	Duplex mode	2-sided		
Pages	1	Color mode	Grayscale		
Account	1562	Page size	A4		
Balance	Unrestricted	Cost	£0.025		
Reset to o	riginal			Ξ.	Print

8) When finished Log Out by selecting the Log Out icon.

		PaperCutM	-	Abdulla, Aqeel 🕞	U
Welcome, Abdulla, Aqeel!					
					$\hat{\omega}$
	Print Release	Access Device	Scan		

- 9) Or present the Mobile Phone App again which will also log you out.
- 10) Or click on an icon if you wish to initiate another function.