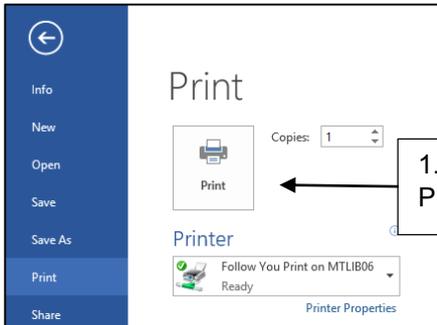
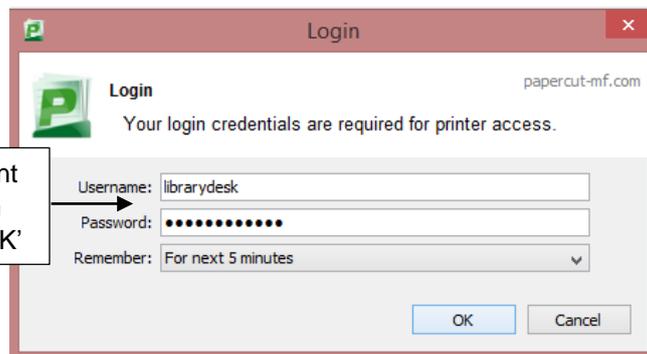




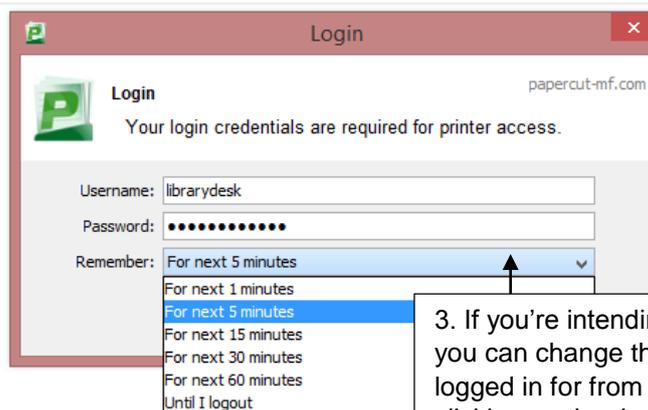
PRINTING INSTRUCTIONS



1. Select 'Follow You Print on MTLIB06' from the Printer drop-down menu and click 'Print'



2. Enter your printer account username and password in the 'Login' box and click 'OK'

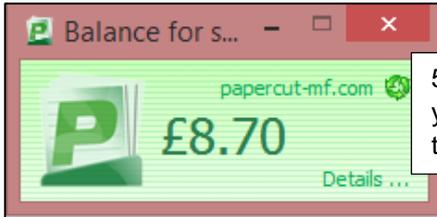


3. If you're intending to do a lot of printing, you can change the length of time you stay logged in for from the default 5 minutes by clicking on the dropdown menu

4. Once you've logged in, a message will pop up at the bottom right-hand side of the screen confirming that your document has been sent to the printer

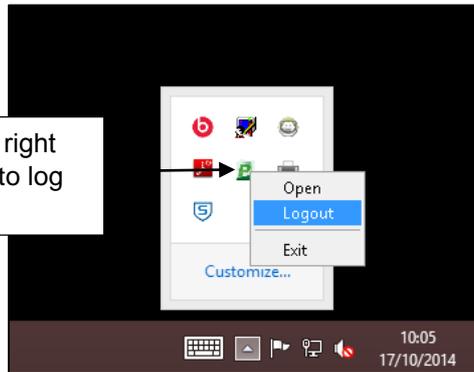
Message ATTENTION

Your document has been held in a queue. Before the document will be printed, you will need to log into the web interface provided or a release station and release your document.

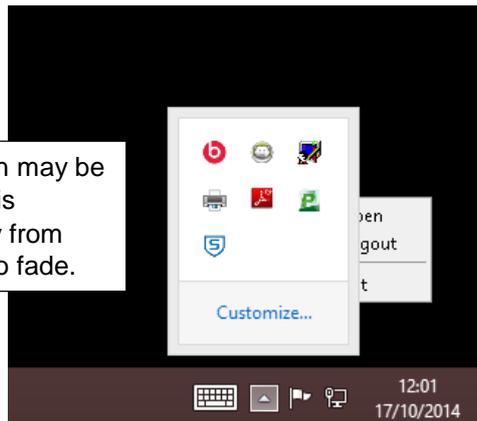


5. The amount of printing credit available on your account will be shown in a box at the top right-hand side of the screen

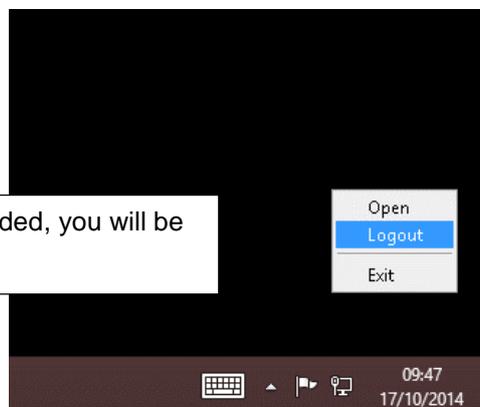
6. When you've finished printing, right click on the green Papercut icon to log out of your account



Occasionally, the 'Logout' button may be hidden by the icon window. If this happens, move the cursor away from the icon window and wait for it to fade.



Once the icon window has faded, you will be able to log out



7. Login to either of the printers and select 'Release' from the menu to collect your documents