

Hastings Hive Printing & Scanning Guide

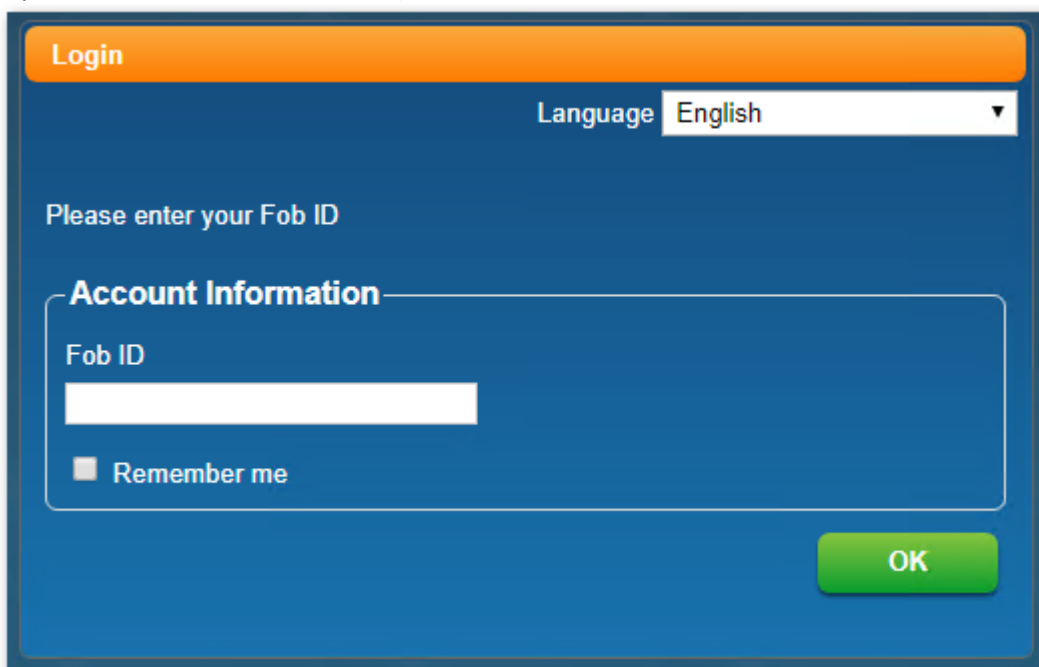
Overview

Printing at HastingsHIVE is done by logging into a web page and uploading the documents you want to print. When you are ready to print you use your security fob to print out the documents at a convenient time.

How to Print

Navigate to <https://monitor.hastingshive.co.nz/WebPrint> from a web browser (accessible on the HastingsHIVE network or from an external location).

At the login prompt enter your Fob ID. This is the number printed on your fob. This must be four characters in length so add zeros to the front of the number to make it four characters in length (e.g. if your fob ID is 1 then enter 0001).



The screenshot shows a login window with a blue background and an orange header bar labeled "Login". In the top right corner, there is a "Language" dropdown menu currently set to "English". Below the header, the text "Please enter your Fob ID" is displayed. A section titled "Account Information" contains a "Fob ID" label and a white text input field. Below the input field is a checkbox labeled "Remember me". A green "OK" button is located in the bottom right corner of the login area.

The first time you log into the web console or the printer you will be prompted to enter a pin.

Once logged in you click the *Select Files* button and upload your print job (print job must be saved to your local computer first). Once uploaded you can see your print job in the *Current Activity* tab.

Log Out

Welcome GCT!

How would you like to send us your print job?

MONITOR

File Print Web Print Send Email Attachment

Browse to a file on your device and send it to us

Maximum allowed file size: 100 MB Supported file types

Select files... Drop files here to upload

Current attributes : Color, Two-Sided, 1 Copy, A4 Change

Current Activity Recent Transactions

Your balance is Unlimited

Document Name	Pages	Attributes	Status	Cost
Test Document.txt	1	A4, Black & White, One-Sided, 1 Copy	Waiting for release	\$0.03

Total cost of selected jobs \$0.03

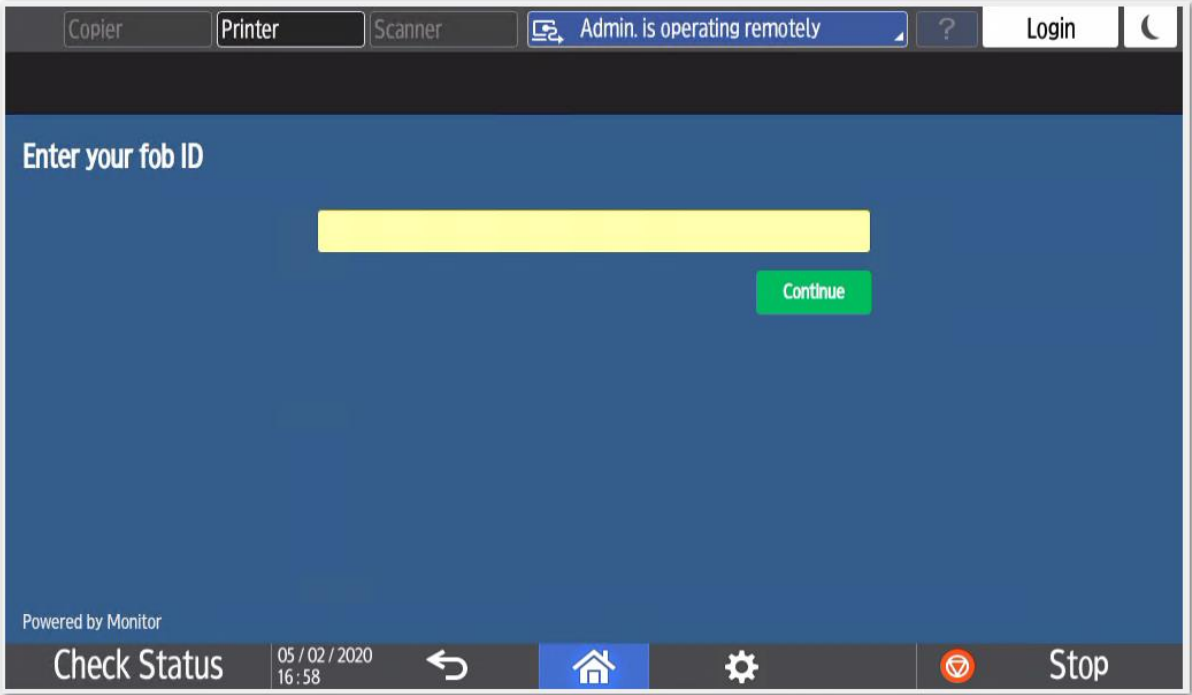
Select All Deselect All Change Job Attributes Delete

Powered by Monitor

Scan your Fob on the scanner at the printer, enter your pin to log in.



You can also use your fob ID.



Press 'My Print Jobs'.



You will see your documents in the queue. Press 'Print All' to print your documents.



Don't forget to log out!

How to Scan

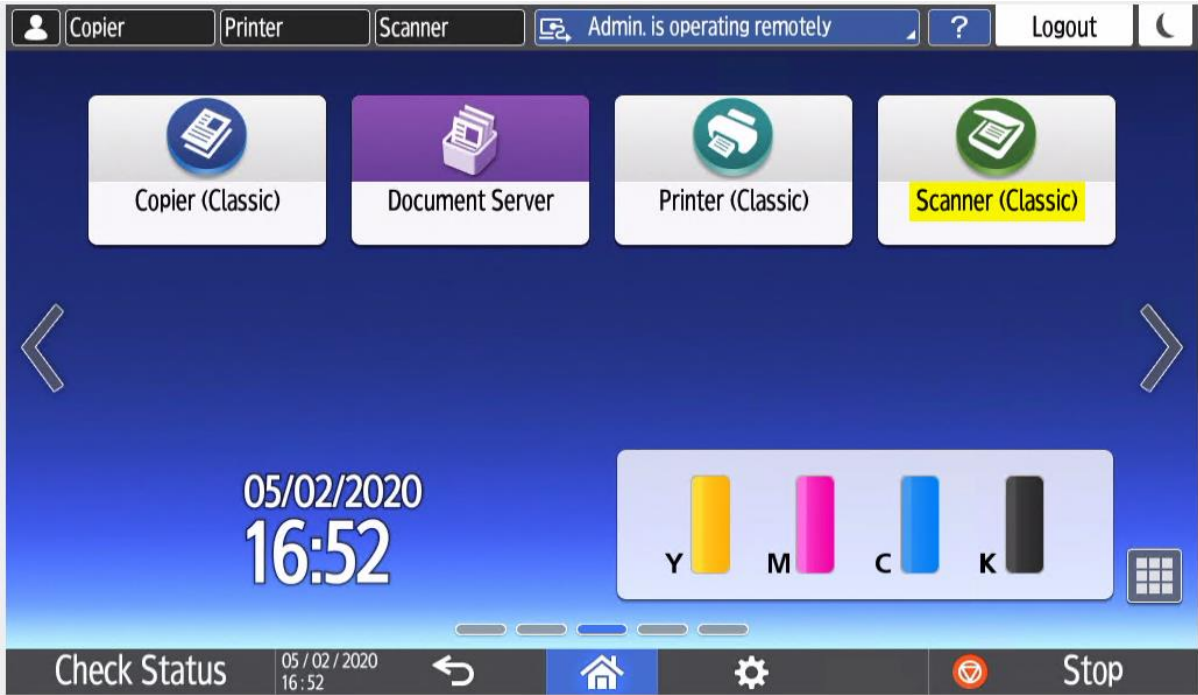
Scan your fob or enter your fob ID. Enter your PIN.



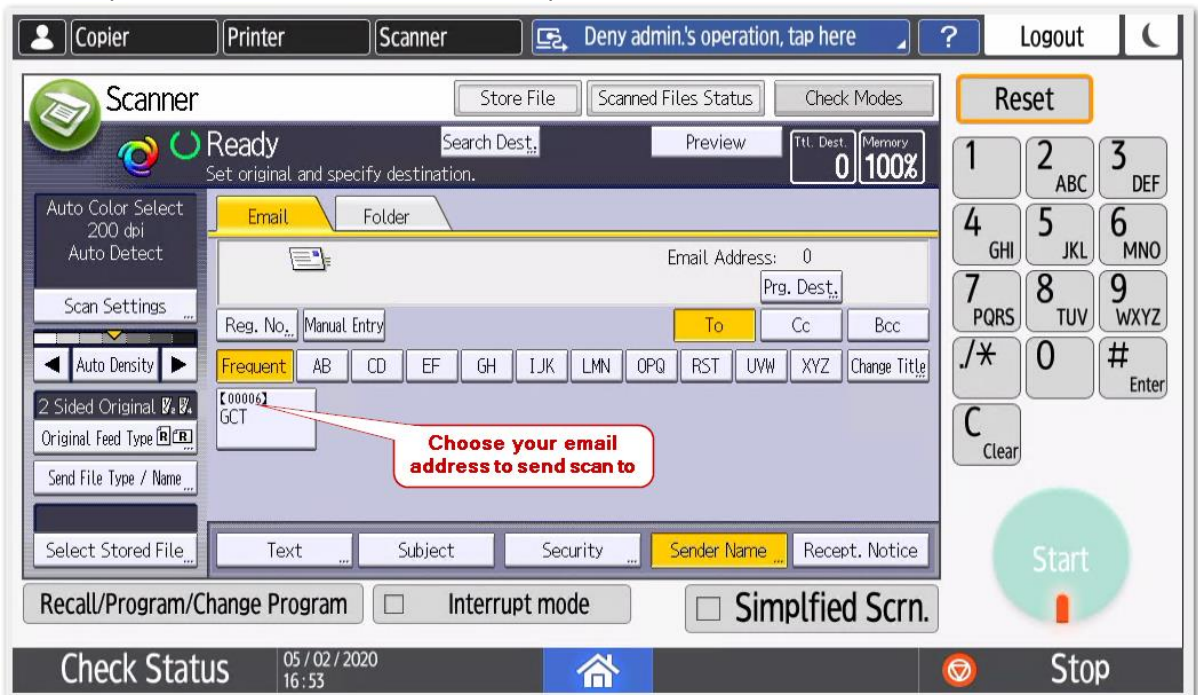
Press 'Use Copier'.



Choose 'Scanner (Classic)'



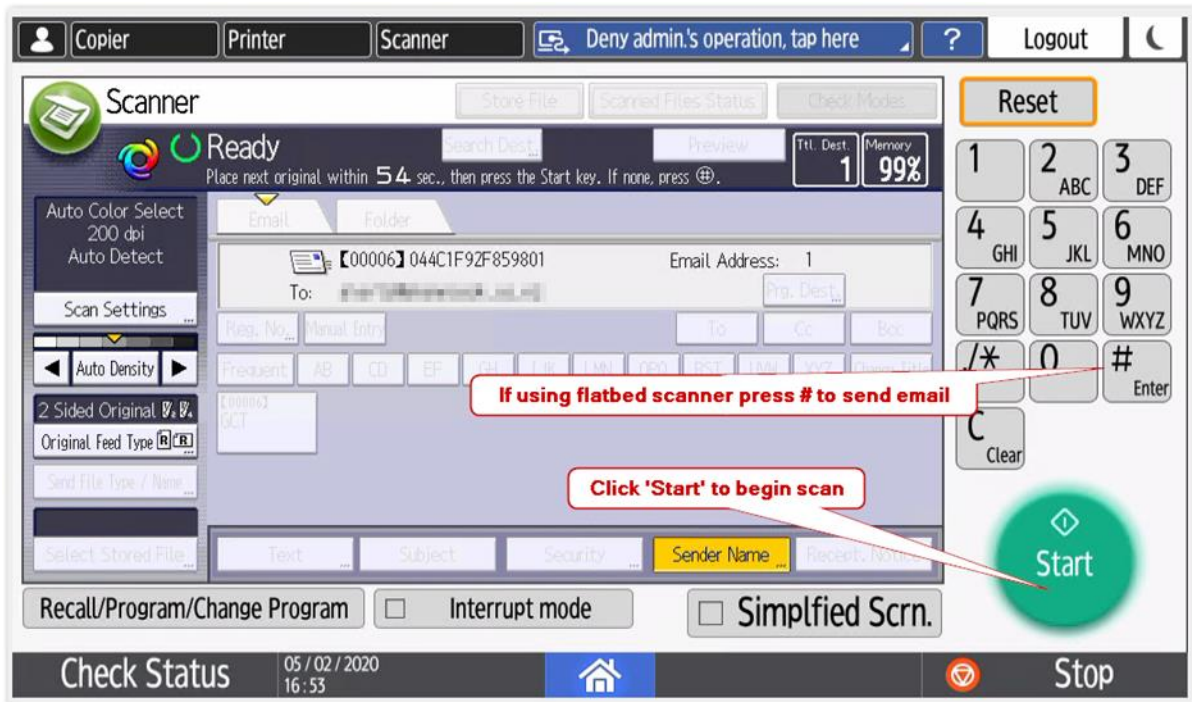
Press on your name to tell the scanner to use your email address



Press 'Start' to begin scan. If using feed tray all pages will scan.

If using flatbed scanner keep pressing 'Start' for each page scanned and press # when finished.

Your scanned document will be emailed to you.



Don't forget to log out!