

Alumni: Printer Access

Alumni have access to BYOD print services. Please contact your IT Service Desk to generate a 6-digit PIN for your University ID card. A PIN must be generated before access to print services is granted.

If you are working from a BYO device, you can still print to any student printer on campus using SafeQ email. Email printing.west@nd.edu.au for Fremantle and Broome printers or printing.east@nd.edu.au for Sydney printers.

Please note that this option only supports the following files:

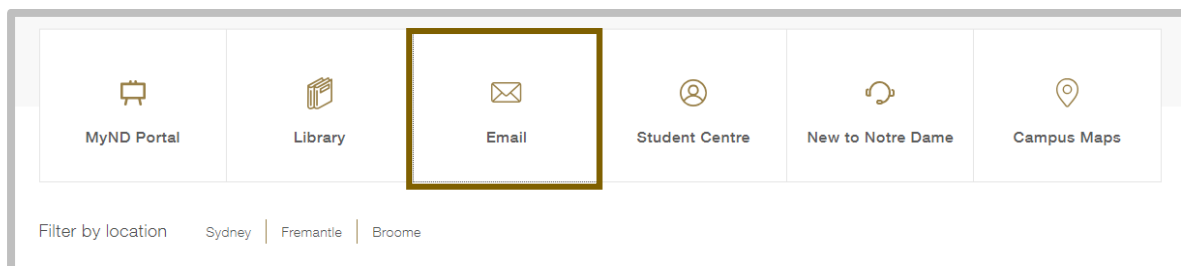
PDF, HTML, HTM, GIF, PNG, JPEG, TIFF, DOC, DOCX, XLS, XLSX, PPT, PPTX, RTF, TXT, ODT, ODS, ODP.

Documents in your queue are kept in the printing system for 48 hours. A notification is sent within 24 hours if you do not print and another in 48 hours to notify you the document has been deleted.

Before attempting to print, ensure you have added printing credit via [Think Print](#)

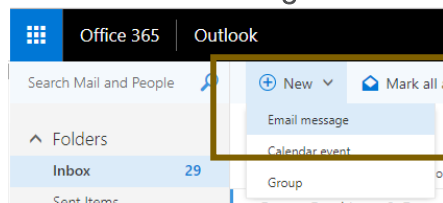
Please confirm the document to be printed is saved on your device before trying to print.

1. Access the Students page on the ND website:
<https://www.notredame.edu.au/current-students>
2. Click on **Email** under Quick Links

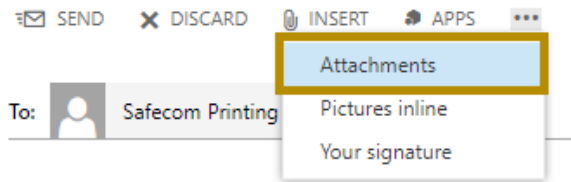


3. Enter your **Student ID** and password to access the portal.
Username: 32001234
Password: Nd01021994

4. Click **New**
5. Select **Email message**



6. Type printing.west@nd.edu.au for Fremantle and Broome printers or printing.east@nd.edu.au for Sydney printers
7. **Attach** the required document



- Cc:
8. Click **Send**
 9. Swipe your card over the **SafeQ reader** on a student printer.
 10. Select **Print-FollowMe** from the Menu
 11. Select **Waiting**
 12. Select the required print job from the list of waiting jobs
 13. Press **Print**

Please kindly contact your campus Service Desk if you require assistance.

Fremantle

08 9433 0777
8am – 5pm WAST

fremantle.it@nd.edu.au

Sydney

02 8204 4444
8am – 5pm AEST

sydney.it@nd.edu.au

Broome

08 9192 0632
8am – 4:30pm WAST

broome.it@nd.edu.au