

## Print Without My Staff Card

### Think before you print

Notre Dame has adopted a greener approach to printing. We ask all students to think before they print to minimise paper use. Please keep this in mind when using printers on campus. A recycle bin is located near a printer in each library and accommodation area for proper disposal of unwanted paper and printouts.

### PIN and Printer Access

Every printer has a **SafeQ** Reader installed on the **front** of the printer. Staff cards require a PIN to be assigned before access to print services is granted. Change your PIN through the [Think Print Admin](#) portal.

1. Sign into Think Print Admin using your University ID and password
2. Select "**Generate PIN**" under Access credentials
3. Your new PIN will show onscreen and a confirmation email sent to your University mailbox.

### Access Printing without your ID Card

1. Press Login
2. Enter your **Staff ID** number in the username box
3. Click OK
4. Enter your **windows account** password in the password box  
**Note:** This is the same password you use to log onto campus computers and portals
5. Click **OK**
6. The printer will now load your details and come back to the menu screen  
**Note:** If the menu screen does not show, please re-enter your login details

Please note that you may need to complete these steps on a different printer if you the printer does not **recognise** your details.

**If you receive the error message "Access Denied" please contact the IT Service Desk.**

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

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