

Scan Options

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.

Scan on a Staff Printer

Staff can scan using the **SafeQ Scan** options on the printer menu. There are two options to scan from the printer.

Option 1: If you are scanning a book or large piece of paper. Lift the flatbed and place the item text down onto the glass.

Please be careful not to leave fingerprints or dirt as this affects the image output.

Option 2: If you are scanning loose paper or multiple pages of A4 paper or require double-sided scanning, please use the document feeder on the top of the scan bed. Place the paper in the top feeder and use the clip to align the paper, so it is straight.

1. Swipe your card over the SafeQ reader on a student printer.
2. Enter your **PIN Number**
3. Click OK
4. The printer will load your details and come back to the menu screen
Note: If the menu screen does not show, please re-enter your login details
5. Select **SafeQ Scan** from the Menu
6. Click Ok
7. Click Scan Settings to adjust the size, orientation, resolution of your scan
8. Press Scan

Scan to Email

1. Click Ok
2. Select **Email** from the menu
3. Enter your email address
4. Click Scan Settings to adjust the size, orientation, resolution of your scan
5. Press Scan
6. Tap **Send Email**

Any scans from the printer are sent to your Staff Email and found in your inbox. If you cannot see the email, please check your Junk Folder or Clutter box.

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

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