

Print from University machine

Every printer has a **SafeQ** reader installed on the **front** of the printer. Staff require a 6-digit PIN to be assigned before access to print services is granted. Create or change your PIN through the [Think Print Admin](#) portal..

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. Select print from the **File** menu
2. Check your printer is showing as "**Secure Print**"
3. Click **Print**
4. Tap your card against the **SafeQ** reader on a University printer
5. Enter your PIN
6. Select **SafeQ Print** from the menu
7. Select **Waiting**
8. Select your print job
9. Press **Print**

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

Fremantle

08 9433 999
8am – 5pm WAST

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Sydney

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8am – 5pm AEST

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