# Updated Printing Interface

How to login and register a card

Users will need to register their ID cards to enable printing. This is a one-time only process.

1. Tap card against card reader.

2. If associating a new card, the card activation screen will appear.

3. Enter your network **Login** and **Password** by selecting the keyboard symbol then select **OK**.

4. Select **Login** and your card is now registered.

5. To LOG OUT Press **ACCESS**.
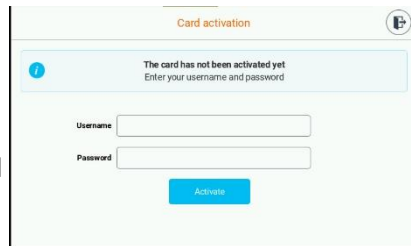
How to login without Card
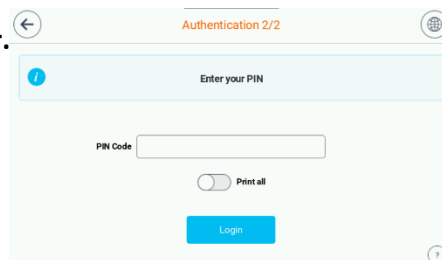
1. Tap blank box in the **Username** field.
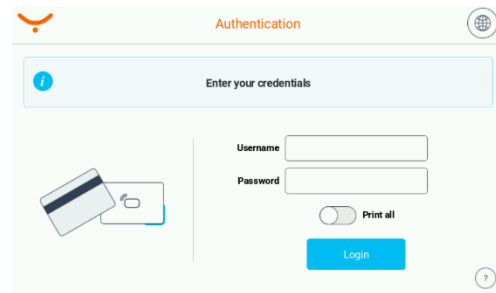
2. Enter your **Username** then select **OK**.

2. Enter **Username** and **Password** then select **OK**.

3. Press **Login** button on the display to login.

4. To LOG OUT press **Access**.

How to login with Card

1. Tap card against **card reader.**

2. Select **Login**.
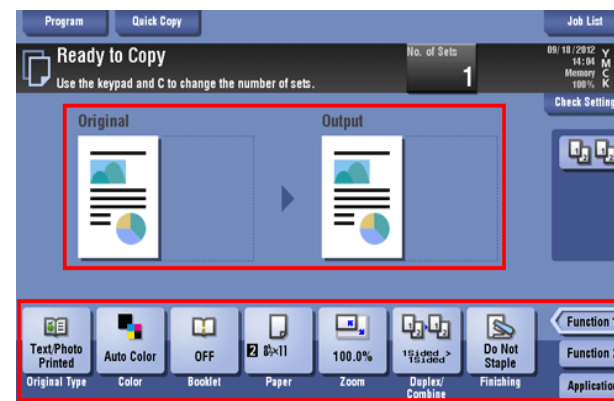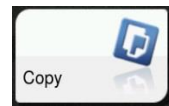
3. To LOG OUT press **Access.**

How to release your print job

1. Scan card to **Login**
Note: To Print all jobs select YES before scanning card

2. Select the **Print-FollowMe** button

3. Select print queue – **Waiting**, **Printed**, or **Favourite**.

4. You can prioritise the print job by selecting any job in the queue to print first

5. Select the desired option as per the image on the right

Previously printed Jobs

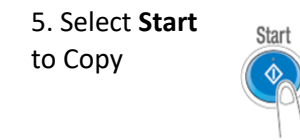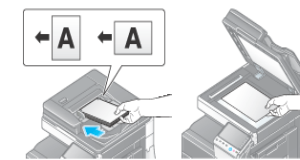**Jobs waiting to be printed**

Favourite jobs
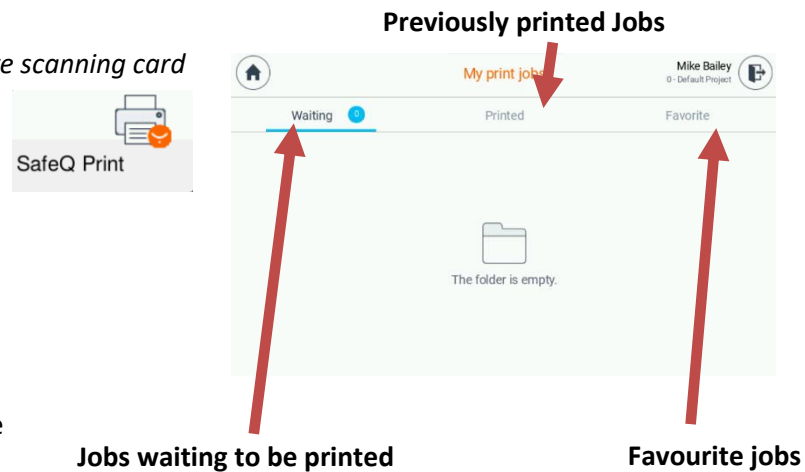
How to Copy

1. Scan card to **Login**

2. Select **Copy**

3. Select required **Copy Settings** on screen

4. Load documents in tray face up or place documents on glass face down

5. Select **Start** to Copy

6. To LOG OUT Press **ACCESS**

How to Scan

1. Scan card to **Login**

2. Select **SafeQ Scan** button

3. **Load documents** in tray face up or place documents on glass face down
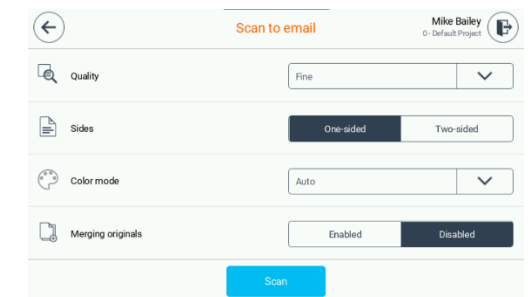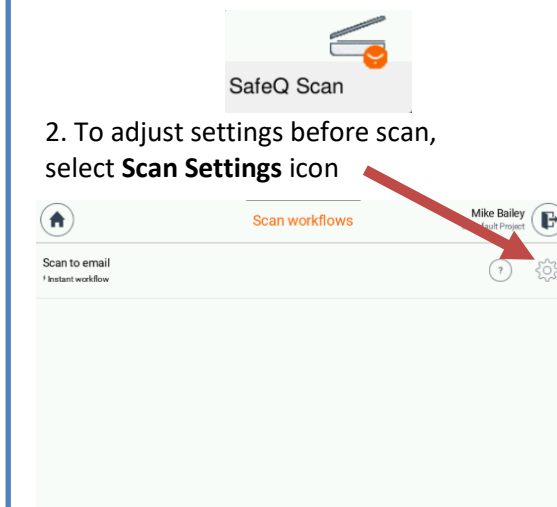
4. Select scan to email

5. To LOG OUT Press **ACCESS**

How to cancel your print job

1. Scan card to **Login**

2. Select the **Print-FollowMe** button

3. Select individual print job/s to be deleted

4. Select **Delete**

5. To LOG OUT Press **ACCESS**

Printing from mobile devices

1. Select email or document on your mobile device.

2. Forward the email attachment or document to the following email address: **printing.east@nd.edu.au** (for NSW)

3a. An **employee** can access the print job by logging in with their **card** or **username & password**.

3b. A **guest** will receive a confirmation email with a **username** and **password**.

4. For entering the **username** and **password** in the login screen (see 'How to login without Card')

5. Select **Print-FollowMe**, select **Waiting**, highlight your job then select **Print** (see how to release your print job)

Scanning – Adjust Scan Settings

1. Select the **SafeQ Scan** button to display the list of available workflows:

2. To adjust settings before scan, select **Scan Settings** icon

3. Select the desired settings and press the **Start** button to start scanning

4. To LOG OUT Press **ACCESS**