

What's In The Queue

PIN and Printer Access

Every printer has a **SafeQ** Reader installed on the **front** of the printer. New student 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.

Manage My Print Queue

To manage your print queue, please follow the steps below.

1. Tap your card against the **SafeQ** reader on a student printer
2. Enter your PIN
3. Select **Print Follow-Me** from the menu
4. Select **Waiting**
5. Select your print job
6. Press **Print**

Print Individual Documents

There may be several documents in your printing queue, but you may want to print one document for the moment.

To print a specific document in your queue.

1. Select the document that you would like to print
2. Press **print** on the screen

Print All Documents

If you would like to print all document in the queue, press **Print All**

Delete Your Documents

1. Tap card against the reader and enter your **6-digit PIN**
2. Select the **Print-FollowMe** button
3. Select print job/s to be deleted
4. Select **Delete**

Make sure you log out from the printing system before you leave the photocopier.

Documents in your queue are kept in the printing system for 48hours. A notification is sent within 24hours 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.

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

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