



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.

Printer Access

The **Safecom Reader** is a small blue box with a USB plugged into the back panel of the printer. The reader sits close to the number pad and screen on the **front** of the printer.

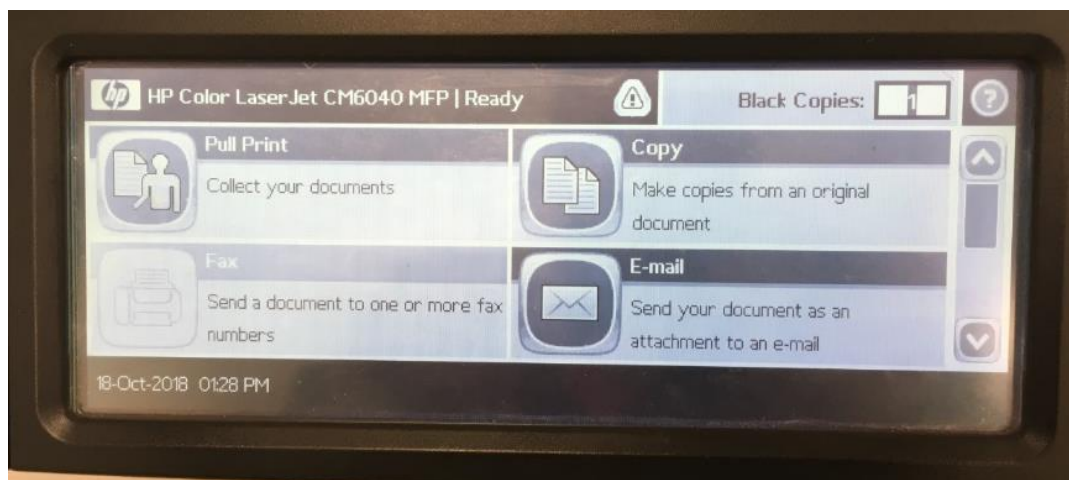
The **default PIN is the last 4 digits of your student number**. A PIN reset is completed on the printer or by an IT Support Technician.

Menu Options

Printers with an installed touch panel have the following menu options available. Tap the screen to load the menu if the machine is sitting in sleep mode. The following options are available to student:

- **Pull Print:** Access all document currently sitting in the print queue
- **Copy:** Create a printed copy of your document
- **E-mail:** Scan your document and send an email to your student email address.

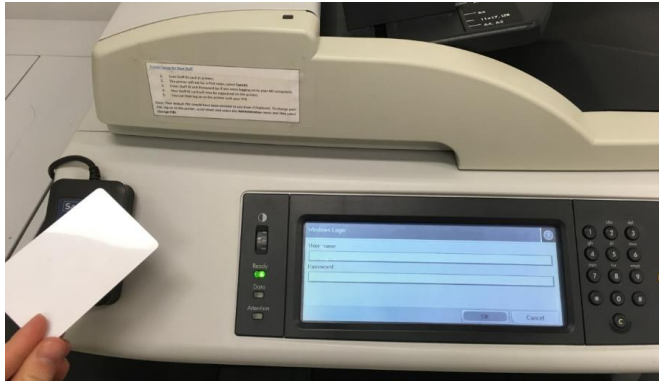
If any options other than fax are greyed out, please reboot the printer. If the options do not load please, contact IT.



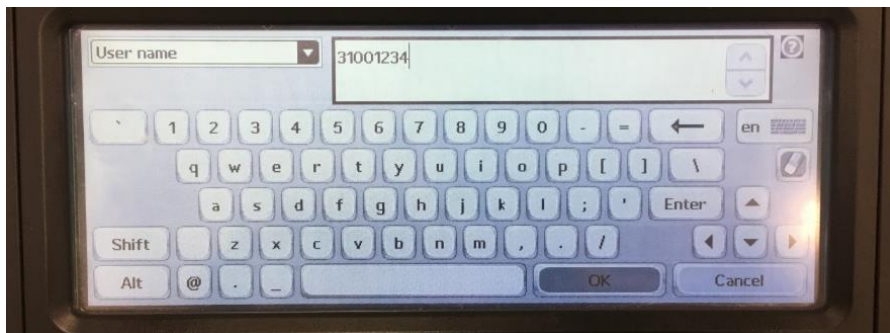
Register Card for Student Printing

To **register** your ID card, please follow the steps below.

1. Swipe your card over the **Safecom reader** on your department printer.
Note: The reader shows a green light when the card moves over it.
2. Select **Pull Print** from the menu
3. Enter your **PIN** code



4. The printer prompts you to enter a **PUK** code
5. Click Cancel
The screen returns to the login screen
6. Enter your **Student ID** number in the username box



7. Enter your **windows account** password in the password box
Note: This is the same password you use to log onto campus computers and portals
8. Click OK



9. 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
10. Your card has successfully registered and usable on **all student printers** around campus

If you would like to change your PIN

1. **Select change pin** and you will be prompted to enter a **4 digit pin**.
2. Once you have entered and saved it, select pin again and **re-enter the same 4 digit pin**.
3. Then, **tap on save** and then **apply**

If you are **unable** to register your card, please contact the IT Service Desk.



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

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