

ITD Fact File:

Card Setup for MFDs



Information Technology Directorate – IT Service Desk

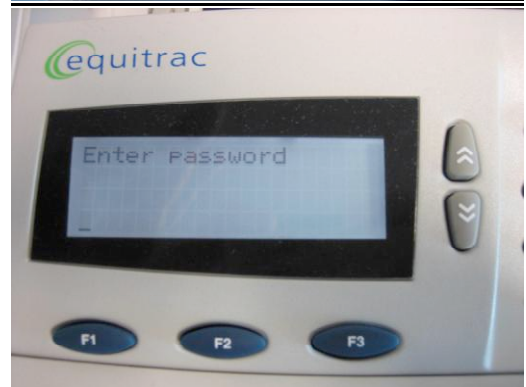
These instructions describe the process for associating your UNE card with your username / password to release print jobs from lab machines or the secure "Follow Me" queue and to photocopy from MFDs.

1. To release queued print jobs, you will need to authenticate to the printer. You can either type your username and password or, for ease of use, associate your UNE card with your account details and then swipe your card to release print jobs. The steps below are for first time use only, once your card is set up, you will only need to swipe the card to release print jobs.

2. Enter your UNE Windows username on the keyboard and press 'Enter' when complete.

Note: If you are unsure about your Windows "domain" username/password, please reset your password from the Account tab in MyUNE (<http://my.une.edu.au>). This will reset and synchronise your UNE passwords.

3. Enter your UNE password using the keyboard and press enter when complete.



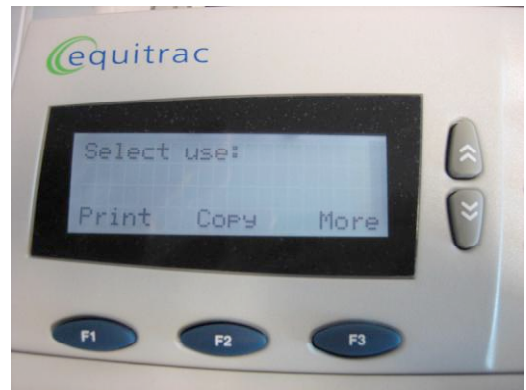
SPECIAL CHARACTERS

If you have a non alpha-numeric character in either your username or password it can be entered in one of two ways.

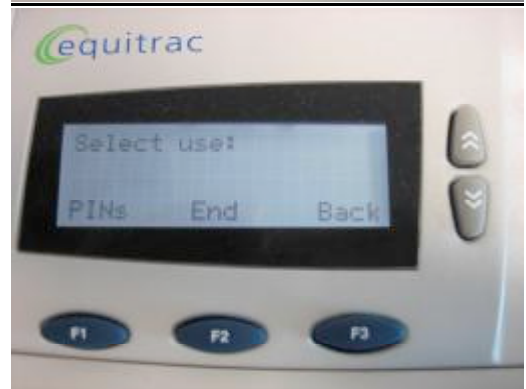
- a. Hold down the shift button and press the number key that corresponds to your character.
- b. If your character is not displayed on the keyboard press and release the 'Hold' button to display an onscreen list of all characters. Use the 'F1' and 'F2' buttons to move left and right then press 'Enter' to select the character. Press 'Hold' to return to the password screen.

4. Press the 'F3' button to select 'More'

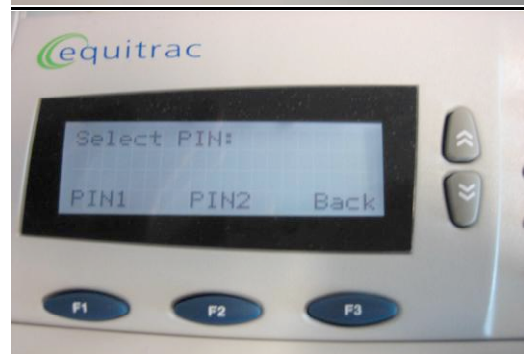
Note: Some units are set to allow photocopying directly after login without pressing another button – and instead display just the 'Print' and 'End'. For these, press 'F2' to select 'Print', then press 'F3' to select 'More'



5. Press the 'F1' button to select 'PINs'



6. Press the 'F1' button to select 'PIN1'



7. You will now be prompted to swipe your card. Swipe your UNE card, magnetic side up, on the right hand side of the device as shown.

Note: If you do not have a UNE card, or your card is not recognised by the reader please contact UNE Security on x2099. If a card is not recognised, the display screen will not change to the next message)



8. You will then be asked to swipe again to confirm – the message on the screen displays "Confirm PIN Entry". Swipe your card a second time.

Once complete the screen will display 'PIN update complete'. Press 'F2' to end the session.

