

ITD Fact File:

Adding printing credit / checking balance

Information Technology Directorate – IT Service Desk

These instructions describe the process for adding credit to your printing and for checking your credit balance.

CHECKING YOUR ACCOUNT BALANCE

To check your Equitrac Balance (or view a statement of your recent printjobs, please go to

<http://mfd-print:2941/webtools/index.html>

and login with your UNE username and password

Your balance will be displayed on the screen – if you are a student or special borrower, you must have a positive balance to print.

Staff members' departments are charged at the end of the month and you might see a negative balance as a staff member.



TOPPING UP YOUR ACCOUNT

Method 1:

Use the Auto Loader machine in the Learning Commons (Dixon Library) to add money to your card.

You must have your card setup to print at UNE – if you haven't set up your card yet, please go to

<http://www.une.edu.au/it-services/staff/pdfs/MFDCardAssociation.pdf>

for instruction or follow the instructions displayed by the public printers.

Method 2:

Go to <http://www.une.edu.au/mfd-credit/index.jsp>

to top up your account using a credit (or Visa debit) card.

Enter your UNE username and select the amount you would like to add to your account.

Select PURCHASE.

Enter your card details, including the CVV (the last three digits of number by the magnetic stripe on the back of your card).

Select Purchase to proceed with the transaction. Please do not click the button more than once – the transaction might take up to 60 seconds to complete.

Once completed, your MDF account will be credited immediately, ready for you to print.



