

ITD Fact File:

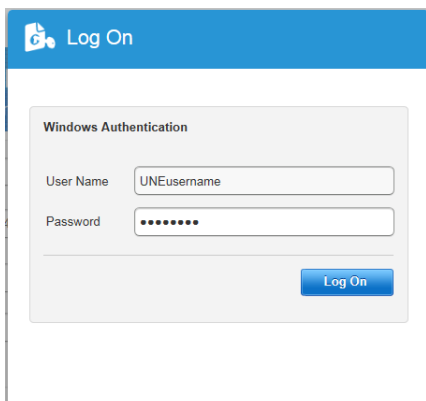
Using “Print My Document” web printing



Information Technology Directorate – IT Service Desk

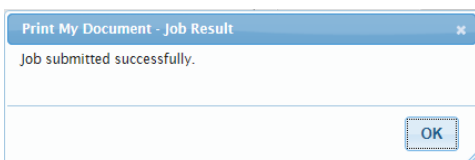
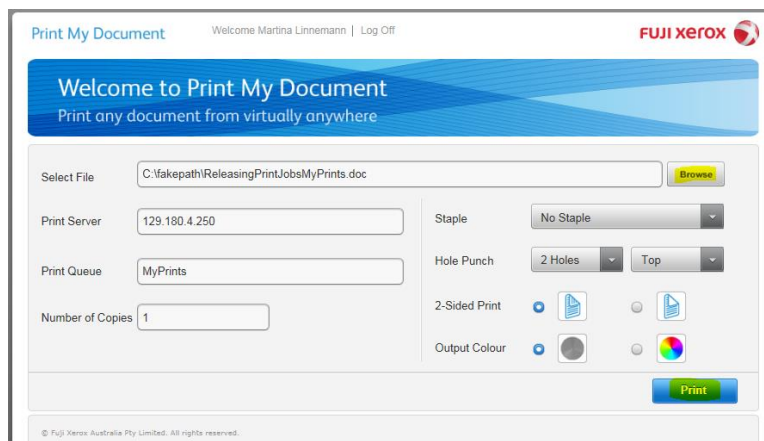
These instructions describe the process for printing via the web interface to the FujiXerox MFDs. This functionality can be used to print with your UNE account from personal computers that do not have the FujiXerox printer drivers installed.

To start the printing process, go to <http://myprints.ad.une.edu.au/PrintMyDocument/>



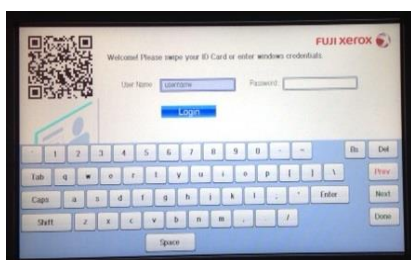
Enter your UNE username and password when prompted.

Click on BROWSE to select the document to print from your computer. Check the options for duplex printing, stapling, colour printing etc and click on PRINT to send the print job to the print queue.



A “Job submitted successfully” message will pop up.

To release the queue print jobs either swipe your card over the card reader attached to any of the FujiXerox MFDs on campus



Alternatively, enter your UNE username and password on the touchscreen display and press ‘Enter’



A selection screen will appear. Click on PRINT on the touch screen.

Select the job(s) you would like to print and click on PRINT on the touch screen. The print jobs will print to the MFD.

Log out (using the green logout button to the right of the touch screen) once the print jobs have completed.

