

ITD Fact File:

Using “Print My Document” email printing

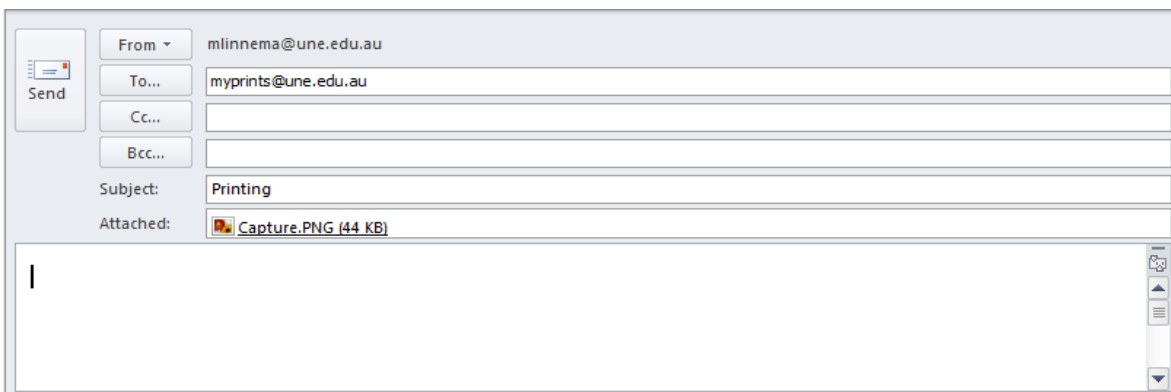


Information Technology Directorate – IT Service Desk

These instructions describe the process for printing via email 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. You must use your UNE email account for this functionality to work.

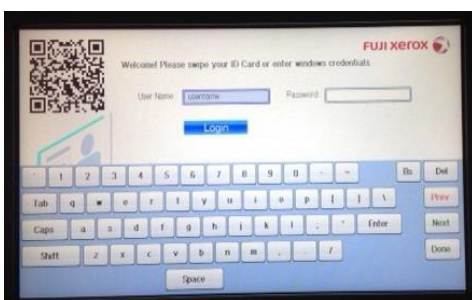
To start the printing process:

- 1 Create an email and attach the document you would like to print.
- 2 Enter myprints@une.edu.au in the **TO** field and
- 3 Click **send** to send the email. This will send the email and the attachment to the print queue.



To release the queue print jobs:

- 1 Swipe your card over the card reader attached to any of the FujiXerox MFDs on campus.
(If you are using your card for the first time, you will be asked to enter your UNE username and password on the touchscreen).



Alternatively,

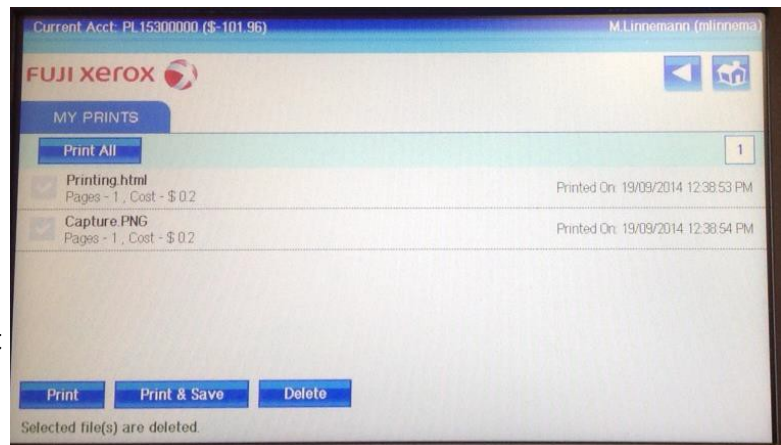
- Enter your UNE username and password on the touchscreen display and
- Press **Enter**.

- 2 A selection screen will appear. Select **PRINT** on the touch screen.



- 3 Select the job(s) you would like to print and
- 4 Click on the **PRINT** button on the touch screen.

Note: You will see at least 2 jobs – one for the email document itself and one for the attachment (*plus any signature images etc*).



Select only the items you need to print. 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.