MyPRINTtafe
Guide Book
What is Changing?

- The introduction of ONE solution for all TAFE Queensland Brisbane campuses that includes both staff and students.
- A view to increase equity and minimise impacts to course fees by introducing an user pays system.
- The ability to print conveniently on any multifunction device (MFD) device in any location supported by the solution.
- The extension of Valet services across all TAFE Queensland Brisbane campuses.
- The refresh of existing print devices with modern and fit for purpose multifunction devices (MFDs) and printers that include printing, copying and scanning in both colour and black-and-white from any location.
Setting your default print queue to Find-Me-Print

- Press the start button and select ‘Devices and Printers’
- Place the cursor over ‘Find-Me-Print’ and right click
- Click on ‘Set as default printer’
Registering your Card
(You only need to do this once if a first time user)

1. Tap the screen to wake up the device, then swipe your Proxy Card over the card reader

2. Press [Username] and enter your username

3. Click on the [NEXT] button on the keyboard

4. Enter your password

5. Click [ASSOCIATE] in order to link your proxy card
How does it work?

(Logging in)

- To use the device, tap the screen then swipe your Proxy Card or enter username and password.

- If you have print jobs in the queue you can access them by selecting the [Print release] function.

- If you are wanting to use the other functions of the device i.e: scanning or copying press the [Device functions] option.
How to Print on a Multi-Function Device

- Please tap the screen to wake up the device, then swipe your Proxy Card to log in.
- Select [Print Release] to view and select individual jobs from the list.

If [Print Release] has been selected tick which jobs you would like to release and press [Print].

Alternatively, the [Waste] Symbol can be pressed to delete the individually selected print jobs.
How to Copy

- Please tap the screen to wake up the device, then swipe your Proxy Card to log in.

- Select [Device functions] and then select [Copy] function from the Home Screen.

- Place documents face up in document feeder or face down on the glass.

1. Colour Selection
   *Only available on Colour Devices
2. Reduce / enlarge
3. Tray Selection
4. Quantity Selection
5. Format Options
6. Finishing Options
7. If you have made all of your selections press [Start]
How to Scan to Email (Staff Only)

- Please tap the screen to wake up the device, then swipe your Proxy Card to use the device and then select [Device Functions].
- Place documents face up in document feeder or face down on the glass.

Select [Scan to Me] button from the Home Screen.

- Ensure your name appears as the person logged in. By pressing the down arrow on the Scan to Me drop down box you can verify your email address.

- Adjust Settings as required e.g. 1 Sided, B&W, etc.

- Press [Start Scanning].
How to Scan to Memory Device (USB)

- Please swipe your Proxy Card to use the device and then select [Device Functions].
- Place documents face up in document feeder or face down on the glass.
- Press [Print/Scan (Memory Storage Device)]

Select [Scan to Storage Device] and insert your USB in the slot on the left of the display screen.

Press [USB]

Press [Start]
How to Fax

▶ Please tap the screen to wake up the device, then swipe your Proxy Card to use the device and then select [Device Functions].

▶ Select [Quick Fax] button from the Home Screen.

▶ Place documents face up in document feeder or face down on the glass.

▶ Select [Specify Dest].

▶ Enter the [Fax Number].

▶ Place documents face up in the document feeder or face down on the glass.

▶ Press [Start].
Printing at a Find-Me-Print Printer

A small number of printers will be Find Me print enabled

- Please swipe your Proxy Card to log in on the card reader.
- All print jobs waiting in the queue will be released and begin printing.
ISAS Printing – Selecting a printer

This process is for choosing a printer for direct ISAS print tasks

1. From the main ISAS menu select **Set UP SACR**
2. On the Set Up SACR page select **User Printers**
3. Enter your Campus and Location Code; or
4. Look Up by clicking the look up icon

(see next page)
5. Click **Search** to display the Process Type/Printer Path selection screen.

6. Identify the Process Type you wish to change and click the Printer Path look up icon.

7. Select the Printer Path you wish to apply and repeat for each Process Type.

8. Click Save to confirm your selection(s).

- **ISAS devices are labelled with their ISAS Printer Path**
Service Calls

- Should your equipment require service please log an incident ticket online on via our TAFE Assist Portal (TAP).

Access the Hub | TAP | ICT Services | Printers

1. [Image 1]

2. [Image 2]

3. [Image 3]

4. [Image 4]

- Alternatively call 1300 OK TAFE (1300 658 233).
Valet Services

- **Valet** services will operate across all TAFE Queensland Brisbane campuses.

- The **Valet** will provide a basic level of service in order to help improve the overall service of the devices. During their rounds, they will -
  - Check status and cleanliness of the device
  - Replenish toner, if required
  - Replenish paper, if required

- As Valets won’t be topping up paper and toner continuously throughout the day, there may be occasions where **Staff** will still be required to -
  - Replenish paper and toner
  - Order ad hoc consumables via the TAP portal
Toner and Paper

- The Device automatically monitors **toner** levels and will send a notification to Ricoh when Toner is low. Toner will be delivered to the nominated site.
- Ad hoc orders for **toner**, paper or other print consumables can be made by staff via the TAP Portal.
- **Paper** will be delivered to the South Bank campus as per usual.
- For all other sites, **paper** can be ordered online via the TAP portal and will be delivered to the nominated site.
- These services will commence upon delivery of the new Ricoh devices to your location.
Message about Student Printing

- The ‘User pays’ principle will apply to all Student Printing across all TAFE Queensland Brisbane campuses.
- Students will have access to devices within Library and teaching environments.
- Students will need a Visa or Mastercard, debit or credit card or pre-paid card in order to print within TAFE Queensland Brisbane.
- Students will use their student cards to authenticate.
- Students will be able to ‘top up’ their print credit online via the PaperCut User Web Interface.
- Students will be directed to seek help or assistance via Customer Service or Library staff.
- Customer Service and Library staff will be receiving face to face training on how to support Students.
- Exclusions to paid Student Printing will only apply to limited Commonwealth funded programs.
This Flyer will be made available to Students as a high level view of the Change
Student Paid Printing - Adding money to your MyPrint account

You can recharge your MyPrint account online from any TAFE Queensland Brisbane student PC.

To add funds you will need:
• a Visa debit or credit card;
• a Mastercard debit or credit card; or
• a reloadable Visa or Mastercard.

Step 1: Logging into your MyPrint account

A. Access your online MyPrint PaperCut portal using one of the following options
   1. Click on the PaperCut icon in the lower right hand corner of the windows task bar
   2. Now click the details link in the Paper Cut client dialogue box.

   ![Image of PaperCut icon]

   ![Image of PaperCut client dialogue box]

   If you can’t find the PaperCut icon open your web browser and go to http://SBRPRTAS1.print.tafe:9191/user

B. Log in with your student ID and computer password

   ![Image of PaperCut login screen]
Adding Credit/Topping Up

A. Choose Add Credit from the PaperCut homepage

Select the amount you wish to add from the Amount to add drop down menu and click [Add Value]
A. Enter the requested **Visa** or **Mastercard** details from your card and select **[Pay now]**

A message will display confirming a successful or failed transaction.
Office devices (MFDs and printers) are designed for short run convenience jobs not for high volume printing.

As such it is important that these resources are readily available and not taken up with long print runs.

Southbank Green Print Centre is TAFE Queensland Brisbane's on site bulk print service provider.

Powered by the team at Ricoh, they provide professional print and finishing services with a broader and more sophisticated choice of paper stock and binding options as well as quick and flexible turn-around times.

Green Print will work with you to produce fit for purpose and most cost effective materials that adhere to brand marketing, presentation and CRICOS standards.

Order through the easy to use online portal at anytime from anywhere and have your materials distributed to either a single or multiple desk locations across all TQB campuses by a specific date.

Create course or unit kits consisting of various printed materials or create books from supplied materials, separate units or chapters of content (e.g. compile customized course materials constructed from various modules)

Green Print can produce what you need when you need, reducing the administrative costs to the organisation and the risk of stored bulk printed materials becoming obsolete whilst increasing the time available for core duties without increasing the hours at work.

If you would like assistance/advice with paper types, artwork and large format printing options feel free to contact them directly or drop into print centre where they will be more than happy to go through any specific requirements you may have.

Any questions feel free to call us on 07 3244 6477 or email support@southbankgreenprint.com.au

For more information or to register for Green Print services please follow the quick links on The Hub.

Southbank Green Print Centre
Ground Floor, F Block
66 Ernest Street
South Brisbane
Where to Find more information about **MyPRINTtafe**

- How to Guides can be found online on the HUB

- Quick Reference Guides will be located near the device or can also be found online on the HUB

- Information to support students will be located on the TAFE Queensland Brisbane website http://tafebrisbane.edu.au