Setting a Printing PIN Number

1. Enter your TAFE Student Number
2. Choose OK
3. Enter a four digit PIN number of your choice.
4. Confirm your PIN number
5. Choose OK
6. A confirmation screen will appear showing the cost of the print job.

7. Choose OK to accept the charges.

8. Your PIN number has now been created.

**Printing**

1. Enter your TAFE Student Number

2. Choose OK
3. Enter your TAFE Student Number

4. Choose OK

5. Enter your four digit PIN number

6. Choose OK
7. A confirmation screen will appear showing the cost of the print job.
8. Choose OK to accept the charges.
9. You can now collect your printing.

Setting A Pin Number Photocopying

1. Swipe your TAFE card through the card reader.
2. Enter a four digit PIN number of your choice. This number will be your new photocopying pin.

3. Press Enter

4. Enter the same four digits again for verification

5. Press ‘Enter’.

6. ‘New PIN Number has been set’ will display when you have been successful.

7. Press Finish Or photocopy your documents, and then press Finish.

**Photocopying**

1.Swipe your TAFE card through the card reader.

2. Enter your four digit PIN number

3. Press Enter

4. Photocopy your documents

5. Press Finish once you have completed your copying