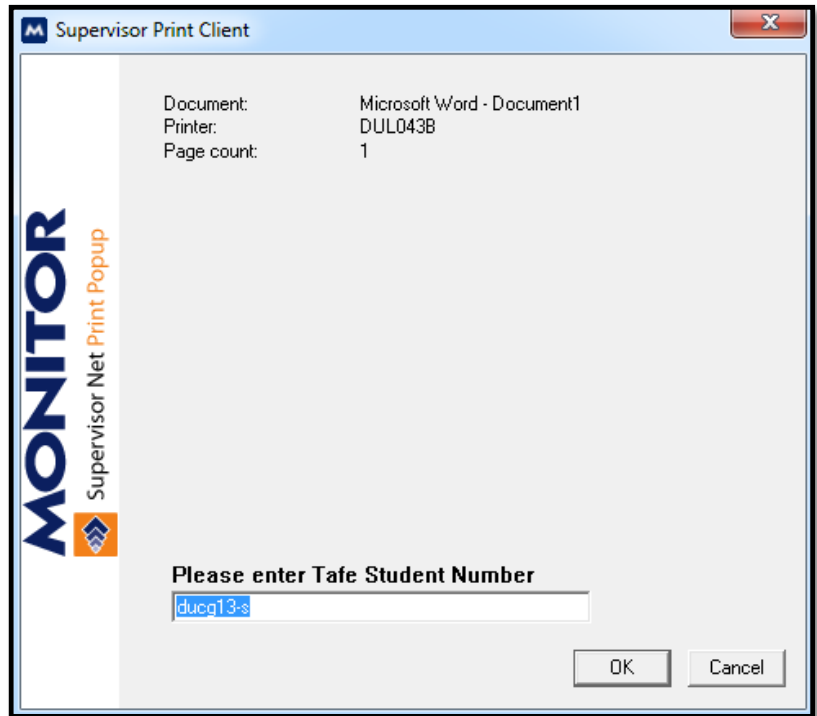


# STUDENT PRINTING AND PHOTOCOPYING GUIDE

A Guide for TAFE Western Students

## Setting a Printing PIN Number

1. Enter your TAFE Student Number
2. Choose OK

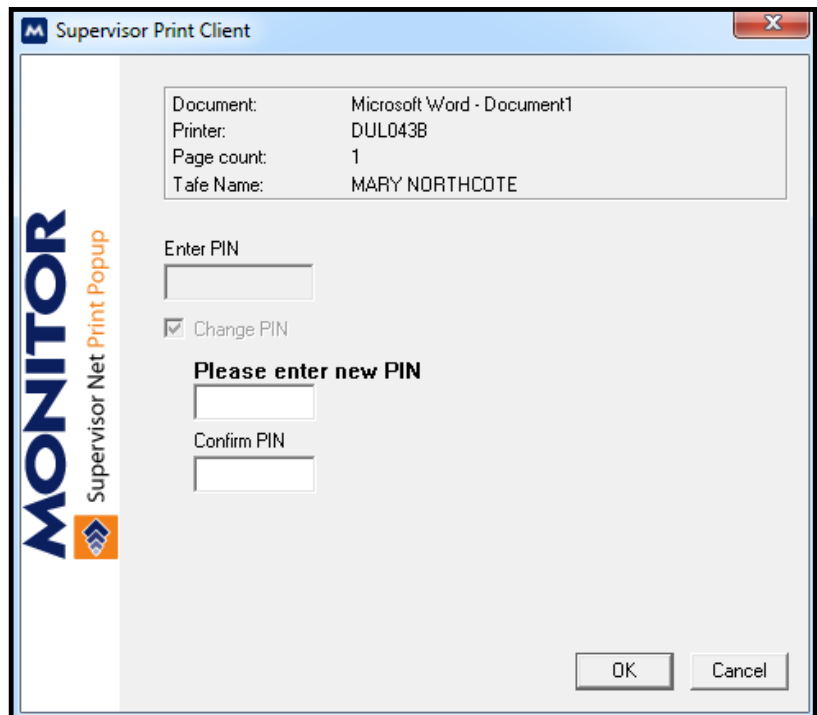


The screenshot shows a window titled "Supervisor Print Client". On the left is a vertical logo for "MONITOR Supervisor Net Print Popup". The main area contains the following text:

Document: Microsoft Word - Document1  
 Printer: DUL043B  
 Page count: 1

Below this is a prompt: "Please enter Tafe Student Number". A text input field contains the value "ducg13-s". At the bottom right are "OK" and "Cancel" buttons.

3. Enter a four digit PIN number of your choice.
4. Confirm your PIN number
5. Choose OK



The screenshot shows the same "Supervisor Print Client" window. The text in the main area is now:

Document: Microsoft Word - Document1  
 Printer: DUL043B  
 Page count: 1  
 Tafe Name: MARY NORTHCOTE

Below this is a section for PIN entry:

Enter PIN

Change PIN

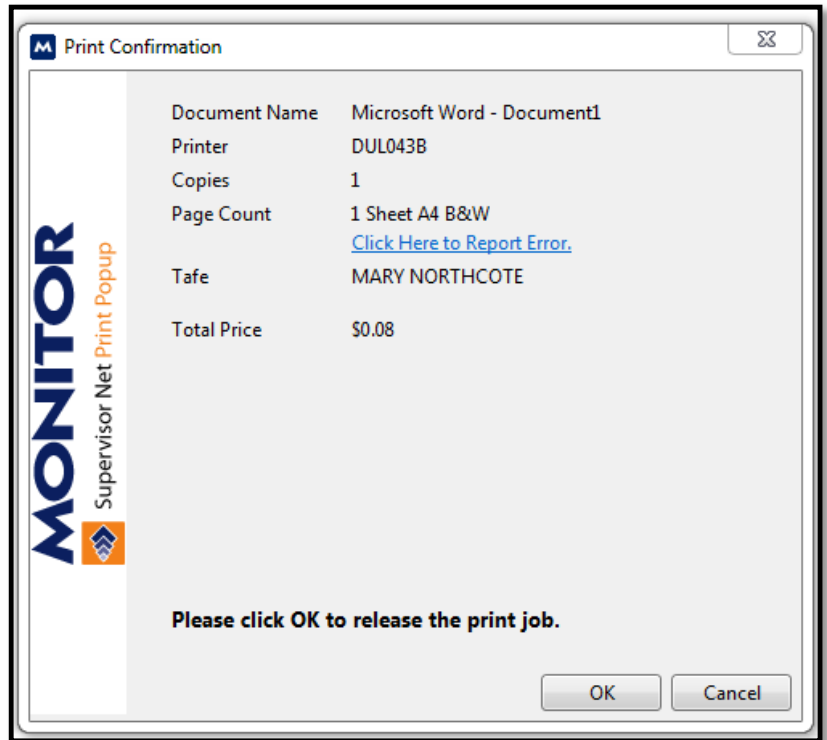
Please enter new PIN

Confirm PIN

At the bottom right are "OK" and "Cancel" buttons.

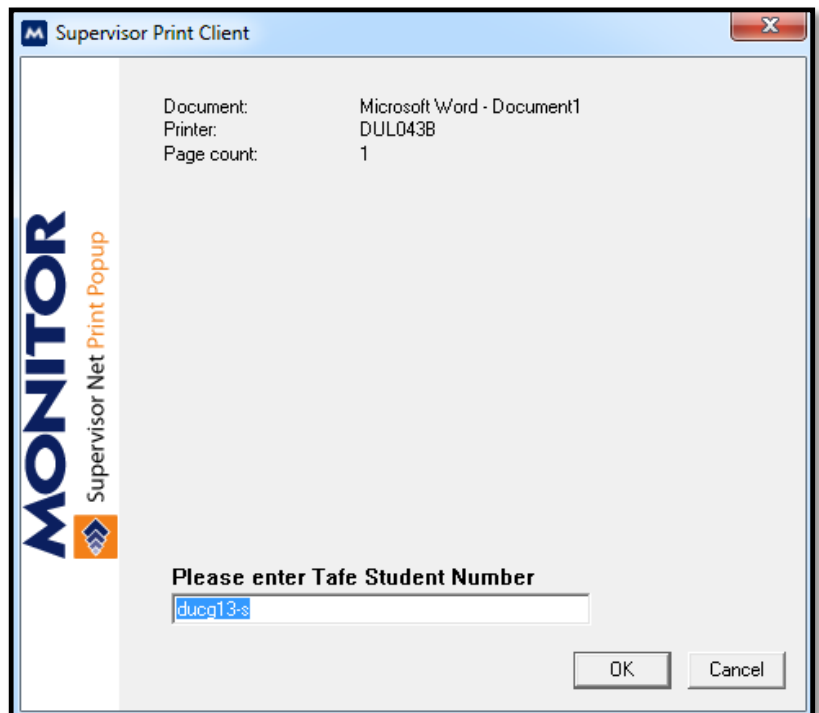


6. A confirmation screen will appear showing the cost of the print job.
7. Choose OK to accept the charges.
8. Your PIN number has now been created.

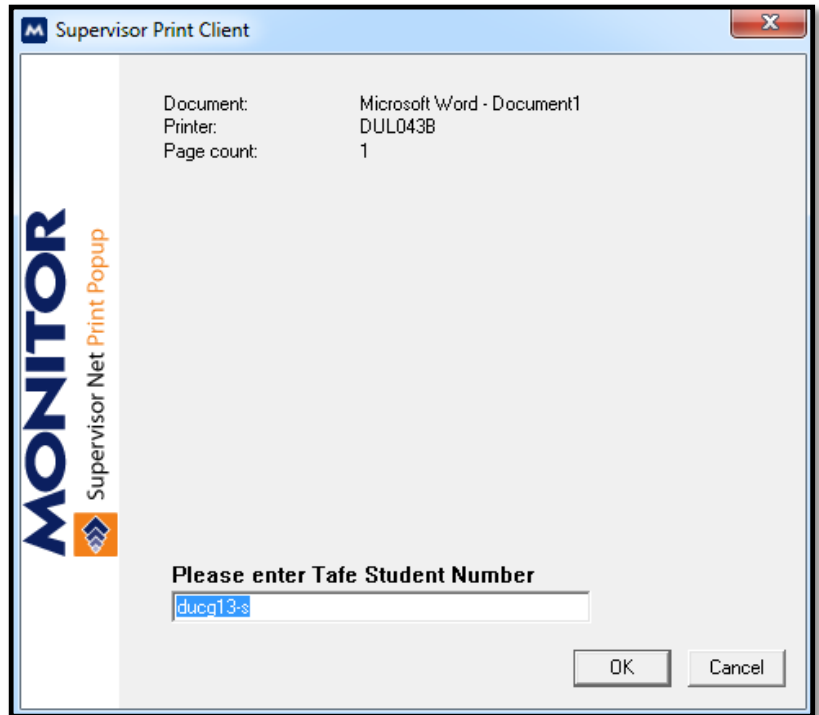


## Printing

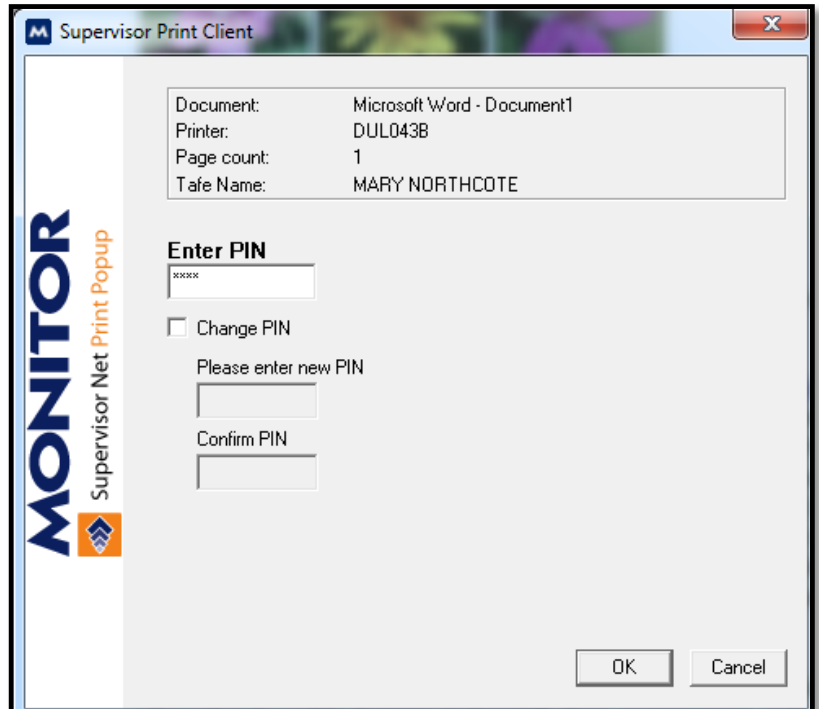
1. Enter your TAFE Student Number
2. Choose OK



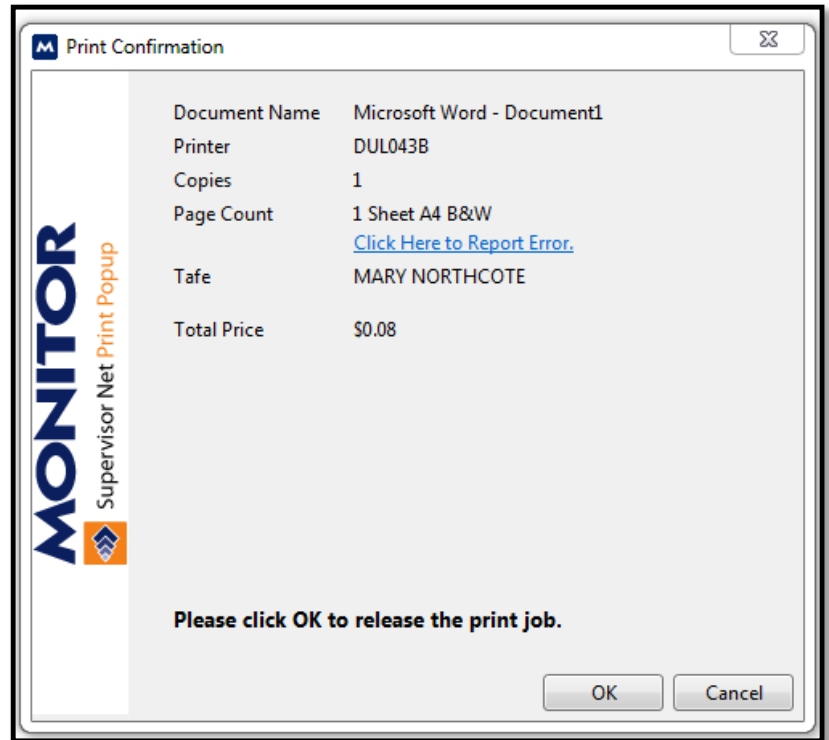
3. Enter your TAFE Student Number
4. Choose OK



5. Enter your four digit PIN number
6. Choose OK

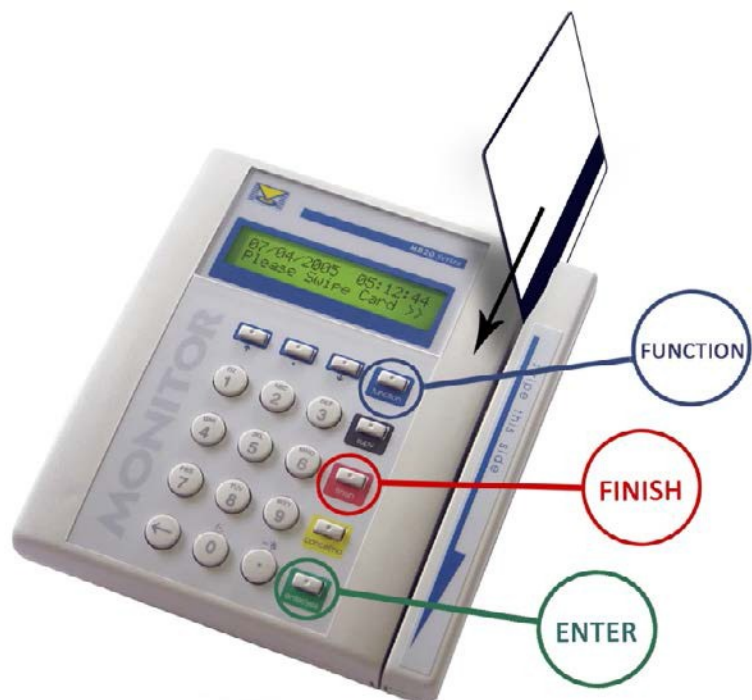


7. A confirmation screen will appear showing the cost of the print job.
8. Choose OK to accept the charges.
9. You can now collect your printing.



## 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.

Enter New PIN : \*\*\*\*

Verify Pass  
Re-enter PIN : \*\*\*\*

New PIN Number  
has been set

## 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

CRAIG MCL  
Enter PIN:

