

# Find Me Print

User Manual



## 1 How to install FindMe print queue

The FindMe printer mapping package should now be rolling out to the SOE Windows/Mac devices.

If devices are connected to the UNSW network (VPN required if offsite), the printer will map automatically.

For Windows devices, if the device is not connected to the UNSW network, a shortcut has been placed on the desktop to map the printer manually once connected. The shortcut is called "Map FindMe Printer".



If mapped successfully the printer will be listed under Printers & Scanners as "FindMe on fmpprint.unsw.edu.au" (for Windows devices) and as "FindMe Printing" (for Mac devices).

Windows Devices:	Mac Devices:	
··· > Printers & scanners	< > Printers & Scanners	
Add a printer or scanner Add device	Default printer Used 🗘	
	Default paper size A4 O	
Adobe PDF >		
	Printers	
FindMe on fmp-print.unsw.edu.au	FindMe Print >	

If the queue has not been mapped and the shortcut is not available, then users can use the company portal (Self Service) to install the printer package themselves.

#### Windows Devices:

#### Mac Devices:

Self Service	9	Search results for "Findme"
Q Findme	0	
🔂 Home		/// ·····
🗎 Browse	>	
History		FindMe Print
		Install

## 2 How to use Find Me Print

### 2.1 How to register (for first-time users only)



### 2.2 How to print

Copies: 1 \$ Print Copies: 1 \$ Print 0 FindMe on fmp-print.uns... Ready

Step (1) Print to the "FindMe" print queue on your device

Step (2) Walk to the nearest printer



Step (3) Swipe your UNSW ID card

Tap card to login or use:   Image: Im
PaperCut MF 22.0.31988

Step (4) Select the option "Print Release"

	PaperCutMF	<u>}</u>	REAL I
1 print job pending release 2 pages to	otal		Print all
Print Release	Copy/Scan to Email	Scan	

#### Step (5) Select your print job

Home	Damien Snow Log Out
My Document.pdf	
Microsoft Word - Untitled1.docx	
PaperCut Guidelines.pdf	
How to brew coffee with an Aeropress.	1/1
Sales Figures - December2021.pdf	
News.com.au   News Online from Australia.h	
Retresh	

Step (6) Collect your document



### 2.3 How to copy



#### Step (2) Swipe your UNSW ID card



Step (3) Select the option "Copy/Scan to Email", and then follow the on-screen instructions



#### 2.4 How to scan

Step (1) Walk to the nearest printer



Step (2) Swipe your UNSW ID card

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Step (3) Select the option "Copy/Scan to Email" or the option "Scan", and then follow the onscreen instructions

	PaperCutMF		E.
1 print job pending release 2 pages to	otal		Print all
Print Release	Copy/Scan to Email	scan	

Step (4) If the option "Scan" is selected, you will see the screen below with 3 options

A	PaperCutMF <sup>P</sup>
Account	My Personal Account
	Email
$\leq$	Email - (Comp Only)
$\sim$	Email - (Search + Comp)

- "Email" email scanned copy in non-searchable pdf format\* without compression
- "Email (Comp Only)" email scanned copy in non-searchable pdf format\* with compression\*
- "Email (Search + Comp)" email the scanned copy in searchable pdf format with compression\*

\* non-searchable pdf format: means that the scanned copy is not in a text format, and users cannot copy or search the texts in the copy.

\* with compression: means that the scanned copy is compressed to significantly reduce the size of the email pdf attachment.

#### 2.5 How to delegate

To delegate someone else to print/copy/scan on your behalf, please contact your division/faculty/school managers to raise a delegation request to UNSW IT Digital Support team (Tel: +61 2 9385 1333).

## **3 Trouble shooting**

For technical issues, please raise an IT service request to UNSW IT Digital Support team (Tel: +61 2 9385 1333).

## 4 How to join a printer to Find Me Print fleet

To join a printer in your area to the Find Me Print fleet, please contact your division/faculty/school managers to raise a request to UNSW IT Digital Support team (Tel: +61 2 9385 1333).