7/26/2024

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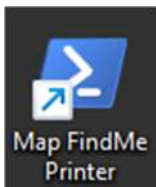
If mapped successfully the printer will be listed under Printers & Scanners as "FindMe on fmp-print.unsw.edu.au" (for Windows devices) and as "FindMe Printing" (for Mac devices).
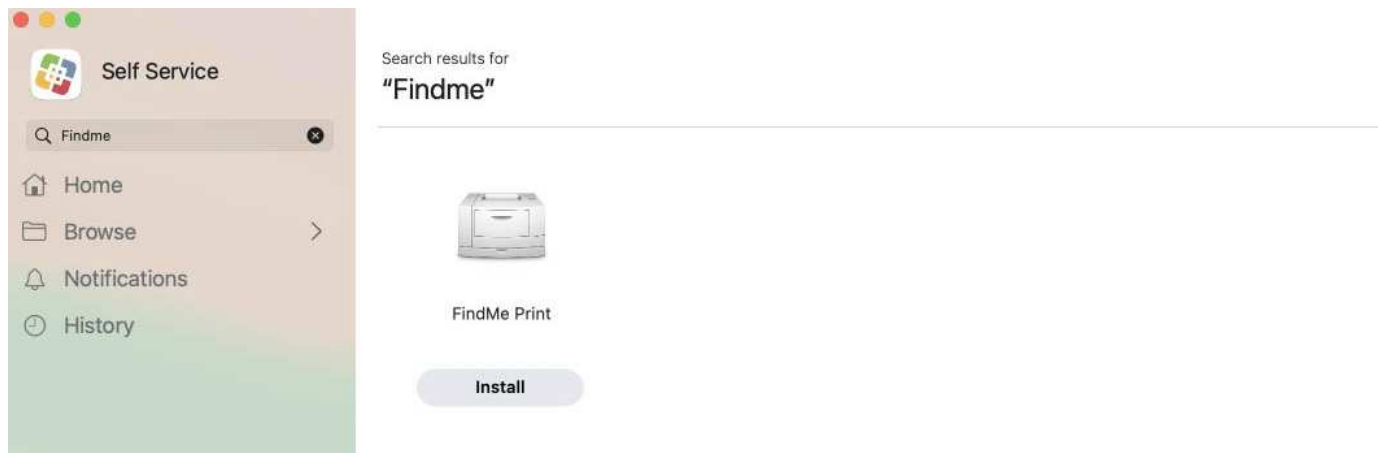
Windows Devices:	Mac Devices:

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:

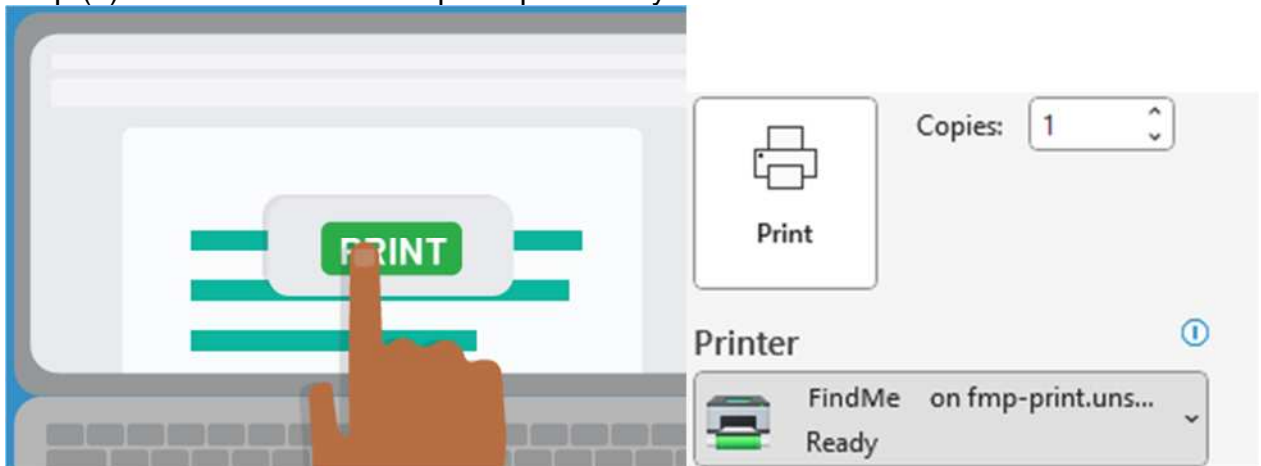
2 How to use Find Me Print

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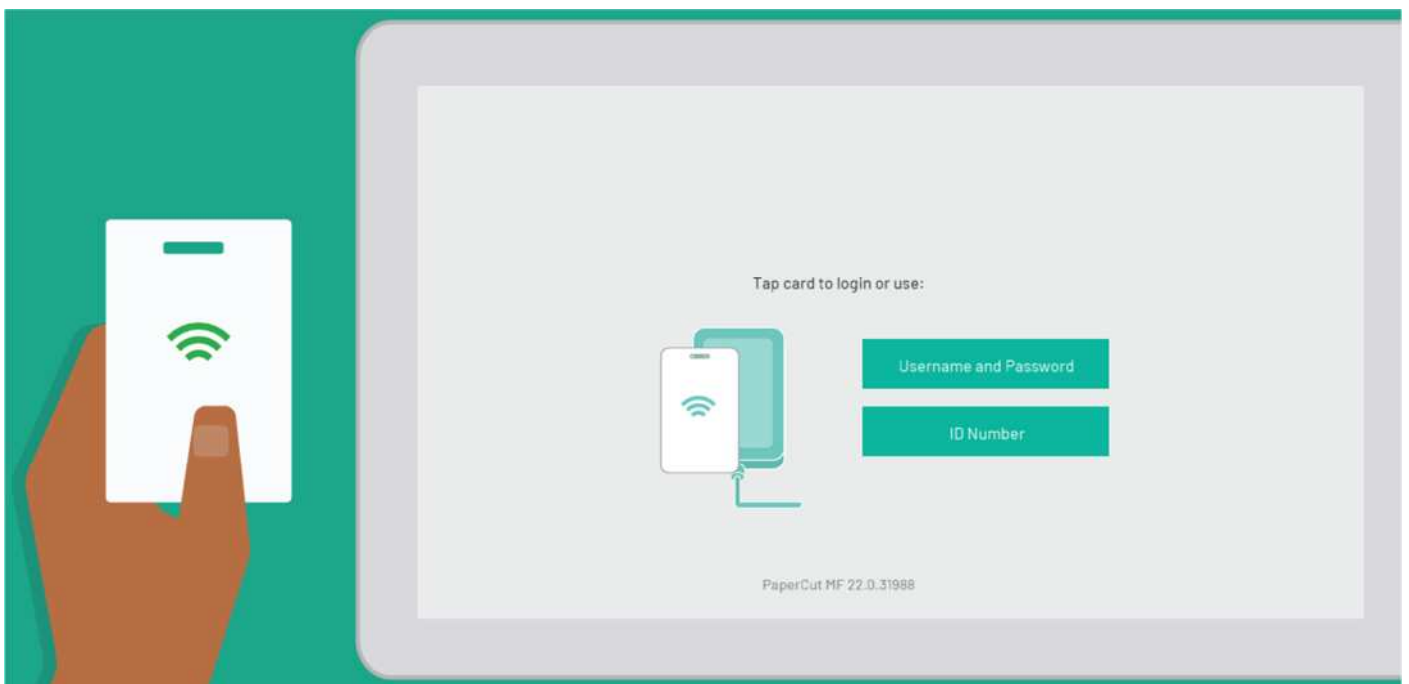
2.2 How to print

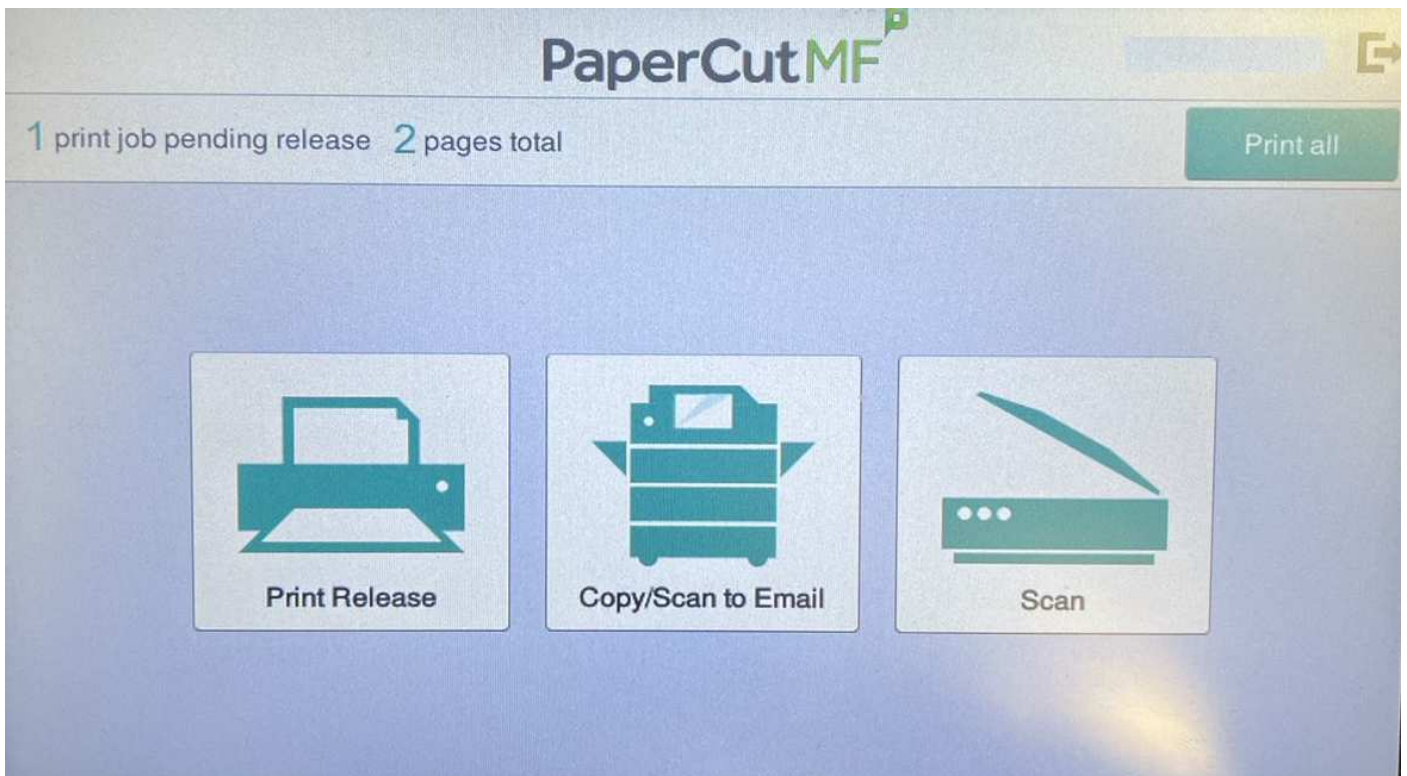Step (1) Print to the "FindMe" print queue on your device
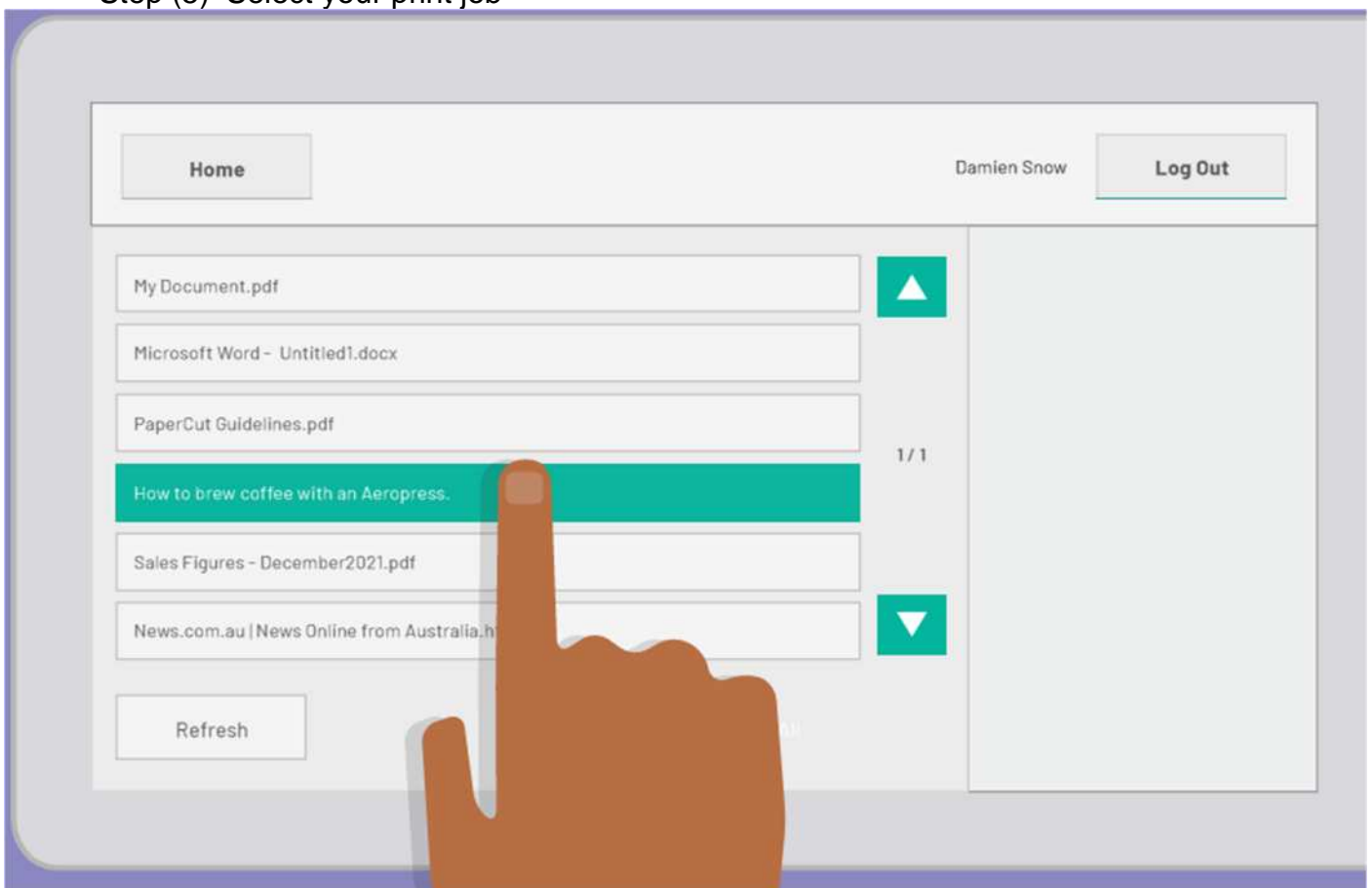

Step (2) Walk to the nearest printer

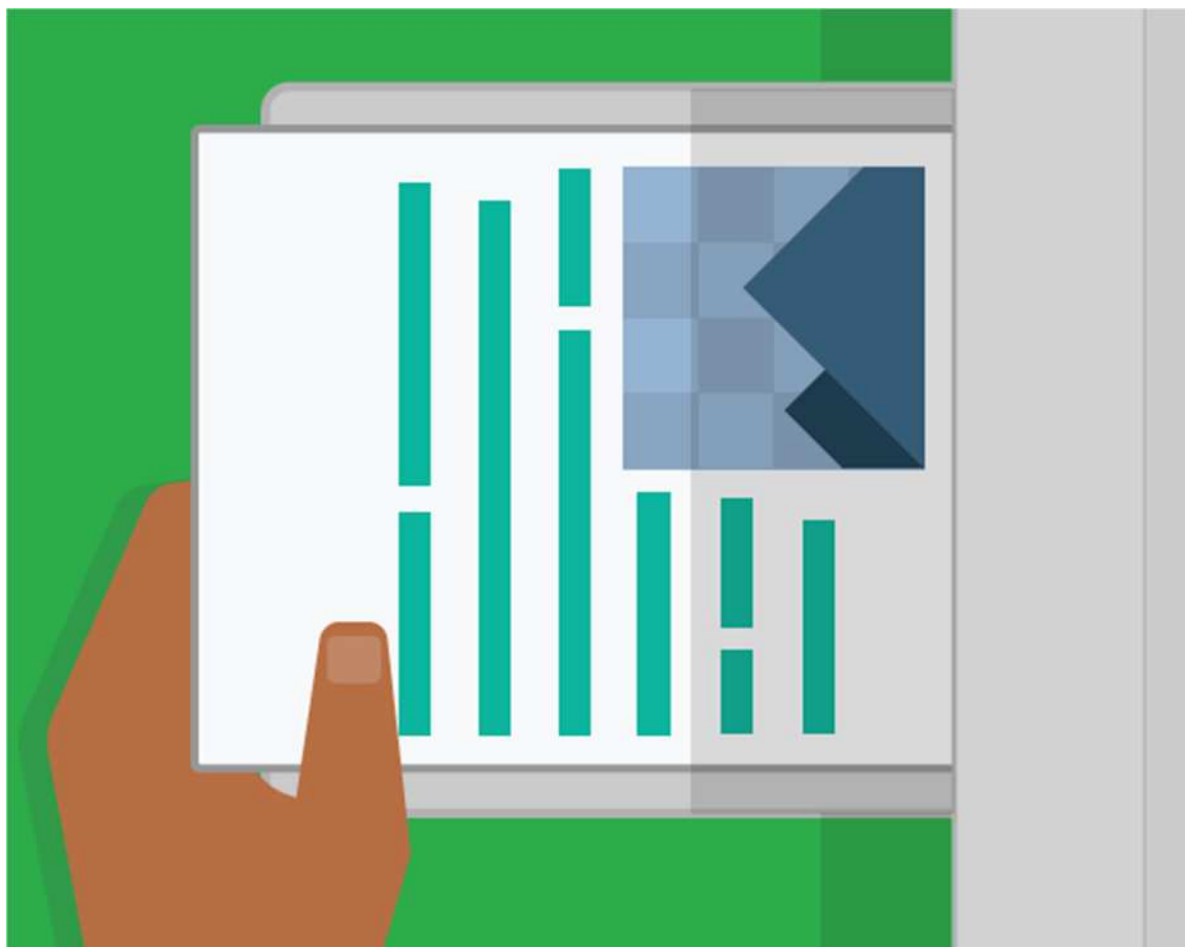Step (3) Swipe your UNSW ID card

Step (4) Select the option "Print Release"

Step (5) Select your print job
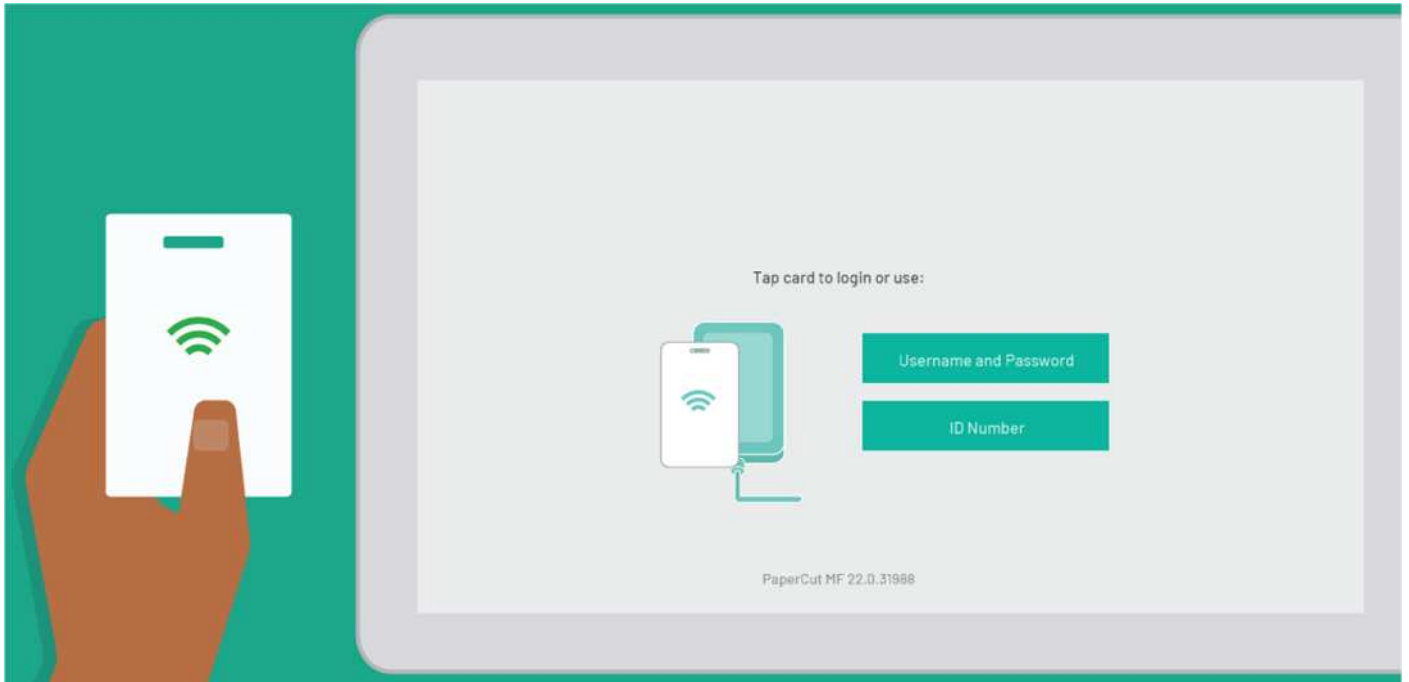
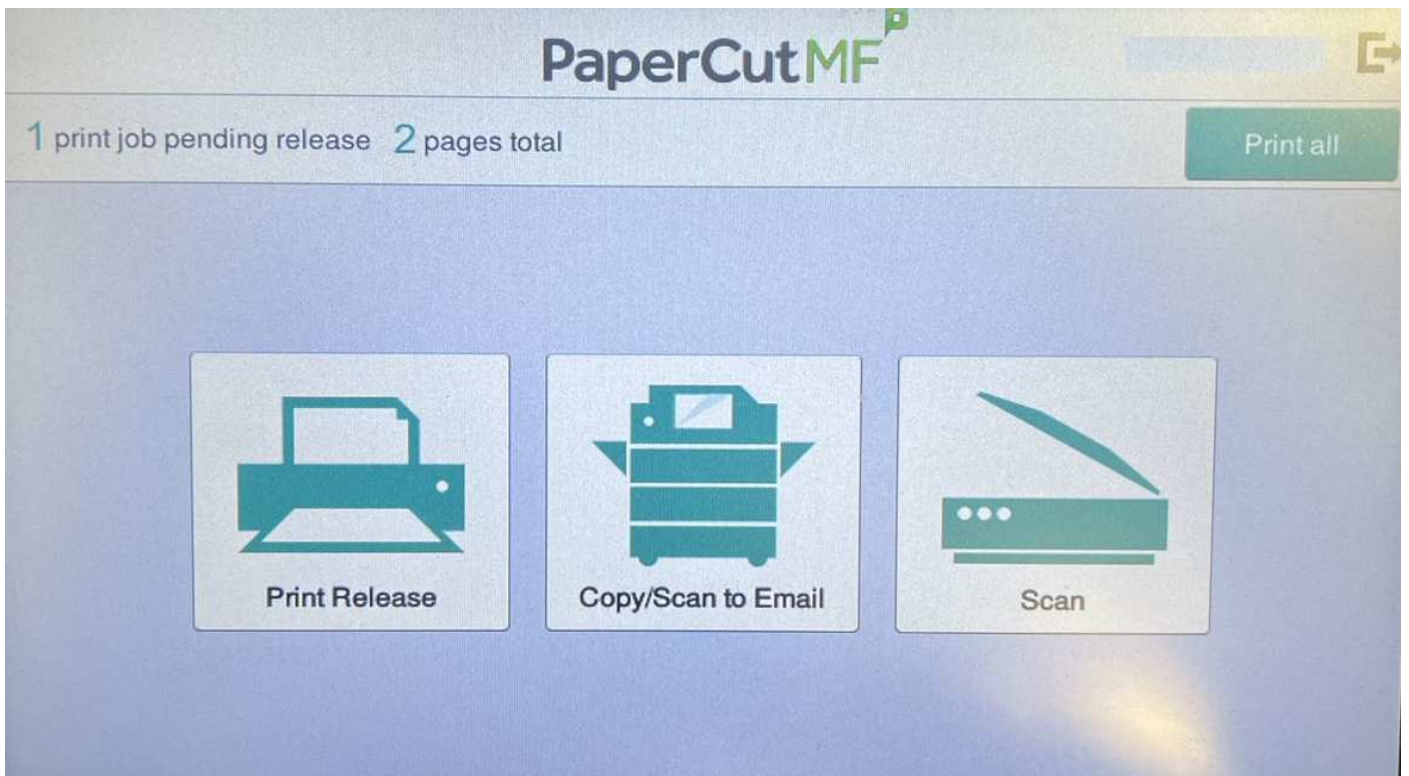Step (6) Collect your document

2.3 How to copy

Step (1) Walk to the nearest printer

Step (2) Swipe your UNSW ID card

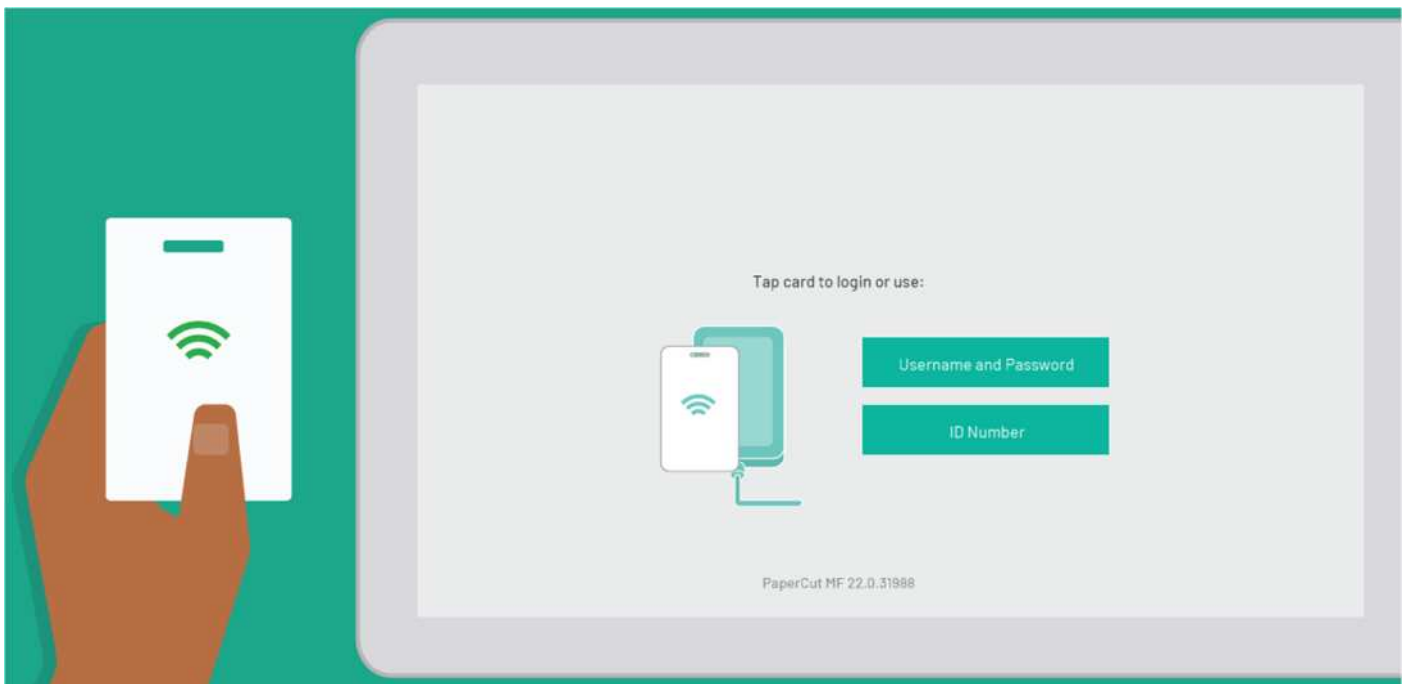Step (3) Select the option "Copy/Scan to Email", and then follow the on-screen instructions

2.4   How to scan

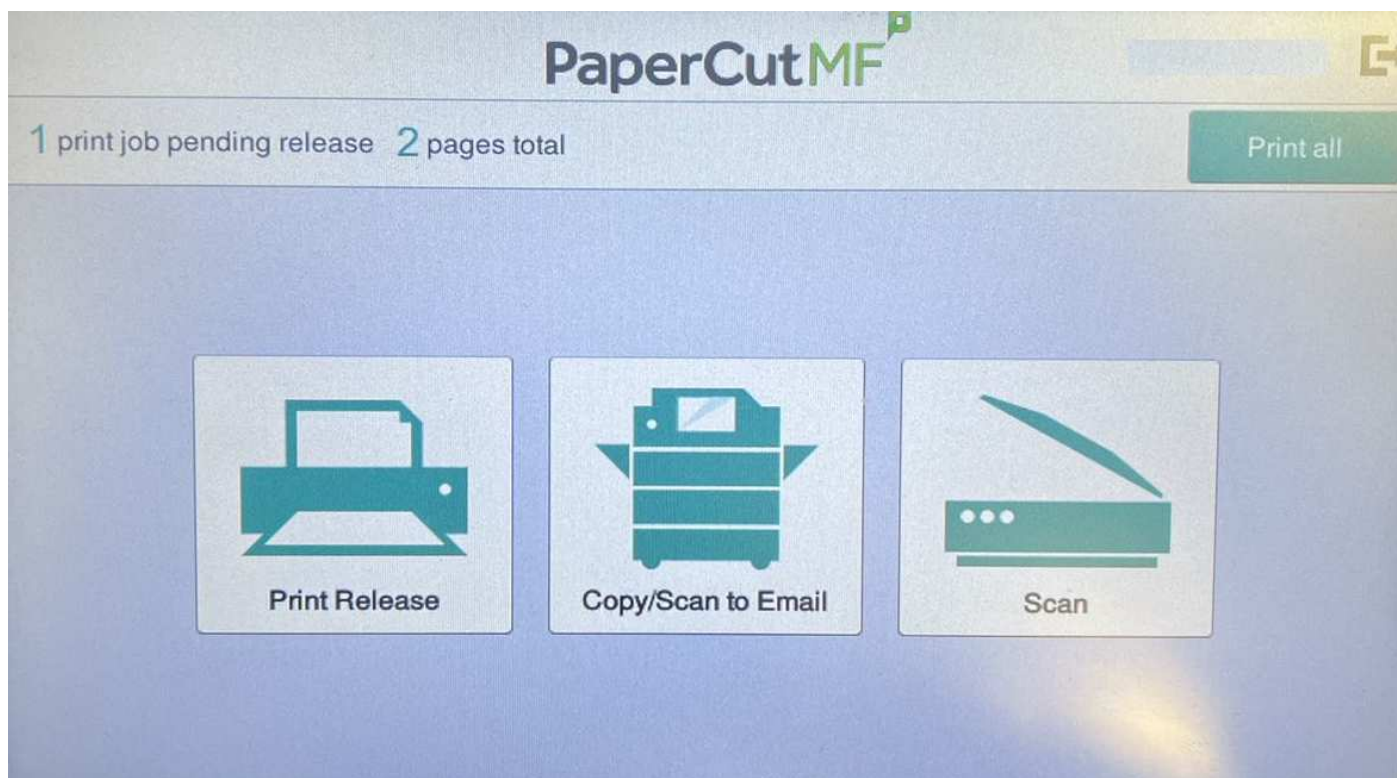Step (1) Walk to the nearest printer
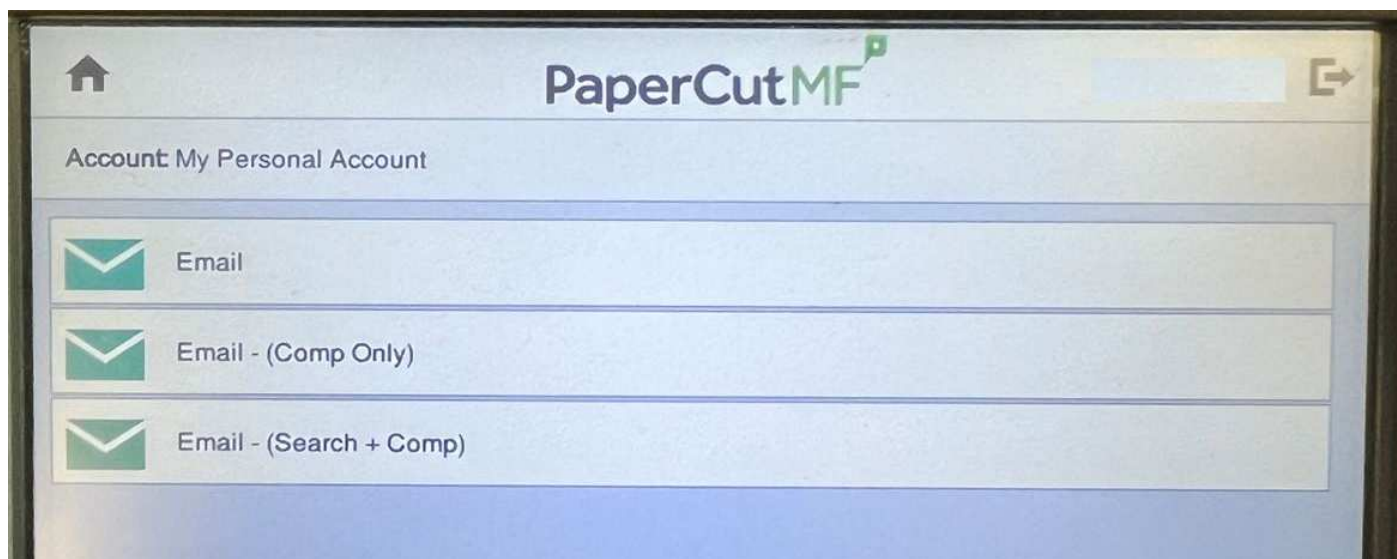

Step (2) Swipe your UNSW ID card

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

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

- **"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).