Devices and Printers

When you log onto the computer, the system automatically loads your printer and sets the default. You do not have to install any printers. Your default printer has a green check-mark beside it.

Each computer within the Broome campus has an ID tag, it is a white tag with black printing and begins with the letters NDB. If you are reporting a problem with a specific computer, you will need to quote the computer ID tag.

Adding credit to your student ID/printing card

You will need to top up your student ID/printing card balance using a bank or credit card. Your account will notify you when you have insufficient funds remaining. You can top up your student ID/printing card balance using one of the touch screen kiosks located in the Library.

How to log onto the printers/photocopiers with your student ID/printing card

Firstly you will need to place your student ID card over the Safecom reader until it beeps, select the option you would like to use (pull print, copy, email), enter your four digit pin number and select ok. Wait for the welcome message and follow the prompts. Remember to sign out of the printers once you have finished printing.

How to log onto the printers/photocopiers without your student ID/printing card

You will need to select the option you would like to use (pull print, copy, email). Within the new fields that have appeared enter your student number as your username and your usual password for logging onto the computers. The domain field should remain as ‘nd.edu.au’. Select OK and follow the prompts. Remember to sign out of the printers once you have finished printing.