



**Flinders**  
UNIVERSITY  
inspiring achievement



## Unicard services and how to use them

Tel: 8201 3413

Email: [flinders@unicard.com.au](mailto:flinders@unicard.com.au)



# Adding credit to your account

Autoloader machines are located at:

Central Library

Medical Library

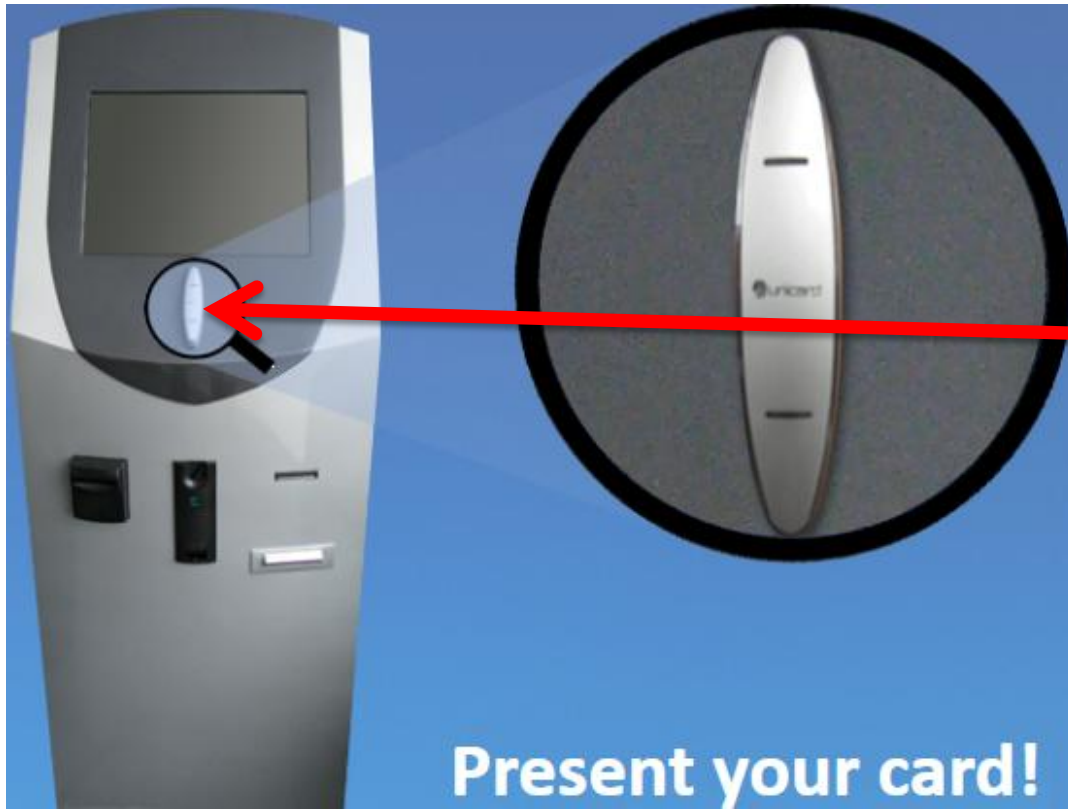
Sturt Library

South Theatre 3

or

Top Up Online with a credit card at:

**[Printcard.flinders.edu.au](http://Printcard.flinders.edu.au)**



Put your card  
on the reader



# Add Value By



**Insert  
Money**

or

**EFTPOS**

Your amount: \$4.50  
Inserted: \$4.00

Finish

Do you want a receipt?



Yes

No

# Top Up Online 24 hrs

## Printcard.flinders.edu.au




### PrintCard

Please login using your FAN.


Username

Password

Language



### Flinders UNIVERSITY



### PrintCard

**Summary**

- Transaction History
- Recent Print Jobs
- Jobs Pending Release
- Web Print
- Add Credit
- Log Out

**Add credit using Credit Card**

|                        |   |
|------------------------|---|
| <b>Username</b>        | rrrr0029                                |
| <b>Current Balance</b> | AU \$0.00                               |
| <b>Amount to add</b>   | <input type="text" value="AU \$10.00"/> |
|                        | --- Select the amount ---               |
|                        | <b>AU \$10.00</b>                       |
|                        | AU \$15.00                              |
|                        | AU \$20.00                              |
|                        | AU \$25.00                              |
|                        | AU \$30.00                              |



## How to use a copier:

Present your student card to the top of the EPAY reader

Use copier

Press end when finished

## **Print Release Station**

To begin, please  
touch your  
**ID card**  
to the card reader.



## How to use a Print Release Station:


Present your student card to the reader on the desk



# Print Release Station

Your balance: AU \$25.99

Refresh

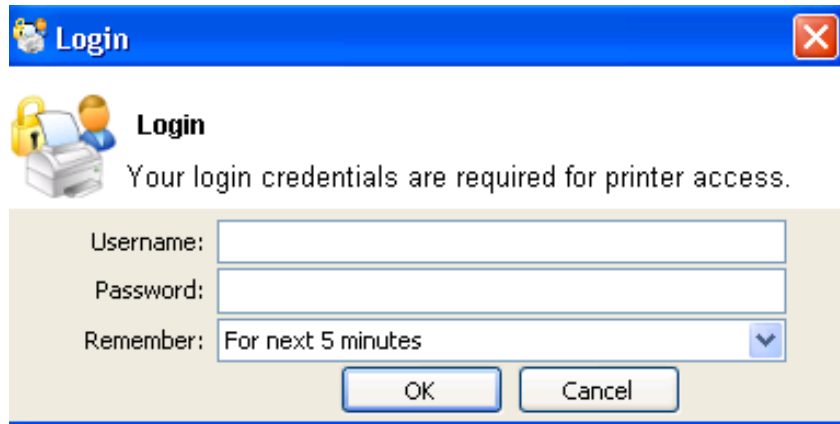
|   | Time    | Document       | User  | Pages | Cost      | Action   |
|---|---------|----------------|-------|-------|-----------|--|
|  | 9:39:14 | Microsoft Word | h0007 | 1     | AU \$0.11 | <input type="button" value="Print"/> <input type="button" value="Cancel"/> |

Click Print 

Click done when finished

# Pop Up Printing

Used when a PRS is not available (outside the libraries), follow screen prompts



A Windows-style dialog box titled "Login" with a close button (X) in the top right corner. The dialog contains a printer icon and a person icon. The text reads: "Login Your login credentials are required for printer access." Below this are three input fields: "Username:", "Password:", and "Remember:" with a dropdown menu set to "For next 5 minutes". At the bottom are "OK" and "Cancel" buttons.

**Login**

Your login credentials are required for printer access.

Username:

Password:

Remember: For next 5 minutes



A Windows-style dialog box titled "Balance for unicon..." with minimize, maximize, and close buttons in the top right corner. The background is green with a printer icon and a person icon. The text reads: "Help on Printing" with a refresh icon, "AU \$18.49", and "Details ...".

**Balance for unicon...**

Help on Printing 

AU \$18.49

Details ...

# Web Printing



The image shows a login interface for 'PrintCard'. At the top left, there is an icon of a printer with a padlock, a person, and a globe. To the right of this icon is the text 'PrintCard' in a bold, black, sans-serif font. Below the icon and text, the instruction 'Please login using your FAN.' is displayed. The login form consists of three input fields: 'Username' (a text box), 'Password' (a text box), and 'Language' (a dropdown menu currently set to 'English'). A 'Log in' button is located at the bottom right of the form area.

Print from your laptop at

[Printcard.flinders.edu.au](http://Printcard.flinders.edu.au)

# Printcard.flinders.edu.au

Summary

Transaction History

Recent Print Jobs

Jobs Pending Release

Web Print

Add Credit

Log Out

## Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

| Submit Time    | Printer | Document Name | Pages | Cost | Status |
|----------------|---------|---------------|-------|------|--------|
| No active jobs |         |               |       |      |        |


Choose  
your  
nearest  
suitable  
printer

Select a printer:

Quick Find:

| Printer Name ▲  | Location/Department  |
|---|--|
| <input type="radio"/> spon...bob\Central1                 | Central Library Level 1 West Near Union (b/w A4)             |
| <input type="radio"/> spon...bob\Central2                 | Central Library Level 1 Colour Collaborative Information Hub |
| <input type="radio"/> spon...bob\Central3                 | Central Library Level 2                                      |
| <input type="radio"/> spon...bob\Central4                 | Central Library 24 Hr Lab, Plaza (b/w)                       |
| <input type="radio"/> spon...bob\Central5                 | Central Library 24 Hr Lab, Plaza (b/w)                       |
| <input type="radio"/> spon...bob\darwin_cdu_ricoh_C3501_3 | Darwin   |
| <input type="radio"/> spon...bob\EHLT_LawLab              | Law building computer lab                                    |
| <input type="radio"/> spon...bob\Law1                     | Central Law Library Level 3 Entry Foyer                      |
| <input type="radio"/> spon...bob\Medical-2                | Medical Library Main Area                                    |
| <input type="radio"/> spon...bob\min                      | IS&T Building Level 2 East                                   |
| <input type="radio"/> spon...bob\prcc03                   | FUVS Level 1   |
| <input type="radio"/> spon...bob\PRED317                  | Education Building Computer Lab (317)                        |
| <input type="radio"/> spon...bob\PREDPG01                 | Education Building Postgrad rooms                            |
| <input type="radio"/> spon...bob\prhums18                 | Social Sciences South building room 375                      |
| <input type="radio"/> spon...bob\Renmark_MFD_Pub          | Renmark  |
| <input type="radio"/> spon...bob\SILC Ricoh SP820DN       | SILC Building  |
| <input type="radio"/> spon...bob\Sturt_Colour             | Sturt Library Entry Level                                    |

« Back to Active Jobs 

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Choose  
number of  
copies and  
upload  
your  
document

**Web Print** 1. Printer 2. Options 3. Upload

**Options**

Copies:

« 1. Printer Selection

3. Upload Document »

**Web Print** 1. Printer 2. Options 3. Upload

Select a document to upload and print

The following file formats are allowed:

| Application / File Type     | File Extension(s)                                       |
|-----------------------------|---|
| Microsoft Office Excel      | xlam, xls, xlsb, xlsx, xlsm, xlsx, xltm, xlsx           |
| Microsoft Office PowerPoint | pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx |
| Microsoft Office Word       | doc, docm, docx, dot, dotm, dotx                        |
| Microsoft XPS               | xps   |
| PDF                         | pdf   |

« 2. Print Options

Upload & Complete »

**Free**

# Scan to email

**Colour / Black and White scanning  
is available in all Libraries.  
Instructions are on top of all  
enabled machines.**

# Comb and Thermal Binding available from Unicard Copy Shop

- While you wait service
- Prices from \$3

Tel: 8201 3413 Email: [flinders@unicard.com.au](mailto:flinders@unicard.com.au)





# Laminating available from Unicard Copy Shop



- A3 and A4
- Prices from \$2
- While you wait service

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# Poster Printing

Available from the Unicard Copy Shop

Quick turnaround

Prices from

|            |      |    |      |
|------------|------|----|------|
| 1200 x 900 | \$50 | A0 | \$35 |
| A1         | \$25 | A2 | \$15 |

Lamination and other sizes also available

# Supplies available from Unicard Copy Shop

- USB Sticks
- Special Papers
- Post it Notes
- Highlighters

OPEN MONDAY - FRIDAY 8.30AM - 5PM



Unicard Copy Shop  
Central Library Level 1  
Monday – Friday  
8.30 am – 5 pm

Tel: 8201 3413

Email: [flinders@unicard.com.au](mailto:flinders@unicard.com.au)

Website: <http://unicard.com.au/flinders/>