

AIHE printing System for staff

Print from your computers

Print from website link Your printing job can show all the printers Every page will cost your printing credit Free for all of the Staff, need to recharge for free.

You can choose 'AI Color printer' or 'AI BlackWhite printer' when you want to print.

Difference: 'AI BlackWhite printer' only print black and white colour, and 'AI Color printer' can print colours, but you can set different printing types by yourself.

Login with your ID number to print or scan

Your ID number is the last 5 digital number in your AIHE password For example, my AIHE email password is "Aaaaa11111", so my print ID number is 11111





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• You can use other "Device Functions" to scan



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• logoff after you use



Note: If you still have questions about this, please do not hesitate to contact IT by following email accounts should you have any queries. <u>servicedesk@aihe.edu.au</u>