

Printerface Users Guide – for UniPrint customers (revision 1)

Logging into Printerface

To get the most out of Printerface, it is essential to have a user account. Go to uniprint.uwa.edu.au and select the “Order Online” option presented, then enter your username and password to gain access to Printerface. If you don’t have an account, you can click on the “Need a Login?” link to create an account.

Your account will keep essential details on file, which will automatically fill into the required fields when necessary, saving you time in the process. Make sure that your details are up to date on a regular basis, this will ensure the smoothest possible operation!

Submitting print jobs via Printerface

Exam Scanning

Uniprint offers exam scanning, where we will scan your completed exams and provide the results burnt onto a CD.

From the Printerface home page, select “Multiple Choice Question Exam scanning service”

[UWA Home](#) > [UniPrint](#) > [Printerface](#)

[Return to UniPrint homepage](#)



You currently have no messages.



[Multipage Documents](#)



[Submit Assignment](#)



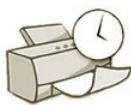
[Brochures/Flyers/Posters
\(smaller than A2\)](#)



[Wide Format/Posters
\(size A2 and up\)](#)



[Multiple Choice Question
Exam scanning service](#)



[My Orders](#)



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[My Details](#)

Accounting & Delivery Details

Step 1 of 3

Enter the administrative details of your job here.

Phone number

Mobile

Fax Number

Email address

Customer

Section

Business Unit

Account

Project Grant

Your Charging
Reference

If you have any questions or require assistance you can phone: Andy Purdie or Janine Wood on 08 6488 6762 or email: online-uniprint@uwa.edu.au

You will be presented with the Accounting & Delivery Details screen. The information here is what we'll use to charge your job, and to know where to deliver it when it's complete. Your details will automatically pre-fill in the fields from your user account, check that they are all correct, and make any necessary changes before proceeding.

Exam Details

Step 2 of 3

UniPrint will collect, scan, score, burn to cd and return with the original hardcopies generally in a 24-48 hour cycle, but please let us know if you have a specific delivery deadline. The cost is \$33 set up per exam plus \$0.35 per sheet.

Unit Code

Date to Collect

Time to Collect

Date to Return

Time to Return

Collect From (room no.)

Estimated No. of Papers

Exam Answer Stock Code

If you have any questions or require assistance you can phone: Andy Purdie or Janine Wood on 08 6468 6762 or email: online-uniprint@uwa.edu.au

Cancel < Previous Next >

At the **Exam Details** screen, you can enter the specific details for your job. Ensure that these details are all correct before proceeding, as we use these details to know where and when to collect your originals, assigning the correct Unit Code to your scans, and then delivering the originals and the results back to you.

Final Review

Step 3 of 3

Job Specification #51,757 - Exam Scanning

Client

Name: NICK KAPIRNAS
Phone Number: 6488 2098
Fax Number: 6488 1125
Email: nick.kapirnas@uwa.edu.au
Customer: UNIPRINT ADMINISTRATION
Ifsummary_section_desc
Business Unit: 02105
Account: 620
Project Grant: 63004001

Requirements

Number of Copies: 1
Date Required: Tuesday, 15 January 2013, 12:00

Delivery

Method: Collect
Mail Bag Number: M700
Estimated Cost: \$74.42 (including GST)

Item #1 - TEST1989 (Custom Item) [\$74.42 (including GST) per copy]

Requirements

Unit Code: TEST1989
Collection Time: Thursday, 10 January 2013, 11:00
Collection From (room number): 1203a
Estimated Number of Papers: 99
Exam Answer Stock Code: 11556

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\$74.42 inc GST

Cancel < Previous Finish: Send to Copy Centre

Finally, here you can check the details of your job. Make sure that it's correct before proceeding.

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Your print order has been submitted with ID #51,528; please record this for your reference.



[Multipage Documents](#)



[Submit Assignment](#)



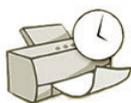
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After a short moment, you will be sent back to the home screen, but with a notification at the top confirming the recipient of your scanning job. You should also receive an email confirming that we have your job. At this stage we will process your request, and if we don't have any issues, we will collect your job at the time that you specified.