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

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.