

## Library Guide: Printing from a laptop or device

Note: This works best with PDF or Word documents.

1. Go to <http://bearportal.bhtafe.edu.au/> while connected to the BHI-STUDENT Wi-Fi Network
2. Enter s and your student number in the identifier field e.g. sXXXXXXXX (Students enrolled prior to 2016 use bhi and your student number e.g. bhiXXXXXXXX)
3. Enter your StudentWeb password in the password field. (The default is your date of birth backwards e.g. yyyyymmdd)
4. Leave the domain as student.bhtafe.edu.au and hit **Login**

### User Login

**ENTER CREDENTIALS**

Select the type of identifier you want to use, then enter your credentials.

Identifier

Password

Domain  
student.bhtafe.edu.au

**Login**

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5. Select the **'Submit print'** tab
6. Hit **'Browse'** to select the job you want to print, then **Upload**.
7. Select **'View'** if you want to preview the print, then **'Next'**
8. Default settings are for 1 copy, A4, black and white, double sided. These can be changed using the drop down menus. To print single sided pages select **–No** (under **Duplex**). When ready, select **Next**

### Print Submission

**PRINT OPTIONS**

Price: \$0.100

Release To: Follow Me

Colour: B/W

Duplex: Long Edge

PaperSize: A4

Copies: 1

Collate: Yes

**Start Over** **Back** **Next**

6. At the next screen select **Print**, then **Finished**
7. Either select **Browse** to print another job, or select **Logout** from the top right of the screen.
8. Swipe your card at the photocopier to obtain your print jobs

Contact the library if you need more assistance.

**BHI and CAE Libraries**  
Mon - Fri 8.30am - 4.30pm  
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