

Wireless Printing

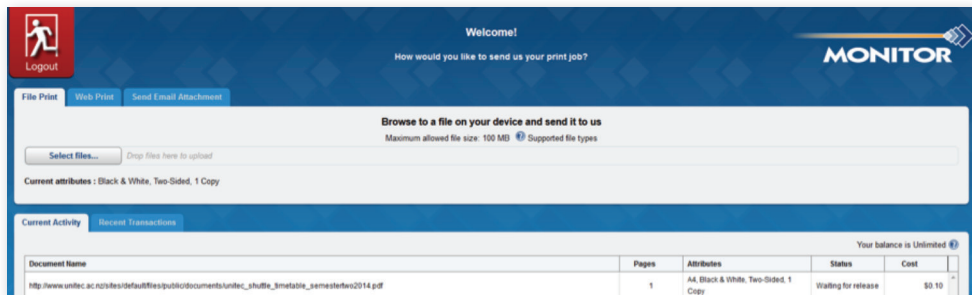
How to print from your laptop or tablet

RECOMMENDED WIFI NETWORK = UNITEC E-LEARN

Step 1 - In a web browser address bar, enter the Monitor (MPrint) website: <http://mprint.unitec.ac.nz>

Step 2 - Login using your Unitec login and password.

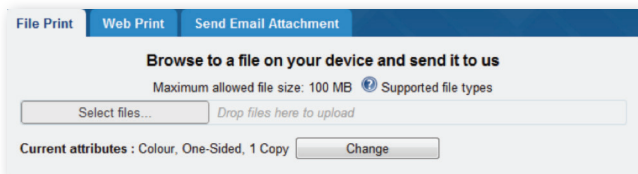
Step 3 - Choose a print option.



There are 3 ways to print, choose one and then follow the instructions below.

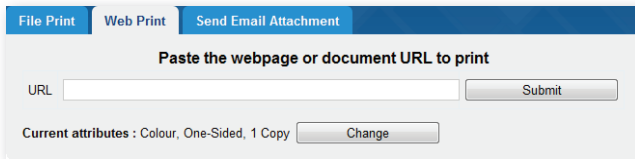
Option 1:	File Print	Browse a file on your device and select
Option 2:	Web Print	To print a webpage or document with the URL
Option 3:	Send Email Attachment	Use email to print an email or email attachment

File Print



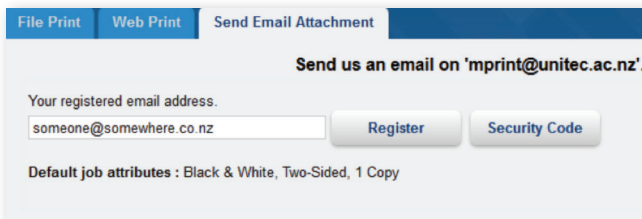
1. Click the **Select files** button.
2. Use the browser that opens to choose the file you want to print. Click the file or select multiple by holding Ctrl on the keyboard, then click **Open**.
3. The properties of your job are displayed beside **Current attributes**. To change these for the job, highlight the job, then click the **Change Job Attributes** button at the bottom left. **Note:** The default is Black & White, Two-Sided. In **Current Activity** (bottom tab) it will show in the status column that your job is processing. Once it has changed to **Waiting for release** you can swipe your ID card at a printer and release your print job.
4. Remember to log out (top left).

Web Print



The screenshot shows a web interface with three tabs: 'File Print', 'Web Print', and 'Send Email Attachment'. The 'Web Print' tab is active. Below the tabs, there is a heading 'Paste the webpage or document URL to print'. Underneath, there is a text input field labeled 'URL' and a 'Submit' button. At the bottom left, it says 'Current attributes : Colour, One-Sided, 1 Copy' with a 'Change' button next to it.

1. To print a document that you have found a link to on the internet, open the document, right click the link and copy the URL. If the url does not highlight (or your device doesn't have a mouse), select all (highlights URL), then select copy.
2. In the URL field (picture above) left click to paste the link and click **Submit**. This URL should look something like `www.somewhere.com/some_document.pdf`
3. The properties of your job are displayed beside **Current attributes**. To change these, highlight the job, click **Change Job Attributes** button at bottom left. **Note:** The default is Black & White, Two-Sided. In **Current Activity** (bottom tab) it will show in the status column that your job is processing. Once it has changed to **Waiting for release** swipe your ID card at a printer and release your print job.
4. Remember to log out (top left).



The screenshot shows a web interface with three tabs: 'File Print', 'Web Print', and 'Send Email Attachment'. The 'Send Email Attachment' tab is active. Below the tabs, there is a heading 'Send us an email on 'mprint@unitec.ac.nz''. Underneath, there is a text input field labeled 'Your registered email address.' with the placeholder text 'someone@somewhere.co.nz'. To the right of the input field are two buttons: 'Register' and 'Security Code'. At the bottom left, it says 'Default job attributes : Black & White, Two-Sided, 1 Copy'.

Send Email Attachment

1. Enter your email address (if not already visible), to register for sending print jobs.
2. Change the **Current attributes** of the print job if required by pressing the **Change Job Attributes** button at the bottom left. **Note:** The default is Black & White, Two-Sided.
3. In your email system (eg; Outlook) create an email addressed to **mprint@unitec.ac.nz**
4. The attachment will be processed for printing if included. If no attachment exists, then the body of the email will be processed for printing. **Note:** If you want **both** the email message and attachment, send **two** emails: one with the attachment, and one without.
5. Once you have sent the email to mprint, you can swipe your ID card at a copier and release your print job.
6. Remember to log out (top left).

If you need help, please ask support staff nearby.

