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How to use Web Print/Print from your own Device

helpdesk@nmit.ac.nz - 2026-02-23 - [Using campus computers & printers](#)

How to use Web Print / Print from your own Device

1. Use your personal device (laptop) to [login to WebPrint](#) or login to [NMIT Moodle](#) and click on the icon below

Student Tools



2. Go to WebPrint tab on the left hand side then click on Submit a Job

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
No active jobs					

3. Select the printer you want and click Print Options and Account Selection (make sure you picking the correct printer)

Select a printer:

🔍 ➤

PRINTER NAME ↑	LOCATION/DEPARTMENT
<input checked="" type="radio"/> pprint01\Marl A2 Library B&W ⁴	Marlborough Library
<input type="radio"/> pprint01\Marl A2 Library Colour	Marlborough Library
<input type="radio"/> pprint01\Nelson A142 ITCS	Nelson A142
<input type="radio"/> pprint01\Nelson A218 Anteroom B&W	Nelson A218 Anteroom
<input type="radio"/> pprint01\Nelson A218 Anteroom Colour	Nelson A218 Anteroom
<input type="radio"/> pprint01\Nelson B144 AppliedFitness	Nelson B144 Applied Fitness

« Back to Active Jobs 5 **2. Print Options and Account Selection »**

4. Enter how many copies you want and go to Upload Documents

Web Print 1. Printer 2. Options 3. Upload

Options Copies

1

« 1. Printer Selection 6 **3. Upload Documents »**

5. Upload the document you want to print either drag and drop or browse to it and click on Upload & Complete

Web Print 1. Printer 2. Options 3. Upload

Upload

Select documents to upload and print

webprint.docx

12.4 KIB

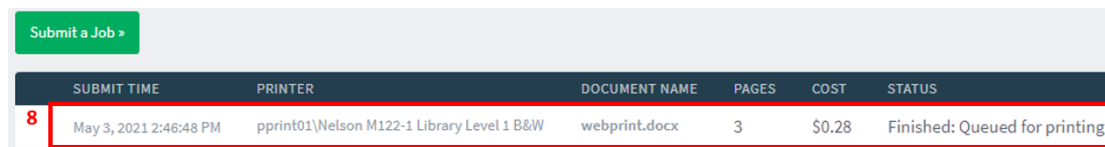
📄 Drag files here

Upload from computer

The following file types are allowed: Microsoft Excel xlam, xls, xlsx, xlsm, xlsx, xltm, xlsx Microsoft PowerPoint pot, potm, pobx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, doxb, rtf, txt PDF pdf Picture Files bmp, dib, gif, jif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps

« 2. Print Options 7 **Upload & Complete »**

6. You would see the job status here. Please go and pick up the print job



The screenshot shows a table with a header row and one data row. The header row has columns for SUBMIT TIME, PRINTER, DOCUMENT NAME, PAGES, COST, and STATUS. The data row contains the following information: May 3, 2021 2:46:48 PM, pprint01\Nelson M122-1 Library Level 1 B&W, webprint.docx, 3, \$0.28, and Finished: Queued for printing. A red box highlights the entire data row.

	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
8	May 3, 2021 2:46:48 PM	pprint01\Nelson M122-1 Library Level 1 B&W	webprint.docx	3	\$0.28	Finished: Queued for printing

*** The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsx, xltm, xlsx Microsoft PowerPoint pot, potm, potx, ppam, pps, ppsm, ppsx, ppt, pptm, pptx Microsoft Word doc, docm, docx, dot, dotm, dotx, rtf, txt PDF pdf Picture Files bmp, dib, gif, jfif, jif, jpe, jpeg, jpg, png, tif, tiff XPS xps ***

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