Knowledgebase > Technology > Using campus computers & printers > How to use Web Print/Print from your own Device

How to use Web Print/Print from your own Device helpdesk@nmit.ac.nz - 2022-05-11 - Using campus computers & printers

## How to use Web Print / Print from your own Device

1. Use your personal device (laptop) for login to <u>NMIT Moodle</u> and click on the icon below

Student Tools



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

PaperCut <sup>®</sup> MF						
🗠 Summary	Web Print					
(\$) Rates	Web Print is a service to enable printin	g for laptop, wireless and unau	thenticated users without the need to ins	tall print drivers. To upload a	document for printin	g, click Submit a Job below.
S Transaction History	Submit a Job »					
Recent Print Jobs	SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Jobs Pending Release						
🕞 Change Details						
🖀 Web Print 2			No active jobs			
🔗 NMIT Web Site						
P NMIT Student Hub						
P NMIT Staff Portal						

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

Select a printer:	
۹ 📀	
PRINTER NAME A	LOCATION/DEPARTMENT
pprint01\Marl A2 Library B&W	Marlborough Library
pprint01\Marl A2 Library Colour	Marlborough Library
pprint01\Nelson A142 ITCS	Nelson A142
pprint01\Nelson A218 Anteroom B&W	Nelson A218 Anteroom
pprint01\Nelson A218 Anteroom Colour	Nelson A218 Anteroom
pprint01\Nelson B144 AppliedFitness	Nelson B144 Applied Fitness
« Back to Active Jobs	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 Do	ocuments »

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



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



\*\*\* The following file types are allowed: Microsoft Excel xlam, xls, xlsb, xlsm, xlsx, xltm, xltx 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 \*\*\*