

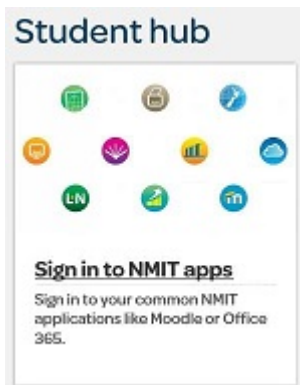
Can I print from my own device?

You can print from your own laptop, tablet or iPad on our wireless network from any campus using Web Print. The cost will be deducted from your print account balance. Web Print allows you to print out PDF, XPS, Word, Excel or PowerPoint file types.

1. Go to the main NMIT website, www.nmit.ac.nz, click on the **Menu** and choose **Current Students**.



2. Scroll down the page until you see the Student Hub heading and click on [Sign in to NMIT apps](#)



3. Click on the [Web print](#) link

Sign in to NMIT applications

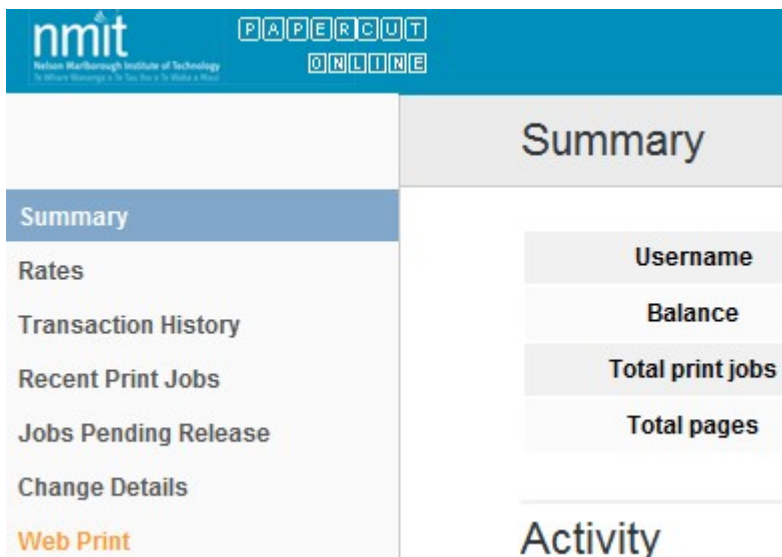
In this section	
Login to Moodle	Literacy & Numeracy Assessments
Email, OneDrive & Office 365	Find a free PC
MyTimetable	Student feedback
MyILP	Library
MyFiles	Lynda.com (free online training)
Web print	Have your say - Kōrero mai

4. You will be prompted to login with your NMIT username and password (firstname-lastname@live.nmit.ac.nz)



The image shows a login form for NMIT PaperCut. At the top, there is a blue header with the NMIT logo and the text 'Nelson Marlborough Institute of Technology' and 'To Whaka Whakaunga e To Teu Pouri e To Whaka e Whaka'. To the right of the header is the 'PAPER CUT' logo. Below the header, the text reads 'Please log in using your NMIT Network login'. There are three input fields: 'Username', 'Password', and 'Language' (set to 'English'). A 'Log in' button is located at the bottom right of the form.

5. Once the page has loaded, click on **Web Print**



The image shows the NMIT PaperCut ONLINE dashboard. At the top, there is a blue header with the NMIT logo and the text 'Nelson Marlborough Institute of Technology' and 'To Whaka Whakaunga e To Teu Pouri e To Whaka e Whaka'. To the right of the header is the 'PAPER CUT ONLINE' logo. Below the header, there is a 'Summary' section with a list of links: 'Summary', 'Rates', 'Transaction History', 'Recent Print Jobs', 'Jobs Pending Release', 'Change Details', and 'Web Print' (highlighted in orange). To the right of the 'Summary' section, there is a 'Summary' box with four rows: 'Username', 'Balance', 'Total print jobs', and 'Total pages'. Below the 'Summary' box, there is an 'Activity' section.

6. Click on **Submit a Job**

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Change Details

Web Print

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click Submit a Job below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
<i>No active jobs</i>					

7. Select the printer you want to use (ensure it is at a location near you) and click the **Print Options and Account Selection**

Select a printer:

Quick Find: Find Printer

Printer Name ▲	Location/Department
<input type="radio"/> ppri02@GCA 211 IT Lab	GCA Student
<input type="radio"/> ppri02@Net A2 Library B&W	Marlborough Student
<input type="radio"/> ppri02@Net A2 Library Colour	Marlborough Student
<input type="radio"/> ppri02@Nelson A218 AnteRoom B&W	Nelson Student
<input type="radio"/> ppri02@Nelson A218 AnteRoom Colour	Nelson Student
<input type="radio"/> ppri02@Nelson B144 Applied/Fitness	Nelson Staff
<input type="radio"/> ppri02@Nelson E211 Applied Tech	Nelson Student
<input type="radio"/> ppri02@Nelson G123 Atrium	Nelson Student
<input type="radio"/> ppri02@Nelson G216 CI Open Access	Nelson Student
<input type="radio"/> ppri02@Nelson K208 BusStaff Resource	Nelson Staff
<input type="radio"/> ppri02@Nelson M101 Library Fishbowl	Nelson Student
<input checked="" type="radio"/> ppri02@Nelson M122-1 Library Level 1 B&W	Nelson Student
<input type="radio"/> ppri02@Nelson M122-2 Library Level 1 Colour	Nelson Student
<input type="radio"/> ppri02@Nelson M217 Library Level 2 B&W	Nelson Student
<input type="radio"/> ppri02@Nelson M217 Library Level 2 Colour	Nelson Student
<input type="radio"/> ppri02@Nelson N129 Student Centre	Nelson Student
<input type="radio"/> ppri02@Nelson G101 MacSuiteB&W	Nelson Student
<input type="radio"/> ppri02@Nelson G101 MacSuiteColour	Nelson Student
<input type="radio"/> ppri02@Porch K104 Resource Room	Richmond Student
<input type="radio"/> ppri02@Wood 101 Pkton Classroom	Woodhouse Student

← Back to Active Jobs
2. Print Options and Account Selection →

8. Enter the number of copies of the document to be printed and click on **Upload Documents**

1. Printer **2. Options** 3. Upload

Options

Copies:


← 1. Printer Selection
3. Upload Documents →

9. Drag and drop your file or select **Upload from computer** to find the file you want then click **Upload & Complete**

Web Print

1. Printer 2. Options 3. Upload

Select documents to upload and print


Drag files here

The following file types are allowed

Application / File Type	File Extension(s)
Microsoft Excel	xlam, xls, xlsm, xlsx, xltm, xlsx, xltm, xlsx
Microsoft PowerPoint	pot, potm, potx, ppam, pps, pptm, pptx, ppt, pptm, pptx
Microsoft Word	doc, docm, docx, dot, dotm, dotx, rtf
PDF	pdf
Picture Files	bmp, dib, gif, jpeg, jpe, jpeg, jpg, png, tiff, tif
XPS	xps

Note: Only certain file types are accepted as not all printer drivers are loaded on your computer, so the printer can only print a certain format via the web interface and Double side printing of a single page is not available with Web Print Option. If you have an image to be printed, you can load it in to Word or save as a PDF before printing.

10. The print job will be loaded and the status displayed, before showing that the job is finished and queued for printing.

Web Print

Web Print is a service to enable printing for laptop, wireless and unauthenticated users without the need to install print drivers. To upload a document for printing, click [Submit a Job](#) below.

[Submit a Job »](#)

Submit Time	Printer	Document Name	Pages	Cost	Status
Jun 23, 2017 11:45:27 AM	pprint02\Nelson M122-1 Library Level 1 B&W	Windows Key.jpg	1	\$0.10	Finished: Queued for printing

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