

[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](#)

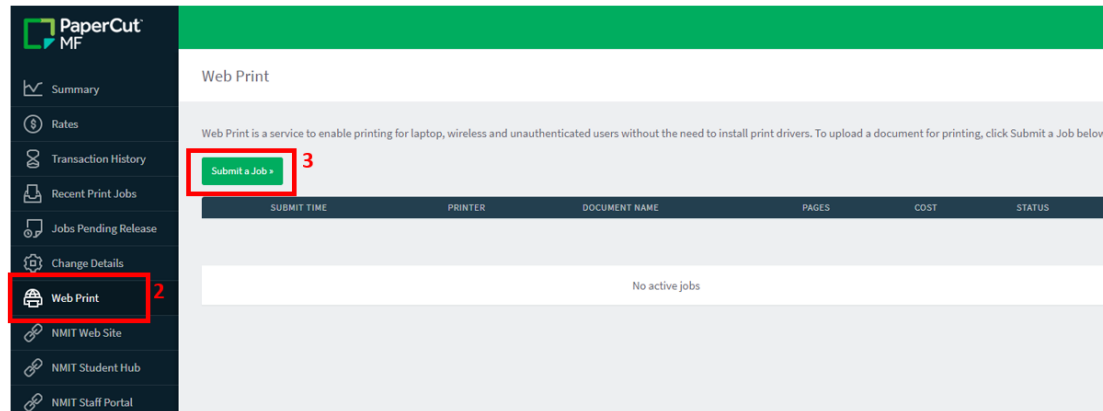
## How to use Web Print / Print from your own Device

1. Use your personal device (laptop) for login to [NMIT Moodle](#) 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



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



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

Submit a Job »						
	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, 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 \*\*\*