MONITOR Print - Printing from a BYOD laptop or tablet.

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.**
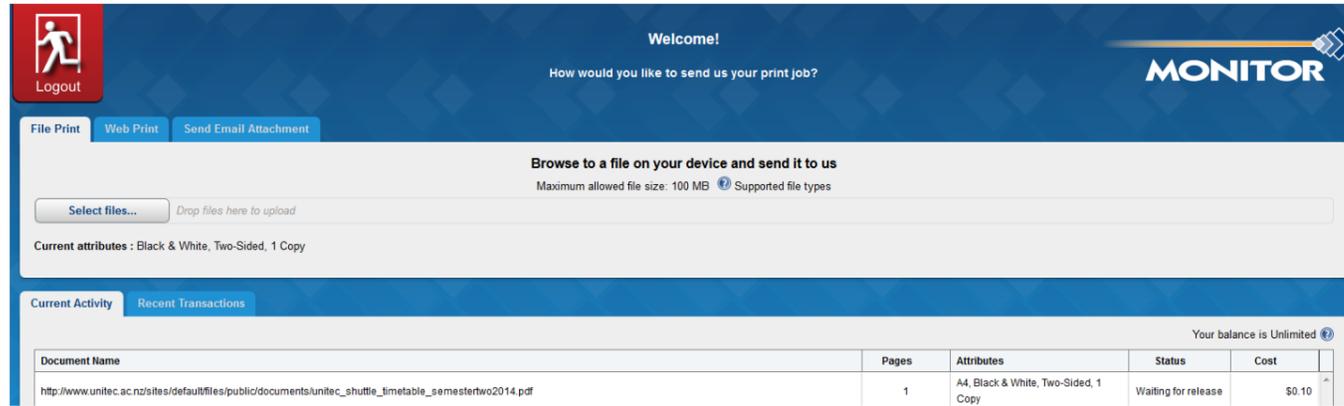
Step 3 – Choose a print option.

There are 3 ways to print, choose one and follow the instructions below for that option.

| 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
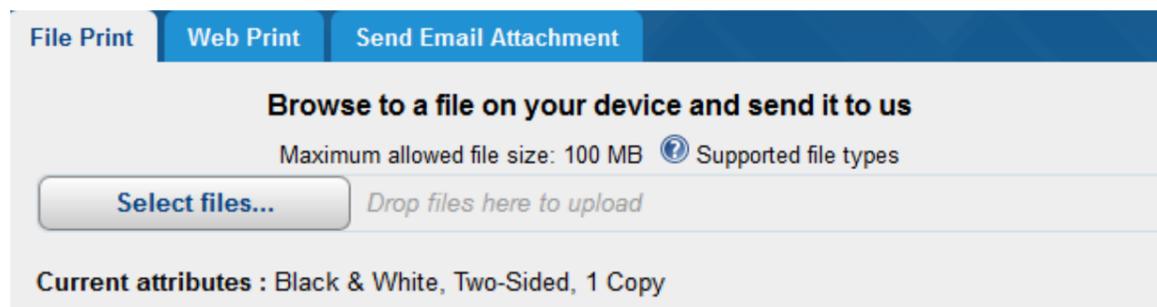
1. Click the **Select files** button.
2. Use the browser that opens to choose the file you want to print. Click the file or select multiple by holding Ctrl on the keyboard, then click **Open**.
3. The properties of your job are displayed beside **Current attributes**. To change these for the job, highlight 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
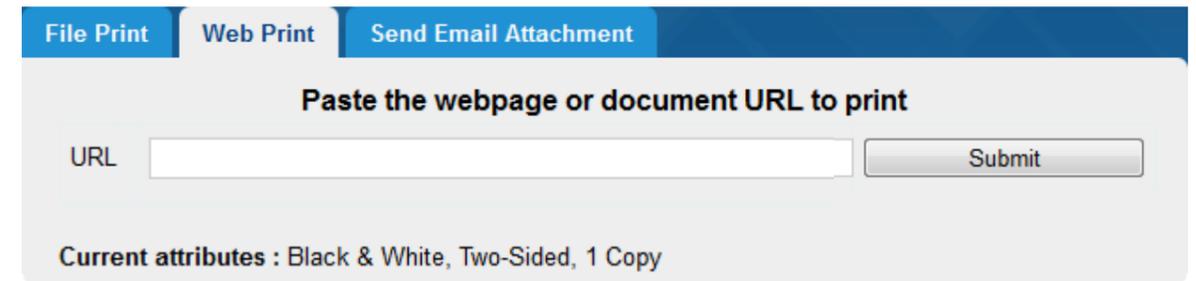
1. To print a document that you may have found a link to on the internet, open the document, right click the link and copy the URL. If the url does not highlight (or your device doesn't have a mouse), select all (highlights URL), then select copy.
2. In the URL field (picture above) left click to paste 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 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).

Send Email Attachment
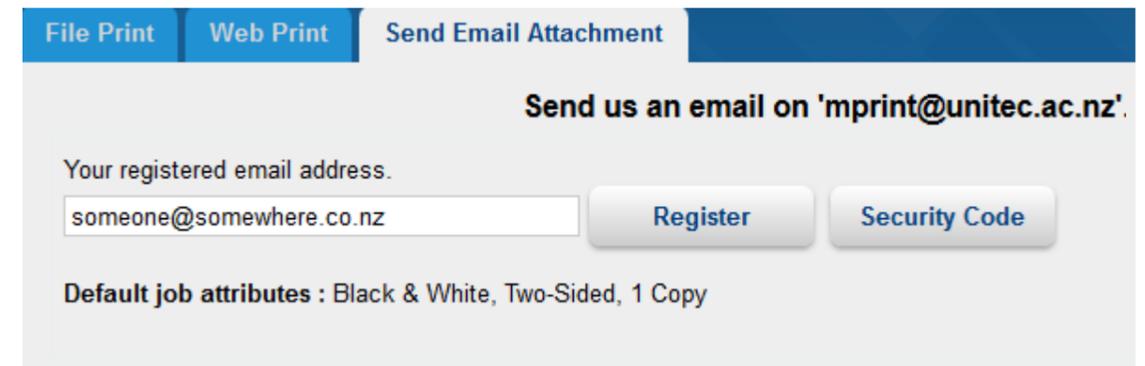
1. Enter your email address (if not already visible), to register for sending print jobs.
2. Change the **Current attributes** of the print job if required by pressing the **Change Job Attributes** button at the bottom left. Note: The default is Black & White, Two-Sided.
3. In your email system (eg; 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).

Ask IMS Help Desk 815-4321 ext 8484   askims@unitec.ac.nz