

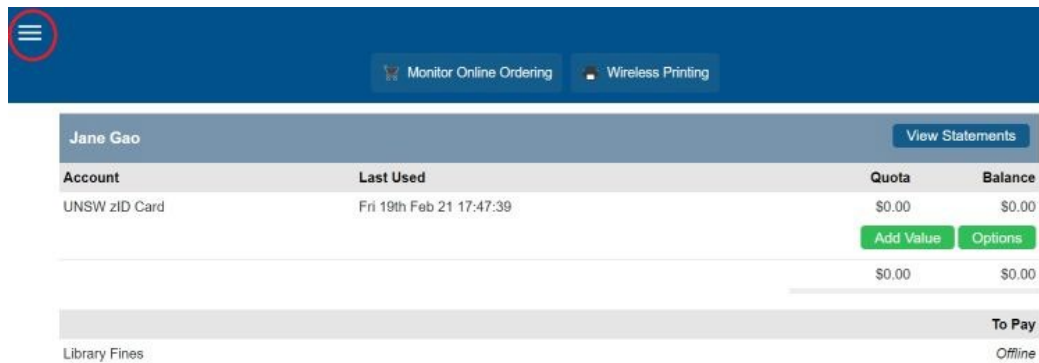


MSE School Printers Instructions

To use these printers, please follow the four steps below.

1. Register your PIN

- Go to this website, <https://recharge.it.unsw.edu.au/mymonitor/>
- Login with your zID and zPass.
- Click on the menu sign at the top right corner



The screenshot shows the 'mymonitor' website interface. At the top, there is a blue navigation bar with a menu icon (three horizontal lines) on the left and two buttons: 'Monitor Online Ordering' and 'Wireless Printing'. Below the navigation bar, the user's name 'Jane Gao' is displayed on the left, and a 'View Statements' button is on the right. The main content area features a table with the following data:

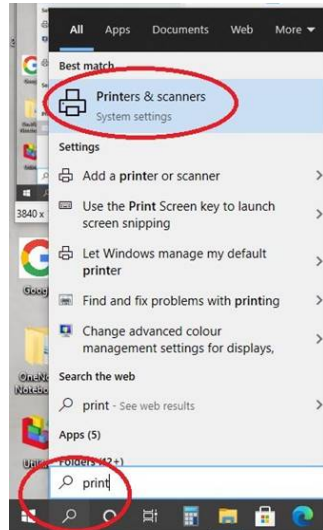
Account	Last Used	Quota	Balance
UNSW zID Card	Fri 19th Feb 21 17:47:39	\$0.00	\$0.00
		Add Value	Options
		\$0.00	\$0.00

Below the table, there is a section for 'To Pay' with the entry 'Library Fines' and a status of 'Offline'.

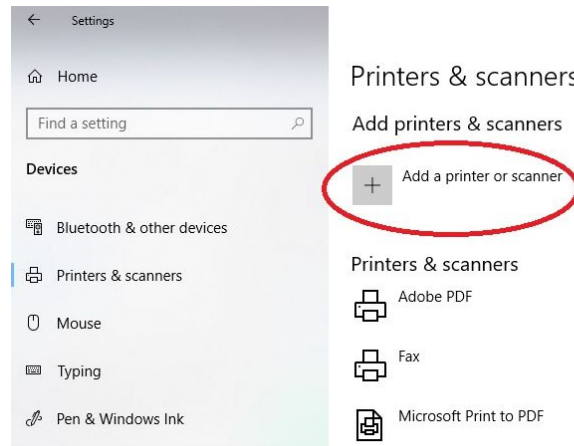
- Click on Change Your Settings => Account PIN
- Setup your PIN
- Click on Change and the sign out.

2. Connect printers on your computer (Windows)

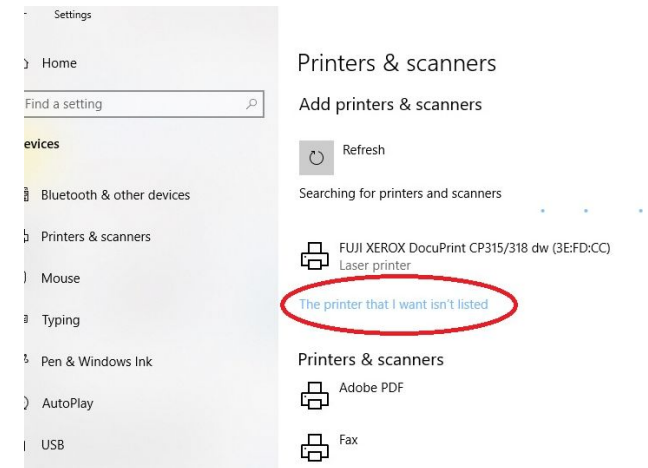
Search for printers



Click on Add a printer or scanner



After a while you will see “The printer that I want isn’t listed”. Click on it



Then “Select a shared printer by name” for the black & white printer type in
\\mbspwps301.ad.unsw.edu.au\STAFF-BLACK-PRINTER

Click next

To connect the colour printers, use the name
\\mbspwps301.ad.unsw.edu.au\STAFF-COLOUR-PRINTER

Click next

3. Send print jobs to printers

4. Collect from printers

- At the printer, tap your card and enter your pin to collect printouts.
- Please remember, the black & white printers are on Level 2 and Level 4 and the colour printers are on Level 1 and Level 3