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/](https://recharge.it.unsw.edu.au/mymonitor/)
   - Login with your zID and zPass.
   - Click on the menu sign at the top right corner

   ![Register PIN](image)

   - 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 \\
\mpswwps301.ad.unsw.edu.au\STAFF-BLACK-PRINTER

To connect the colour printers, use the name \\
\mpswwps301.ad.unsw.edu.au\STAFF-COLOUR-PRINTER

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