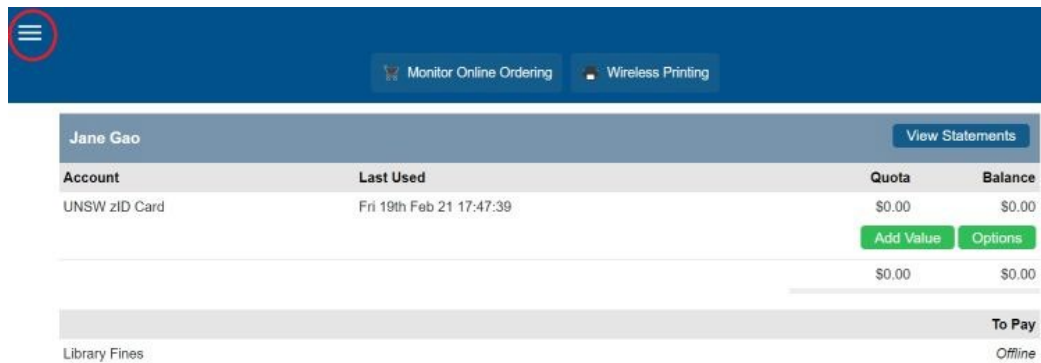


# MSE School Printers Instructions

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 header bar with a menu icon (three horizontal lines) on the left and two buttons: 'Monitor Online Ordering' and 'Wireless Printing'. Below the header, the user's name 'Jane Gao' is displayed next to a 'View Statements' button. A table shows account information:

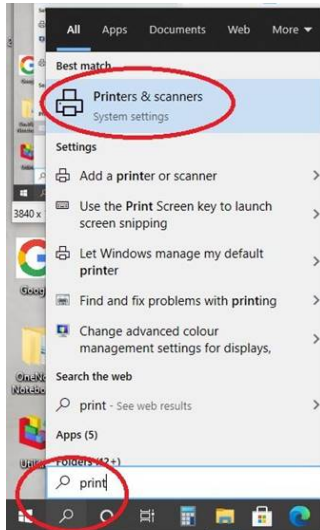
| Account       | Last Used                | Quota                     | Balance                 |
|---------------|--------------------------|---------------------------|-------------------------|
| UNSW zID Card | Fri 19th Feb 21 17:47:39 | \$0.00                    | \$0.00                  |
|               |                          | <a href="#">Add Value</a> | <a href="#">Options</a> |
|               |                          | \$0.00                    | \$0.00                  |

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

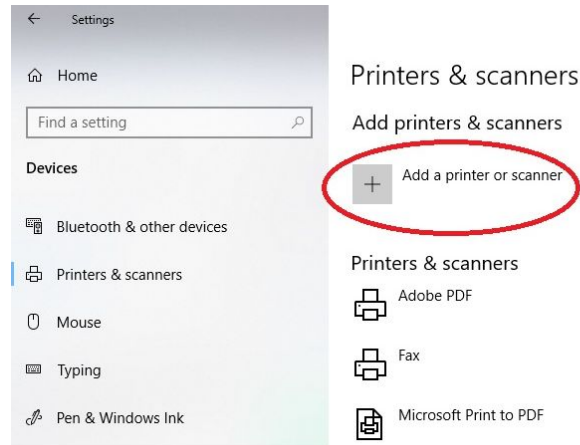
- Click on Change Your Settings => Account PIN
- Setup your PIN
- Click on Change and the sign out.

## 2. Connect printers on your computer (Windows)

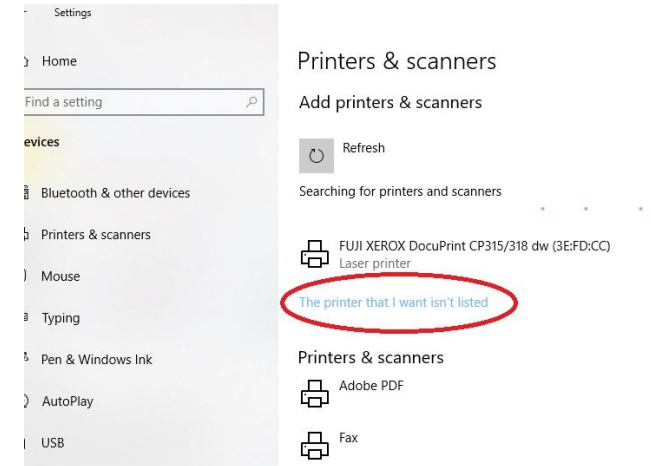
Search for printers



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  
**\\mpspwps301.ad.unsw.edu.au\STAFF-BLACK-PRINTER**

Click next

To connect the colour printers, use the name  
**\\mpspwps301.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