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

   - 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`

   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