How to use wireless printing services (WEBPRINT)

Compatible devices: Notebooks, netbooks, tablet PCs, smartphones.
* Apple products and operating systems will be supported soon once testing has been completed.
Supported files: Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG and TIF. You will not be able to print PowerPoint slides in handout mode.

Step 1: Browse to [http://webprint.monash.edu.my](http://webprint.monash.edu.my) using any browser (e. g Internet Explorer, Mozilla or Chrome). An authentication web page will be displayed as below.

Step 2: Key in your network login ID and password. Click Login once completed.
Step 3: Your current balance is displayed on the top right side of the page. Click Browse and select the document. Click Next once completed. Proceed to Step 4 if you want to print a web page.

a) Mozilla Firefox

b) Google Chrome
Step 4: Select Web Print. Type in the website address and click **Next**. Please ensure that the website is loaded before keying in the address.
**Step 5:** Select which printer to be used by clicking on the printer. If you want to customize your printing proceed to **Step 6**. If you want to delete your print job proceed to **Step 7**. Proceed to **Step 8** if no changes are required.
Step 6: Tick on Advanced box. Define number of copies in **Number of copies** box if you want to print more than 1 page. Define page number in the **Print from page** box if you want to print particular pages. Choose **Long-side (Open to Left)** or **Short-side (Open to Top)** to print duplex.
Step 7: If you want to delete your print job, click on “refresh” and then click on “Delete”.

Step 8: Printing is successful if you can see the message displayed in the browser. You may proceed to collect the print job from the selected printer by tagging your Student ID card to the card reader and releasing the print job.

If you have performed all the steps given correctly and you still face problems, kindly contact ITS Service Desk at extension 46200 or e-mail servicedesk@monash.edu.my for further assistance.