Student Printing

To print documents, you need to use your **building access card** and sync it to the printer.

Your access card only needs to be synced to the printer on the first time that you use it. It will then remember you the next time you need to print.

**How to sync your card:**

Scan your access card on the black box on the printer to commence.

You will then be asked to log in, please use your log in details for printing and Wi-Fi given to you at Orientation.

Once you have done this, you won’t need to do it again.

**To print from one of our computers or your laptop, please use the following information:**

Open your browser

Go to [http://webprint:9191/](http://webprint:9191/)

You will then be asked to log in.

At Orientation, you will be given a username and password, which will be similar to:

**Username:** Student ID (eg 00999999T)

**Password:** Your date of birth (written in this format – 22-May-88)