Online Self Service Printing Platform – Mopri

printing.unam.na

UNAM
UNIVERSITY OF NAMIBIA

**Welcome back,
Please sign in to your account below.**

Username

Password

LOGIN

Register Account   **Forgot Password**

This user guide will include the steps required for each user to top up, check their balance, and monitor their printing usage from anywhere with internet access, through the printing portal at **printing.unam.na**

Login & Registration

I am a senior or returning student. Do I need to register for a new printing account? Yes, all students need to register for a printing account by following steps provided below.

1. To access the Print Portal, you will need to click **printing.unam.na** the "Login page" below will be displayed in your web browser.

2. I have already registered for a printing account. Login in if you have an existing printing account linked to your email address, your email address will be your **Username** and the **password** is your unique password that you created which must be at least eight (8) characters.

3. If you have not setup your printing account, click "**register account**", fill in the online form and create your personal password (Please note that the password is not your printer user password and does NOT affect any of your existing accounts)

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4. **I am a guest and NOT a UNAM staff member of student?** If you do not have a student number or staff username, you will need to select "no" on the option requesting for such and you will be assigned a guest account using your personal email address.
5. I am a Student or staff member BUT need a **sub-account** or additional account for my private printing?

**Welcome...
Please register your account below.**

First Name(s)

Surname

Do you have a student number or staff username?

No

Email Address

Password

Re-enter Password

**SAVE**

Login   Forgot Password

Loading Credits into PD

- Once you have logged into your portal you will see the interface as shown below

- You will click the top up option and enter the amount you need to add into your printing account

- Click confirm and you will be directed to the EFT card transaction and once you have the details updated you will click confirm after entering you name and surname for reference and your transaction will be updated.

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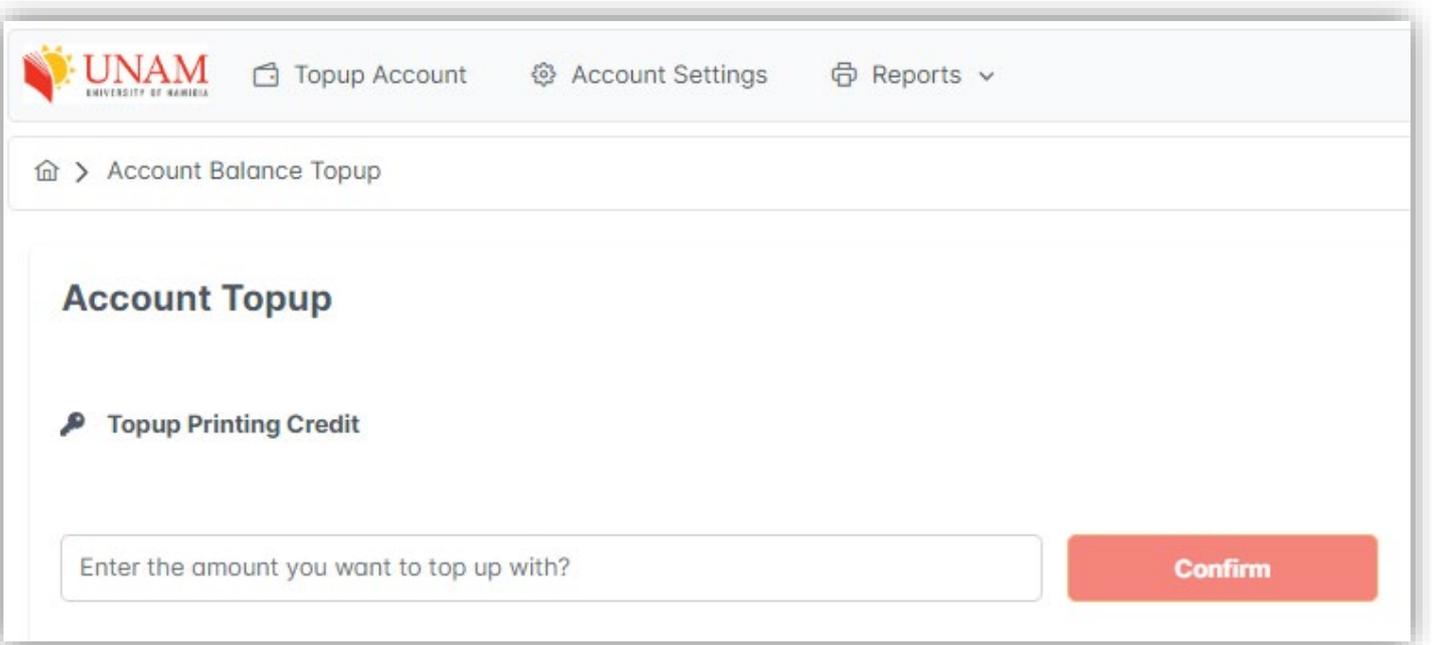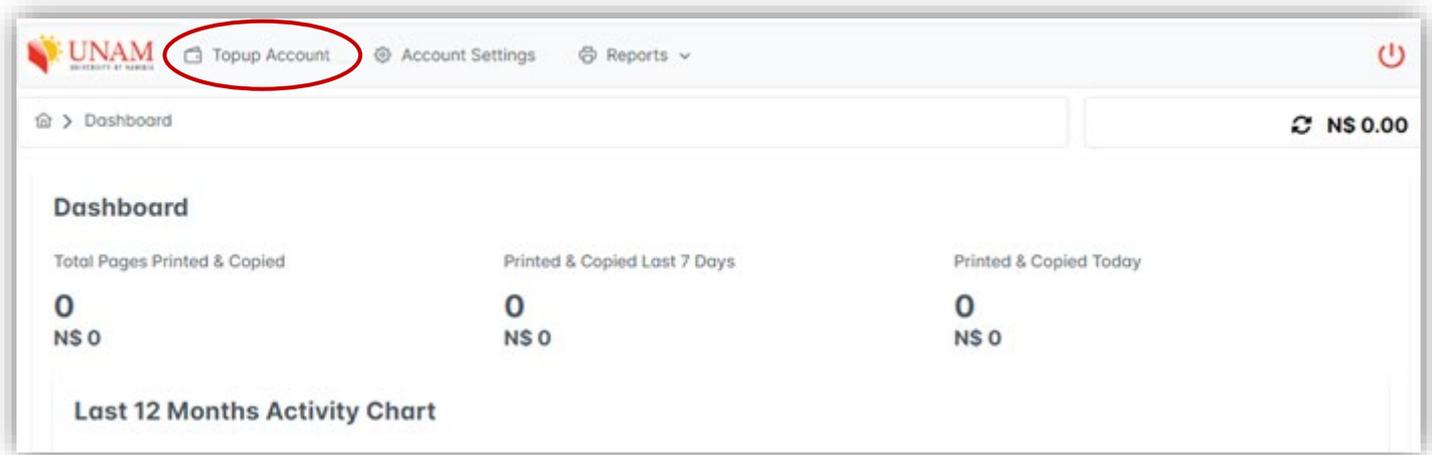
Topup Account | Account Settings | Reports ∨

⌂ > Account Balance Topup

⟳ N$ 0.00

Account Topup

How would you like to pay?

○ PAYGATE VISA MasterCard Verified by VISA MasterCard SecureCode.

Order Summary

Printing Topup   N$ 20.00

Merchant	Inceptus Holding Pty Ltd
Reference	C73C46A6-7A1C-4E6B-B99E-8C1C25E855F6
Transaction Date	Fri, 01 Mar 2024 10:33:34 +0200
Amount	N$ 10.00 (NAD)

Card Holder

Enter your name

Card Number

Enter Card number

Expiry Date

| 01 ∨ | 2024 ∨ |

CVV Digits

[   ] 🔒

By continuing I hereby give permission for DPO Group and any Third Party commissioned by DPO Group to use Personal Information provided for the sole purpose of processing the requested transaction and conducting necessary fraud and risk screening.

Bring Your Own Device (BOYD)

BYOD (bring your own device) allows student, staff and guests at UNAM to use their personally owned laptops to be able to print on any of the printers across the 12 Campuses.

- Once connected onto the UNAM Network and you have logged into your portal you will see the interface as shown below

- You will click the **Account Settings**

- Select the Guest BOYD Printing Software at the bottom of the page to download the PD Agent software.

- Follow the installation instructions
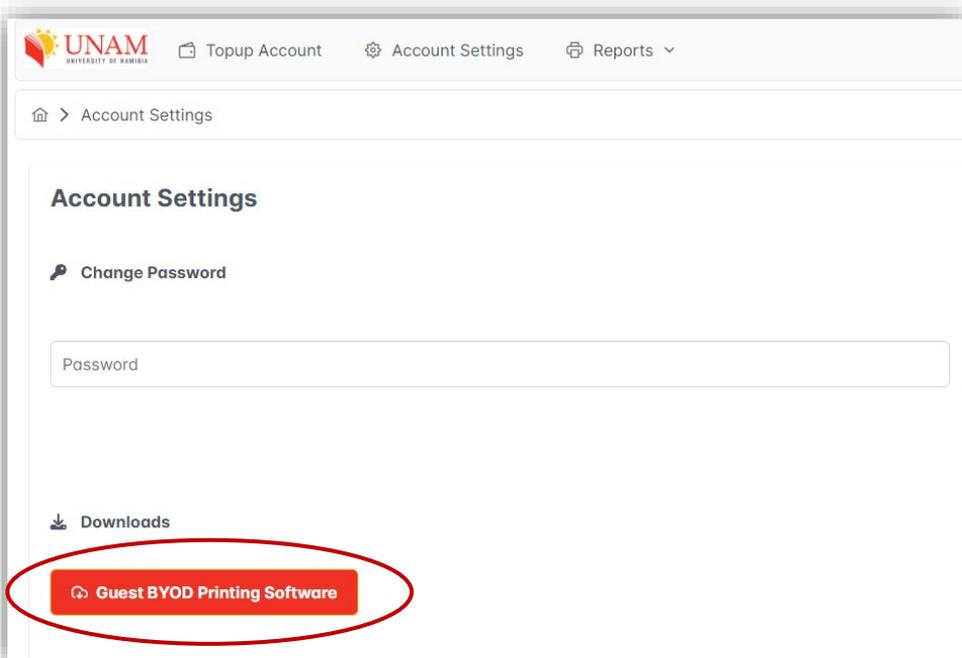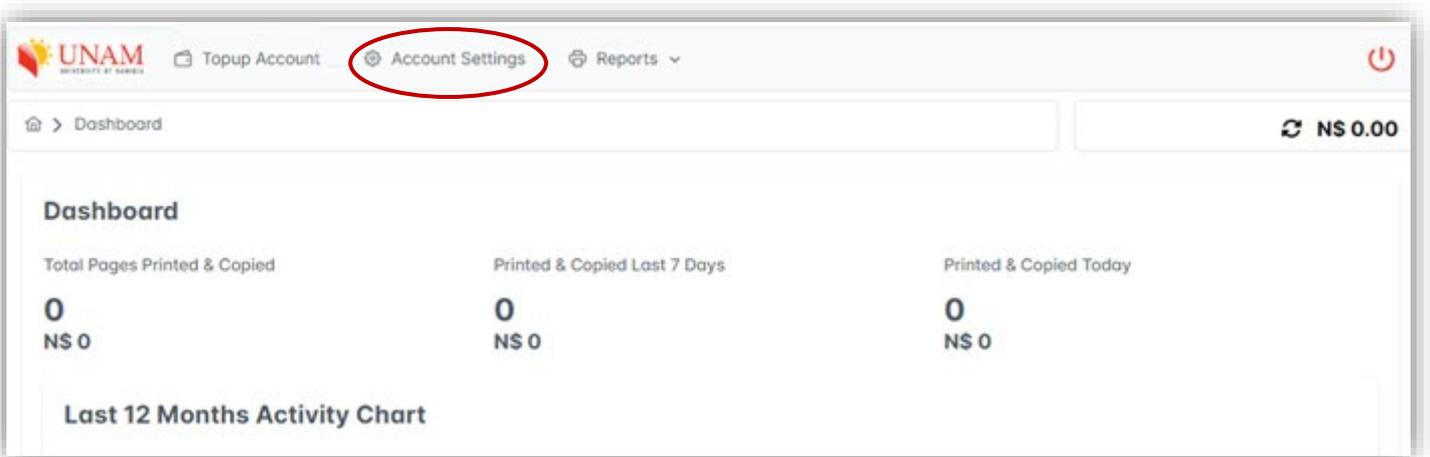
PDAgentInstaller.msi
9.9 MB • Done

☐ Don't show when downloads finish

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🖨 Topup Account   ⚙ Account Settings   🖨 Reports ⌄

⌂ > Account Settings

Account Settings

🔑 **Change Password**

Password | Confirm Password

SAVE

⬇ **Downloads**

⬆ **Guest BYOD Printing Software**

PDAgent Setup   — ☐ ✕

PD▶

Welcome to the PDAgent Setup Wizard

The Setup Wizard will install PDAgent on your computer. Click Next to continue or Cancel to exit the Setup Wizard.

Blue Swift
T E C H N O L O G I E S

Back | **Next** | Cancel

PDAgent Setup   — ☐ ✕

End-User License Agreement
Please read the following license agreement carefully

PD▶

END-USER LICENCE AGREEMENT FOR PRINT DIRECTOR

This end-user licence agreement (hereinafter "EULA") is a legally binding agreement between you (a single natural or legal person, hereinafter referred to by the term "You" or "Your") and Blue Swift Technologies. Blue Swift Technologies authorizes You to use and install the Software (as defined below) under the terms and conditions set forth herein.

PLEASE READ THIS EULA CAREFULLY BEFORE USING THE SOFTWARE. BY DOWNLOADING, INSTALLING, OR USING THE SOFTWARE, YOU

☑ I accept the terms in the License Agreement

Print | Back | **Next** | Cancel

PDAgent Setup   — ☐ ✕

Ready to install PDAgent

PD▶

Click Install to begin the installation. Click Back to review or change any of your installation settings. Click Cancel to exit the wizard.
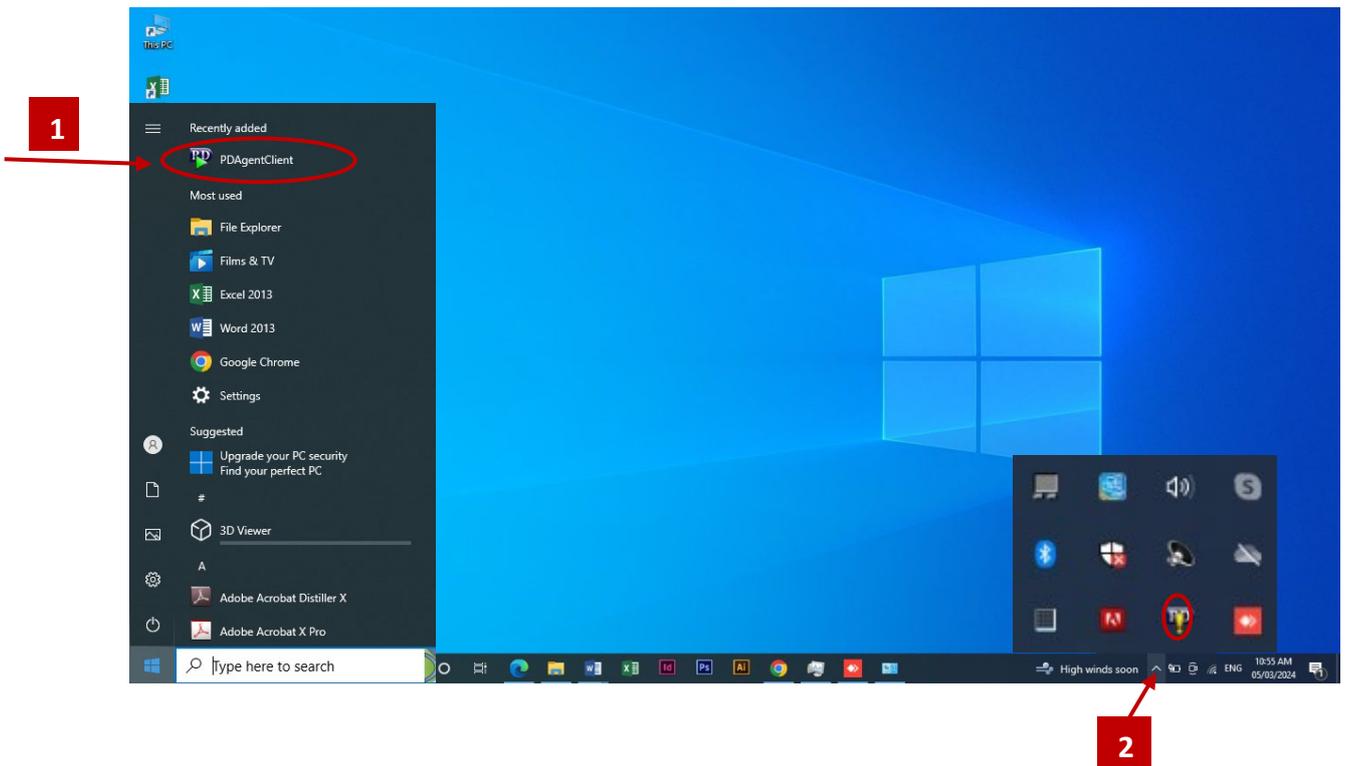
Back | 🛡**Install** | Cancel

PDAgent Setup   — ☐ ✕

PD▶

Completed the PDAgent Setup Wizard

Click the Finish button to exit the Setup Wizard.

Blue Swift
T E C H N O L O G I E S

Back | **Finish** | Cancel

1. Once installed. Select Windows Icon Search and Run "PDAgentClient"

2. Click on arrow on bottom left corner of the Task Bar, and Right Click the PD Agent and select sign in
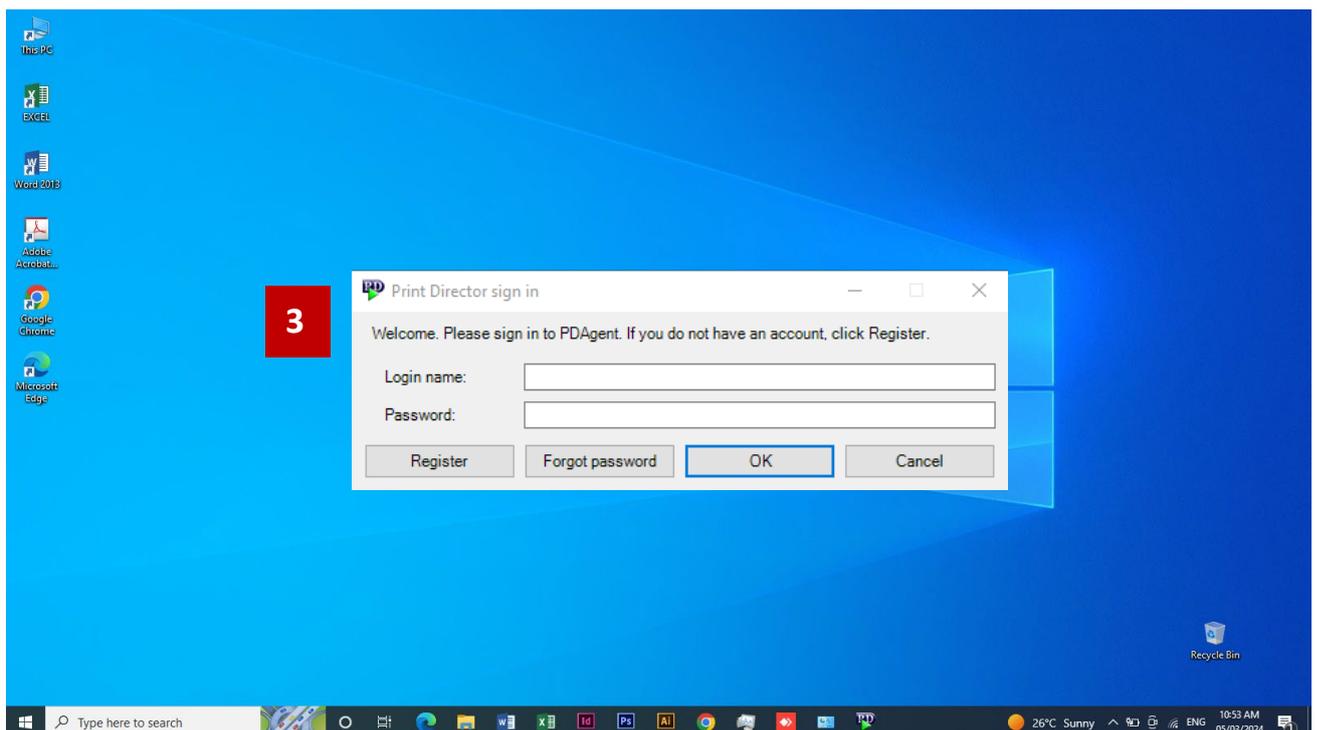

3. **Sign into PD Agent using your credentials**

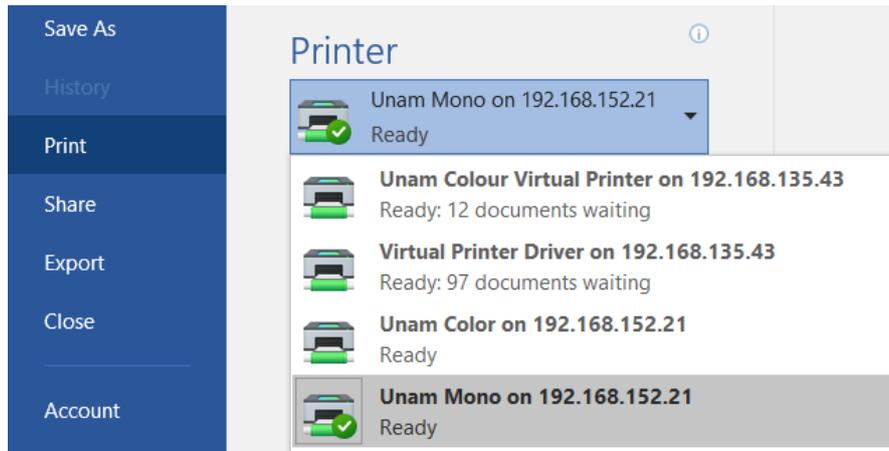   **Staff:**   Username & Password

   Students: Student Number & Password

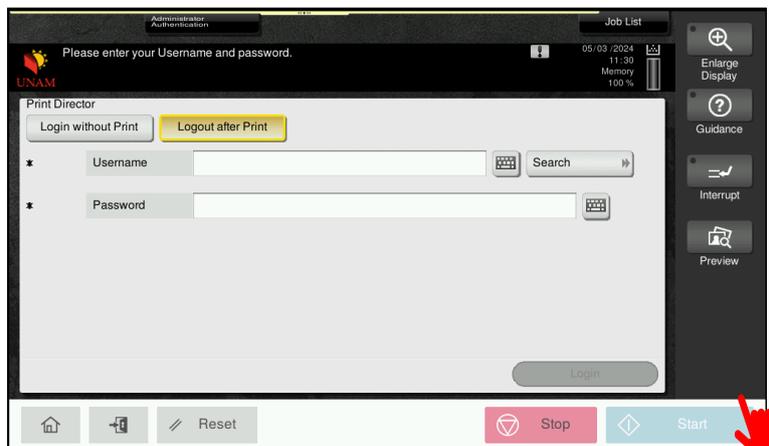   **Guest:**   Email & Password

PRINTING

You should send a document that you would like to print from your computer by choosing **Unam Color on 192.168...** or **Unam Mono on 192.168...** for black and white.

STEP 1: Enter the username and password then login

STEP 2: You should see the documents that you want to print. Select All/ select the document you want to be printed then start

STEP 3: Touch the Logout button to log out.

Trouble Printing:

If you are having a technical issue with Copying and Printing Services, contact the IT Support via email at ***itsupport@unam.na***

Once a request has been made, a technician will be assigned and resolve the issue.

Paper:

All paper to be order from UNAM Stores as per departmental stationary budget vote. Additional provision on this budget line will be amended based on departmental usage parameters.

Printing Credit Staff:

Submit Completed & Finance Approved Internal Requisition to **copycentre@unam.na** for funds to be loaded on to your account.