

Print from Own Laptop to Inceptus Multi-Function Printer (MFP)

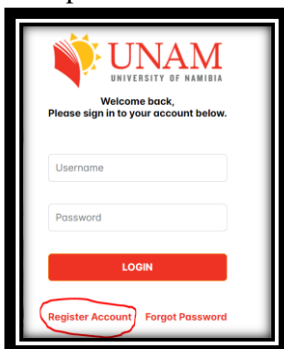
BYOD software allows staff and students to use their personal devices (laptops) to send print jobs to Multi-Function Printers. The student can avoid having to queue for UNAM-provisioned devices.

Requirements

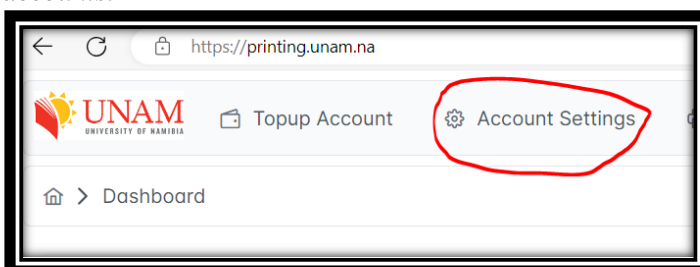
- The personal device must be connected to UNAM WiFi first before any attempts
- The student need to install a piece of software called “**PDAgent**” onto their device.
- The student must have a registered account to access the UNAM Printing Portal – <https://printing.unam.na> – **Register today!**
- The software can be downloaded from the printing portal – <https://printing.unam.na/>
- Install print queues from the print server - \\192.168.152.21

INSTRUCTIONS TO SETUP PRINTING FROM OWN DEVICE

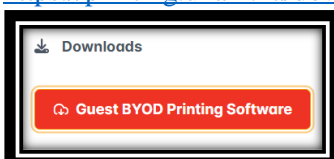
1. **Connect to UNAM WiFi** – UNAM Students: confirm access to network resources. One of the quick ways to test this would be to check access to any of public sites such as <https://www.google.fr>
2. **Register an account on the UNAM printing portal** – navigate to <https://printing.unam.na/> and click on [**Register Account**] as per graphic below. If you already have an account, proceed to step 3 below.



3. **Logon to UNAM Printing Portal** – by navigating to <https://printing.unam.na/> and clicking on “**Account Settings**”. Remember your login credentials is the email address specified during registration and password you setup. *This account does not affect any of your University accounts.*



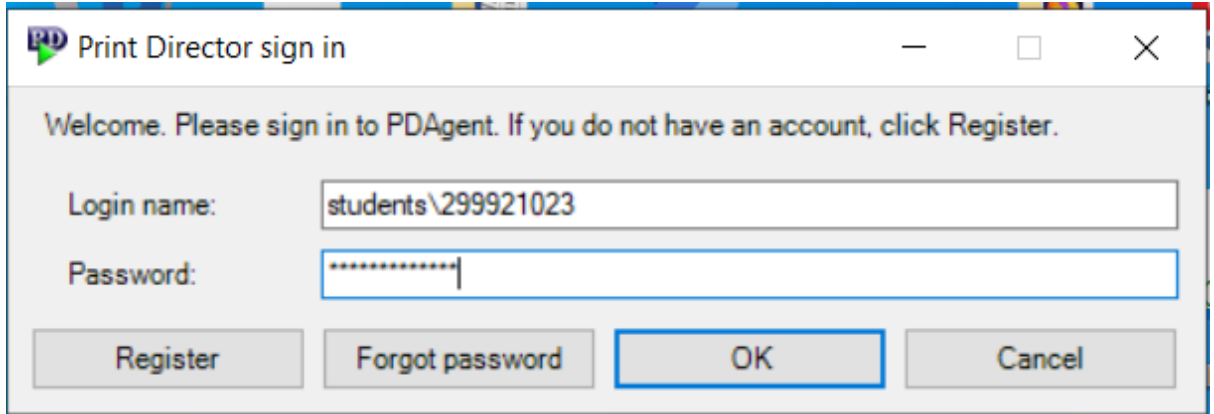
4. **Scroll to the bottom** of the screen and click on “**Guest BYOD Printing Software**” <https://printing.unam.na/downloads/PDAgentInstaller.msi>



5. Once download is complete, check downloads folder for “**PDAgentInstaller.msi**”. Run “**PDAgentInstaller.msi**” to install the software on your device. Administrator privileges may

be required to complete the installation. Install the PDAgent Software by selecting the presented default settings.

6. Once installation is complete, run the “**PDAgentClient**” app. Type “PDAgent” in the Windows search box to locate the app.
7. Login with your Portal credentials, but specifying the username as per graphic below. i.e. **students\<<student number>>**.



8. The extra step to install print queue may not be required. Consult separate guide to install print queues, but when prompted to login, specify the username using this construct: **students\<<student number>>**.

