



# Direct Printing with MPrint

To use the direct printing feature in MPrint, please see the following instructions:

1. In your web browser, go to <https://mprint.umich.edu>
2. Select **'Set a Destination'**
3. Select **'Find a Printer' > 'Locate a Printer Using Building Maps'**
4. Enter the **building name** the printer is housed in (ex. Ross School of Business, Jeff T Blau Hall, Kresge, etc.)
5. Select the **floor the printer is located** (Floor 1, Floor 2, Floor 3, etc.)
6. Select the **desired printer** from the **provided list**
7. On the pop-up menu select **'Open in MPrint'**.
8. You will then be taken back to the main MPrint menu where you will need to **'Select a Document'**, set **'Printing Options'** and **'Submit'** your document.