*Mobility Print – Combined* 

# Android:

Requirements:

• Device must support Android 4.4 or above.

Procedure:

- 1. Connect to SCC wireless network. This network uses your staff or student user account for authentication. Make sure to enter your full SCC user account, ex. 'jsmith@stchas.edu' or 'js123456@my.stchas.edu', and verify that you are successfully connected.
- 2. Install the Mobility Print app from the Google Play Store: <u>https://play.google.com/store/apps/details?id=com.papercut.projectbanksia&hl=en</u>
- 3. Launch the app.
- 4. Tap Android settings.
- 5. Tap Mobility Print.
- 6. Tap the enable toggle.
- 7. Exit out of settings.
- 8. Print your document. When prompted, enter your SCC credentials without the @stchas.edu or @my.stchas.edu on the end.

The way you print is different depending on the app you want to print from. For more information, see the documentation for the app. When you select a printer, make sure you select a Mobility Print printer

as identified by the PaperCut icon

If you select the **Remember me** checkbox, your phone will remember your login details for that printer for one week.

# ChromeOS:

#### Requirements:

• Device must support Chrome version 43 or above.

### Procedure:

- 1. Connect to SCC wireless network. This network uses your staff or student user account for authentication. Make sure to enter your full SCC user account, ex. 'jsmith@stchas.edu' or 'js123456@my.stchas.edu', and verify that you are successfully connected.
- 2. Install the Mobility Print Chrome app: https://chrome.google.com/webstore/detail/projectbanksia/alhngdkjgnedakdlnamimgfihgkmenbh
- 3. Open the page to print.
- 4. If printing is available, right click, then select Print.
- 5. Click Change to choose a printer
- 6. Select a printer from the list. Make sure you select a Mobility Print printer as identified by the PaperCut icon **2**.
- 7. When prompted, enter your SCC credentials without the @stchas.edu or @my.stchas.edu on the end.

If you select the Remember me checkbox, your device will remember your login details for that printer for one week.

Note: If you are using account selection, then additional configuration is required. Contact your system administrator for more information.

Note: Mobility Print does not work when logged in under the Chrome guest account. You must be logged in with a Google account. This is because the guest account does not have the ability to add extensions in Chrome.

# IOS:

### Requirements:

• Device must support IOS version 9.2 or above.

### Procedure:

- 1. Connect to SCC wireless network. This network uses your staff or student user account for authentication. Make sure to enter your full SCC user account, ex. 'jsmith@stchas.edu' or 'js123456@my.stchas.edu', and verify that you are successfully conncted.
- 2. Apple AirPrint is used to connect to the printer. In any AirPrint enabled application, swipe up from the bottom, then left until you see the print icon. Select Print icon, choose your printer, enter your SCC user credentials (without the @stchas.edu or @my.stchas.edu on the end) and click print in the upper right corner.
- 3. Depending on the printer you chose, your print job can be released from the print release station in that lab.

## OSX:

### Requirements:

• Device must support OSX Yosemite or above.

### Procedure:

- 1. Connect to SCC wireless network. This network uses your staff or student user account for authentication. Make sure to enter your full SCC user account, ex. 'jsmith@stchas.edu' or 'js123456@my.stchas.edu', and verify that you are successfully connected.
- 2. Navigate to System Preferences > Printers and Scanners.
- 3. Click the Plus (+) icon under the Printers list.
- 4. The Add dialog box is displayed. This dialog displays a list of all discovered printers on the network.
- 5. Select a printer. The Name, Location and Use is displayed.
- 6. Check that Use is set to Secure AirPrint.
- 7. If Secure AirPrint is not displayed:
  - a. Close the Add dialog.
  - b. Disconnect from the network.
  - c. Reconnect to the network.
  - d. Try again.
- 8. Click Add.
- 9. Print your document. When prompted, enter your SCC credentials without the @stchas.edu or @my.stchas.edu on the end.

**Note:** If you enter the wrong authentication details, MacBook devices do not show any warning message; your job will just not print. If your job doesn't print, check the Print Queue dialog. If the print job is there and has the message Held for authentication, click the  $\bigcirc$  icon; then re-enter your login details.

**Note:** If you are using account selection, then additional configuration is required. Contact your system administrator for more information.

# Windows

#### Requirements:

• Device must support Windows 7 or above.

#### Procedure:

- 1. Connect to SCC wireless network. This network uses your staff or student user account for authentication. Make sure to enter your full SCC user account, ex. 'jsmith@stchas.edu' or 'js123456@my.stchas.edu', and verify that you are successfully connected.
- 2. Download and run the Mobility Print Printer Setup located here: <u>http://papercut.com/products/ng/mobility-print/download/client/windows/</u>
- 3. Select your language preference.
- 4. On the License Agreement screen, click Next.
- 5. On the Printer Selection screen, select the printer you wish to print to and click Next.
- 6. Enter your SCC credentials without the @stchas.edu or @my.stchas.edu on the end and click Next.
- 7. Click Finish.
- 8. To add more printers, run through the above steps again, selecting a different printer in step 5.
- 9. The printers have now been added to Windows. You are now able to print a document as your normally would by going to File > Print, for example, and select the printer you wish to print to. After printing, you can release the print job at the print release station of the appropriate lab.

### **Available Printers:**

Printer Name	Location:
LRC-112-Black-01	LRC 112 (Main Campus Library)
NAHC-200-Bizhub-01	CHL 200 (CHL Library)
SSB-2202-Black-01	SSB 2202 (ACE Lab)
SSB-2202-Color-01	SSB 2202 (ACE Lab)
TECH-116-Black-01	Tech 116 (TECH Lab)
TECH-116-Color-01	Tech 116 (TECH Lab)
Tech-116-Color-02	Tech 116 (TECH Lab)