

# How to USE Mobility print BYOD devices

Prerequisite: Must have Google Chrome Browser and Mobility Print app installed

## How to install the app available at the Library or through IT

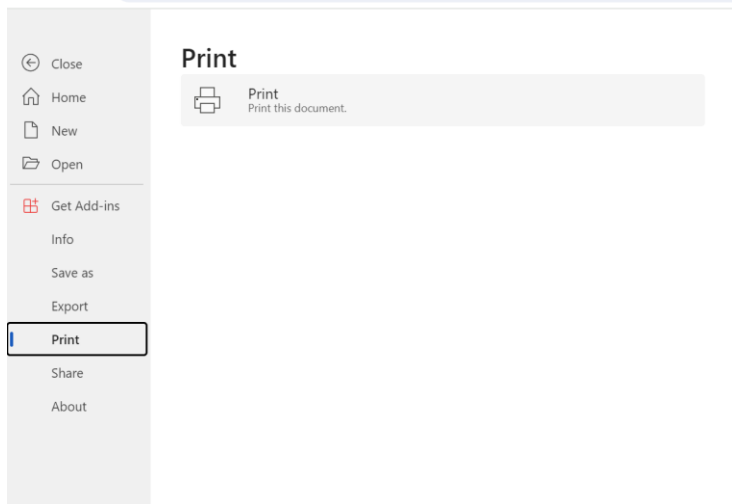
1. Open the document/image/pdf through google chrome. If you are working on a word document for example, you can open it through word on the web

The screenshot shows a Microsoft Word document with the following content:

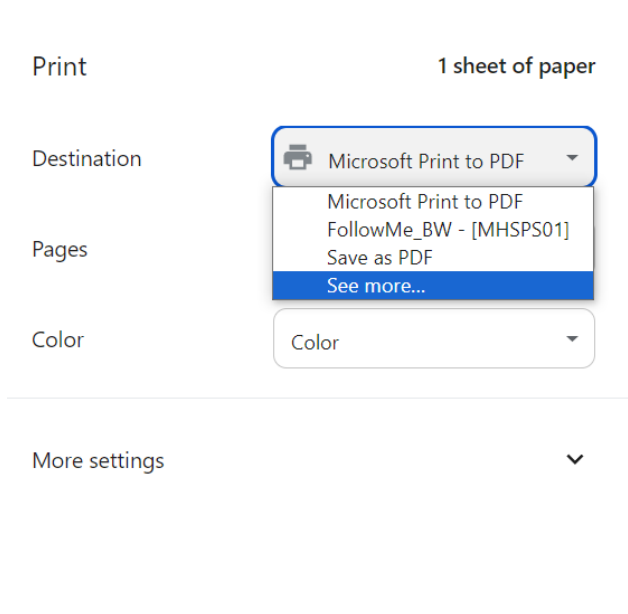
- ◇ How to INSTALL Mobility Print on BYOD – laptops/Chromebooks
- Prerequisite: only available on Google Chrome Browser
- ◇
  1. Open Google Chrome and go into the web store <https://chromewebstore.google.com/>
  2. Search for mobility print in the webstore and find “mobility print by papercut.com”
  - 3.

In the bottom right corner, a Chrome Web Store search interface is visible with the search term 'Mobility Print' and a search button.

2. Click on File>Print>print this document



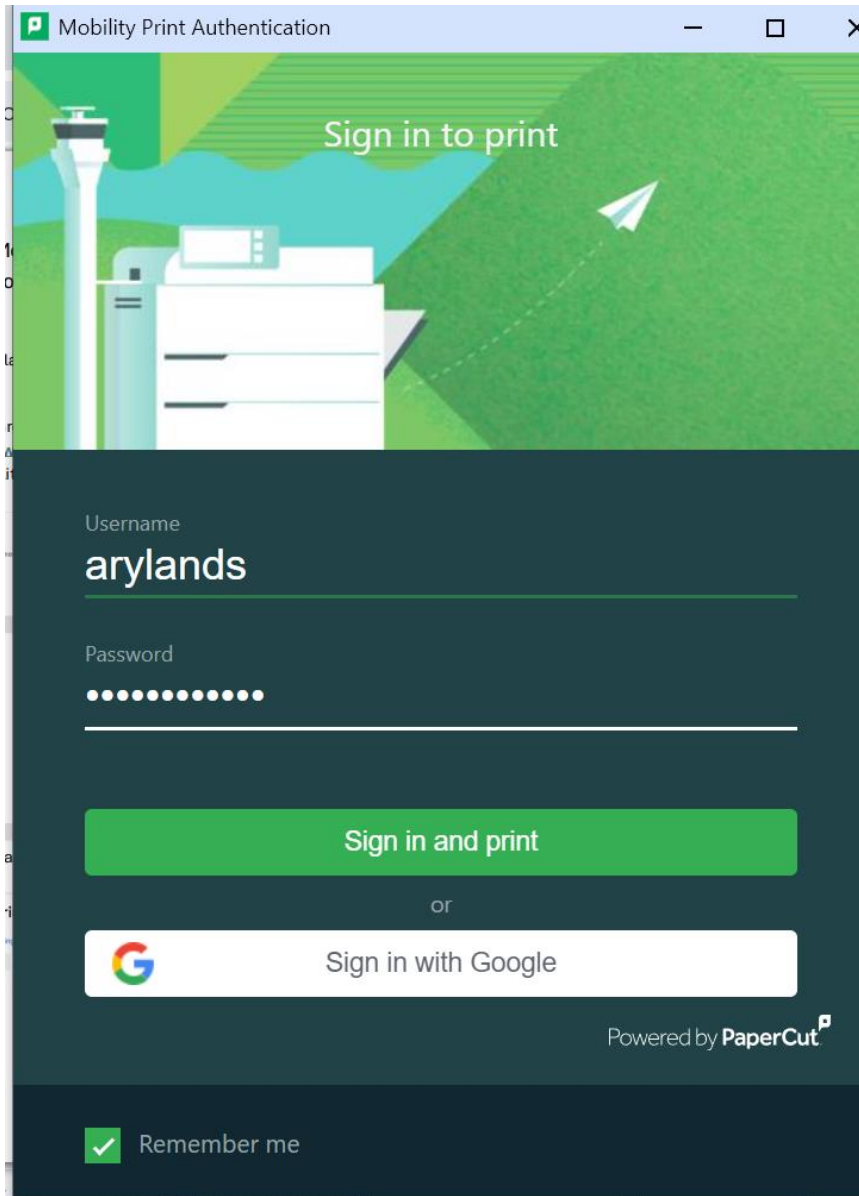
3. In the printer menu go into destinations and click “see more” (note you will only have to do this the first time you print from a device)



4. Select one of the follow-me as your printer (BW for black and white, Colour for colour). Print to the chosen printing queue when you are ready



5. Papercut will pop up on your laptop and ask for your school username and password, enter this in and check “remember me”. **Do not sign in with google**



6. From any printer, login with your school username and password (same one that you use for logging into the computers/wifi/teams)