






# Wireless Printing from a Smart Device



## BEFORE YOU BEGIN

1. Connect to Library\_wi-fi using your library membership number and 6-digit PIN

## USING AN APPLE DEVICE

1. Open the content you want to print
2. To find the print option, tap the app's share icon  or  or tap **...**
3. Scroll down and tap  or Print  
If you can't find the print option, check the app's User Guide or Help section. Not all apps support AirPrint.
4. Tap Select Printer and select your desired printer, making sure to select the correct library, B&W or colour, and single or double-sided (duplex)
5. Enter your library membership number and 6-digit PIN (only required for the first time)
6. Choose the number of copies or other options, like which pages you want to print.
7. Tap Print in the top right-hand corner.
8. You will not receive further notification – make your way to the printer (see section below on releasing print jobs from the printer)

## USING AN ANDROID DEVICE

1. Download the Mobility Print app  from the Google Play Store
2. Open the app
3. Tap to check the Mobility Print Service is on
4. If it is off, select Mobility Print to enable the service by tapping the toggle button in the top right corner
5. Exit out of settings – **you are now ready to print**
6. Open the content you want to print
7. Select the print content – the way you do this depends on the app you want to print from  
If you are printing from **Chrome** you will need to open the app menu and select share  and then Print
8. The default printer (MobP Black & White) will appear – **tap to select other printer options**
9. Select your desired printer, making sure to select the correct location, B&W or colour, and single or double-sided (duplex).
10. A notification will appear 'Your Print Job needs authentication to release' and the PaperCut Mobility Print app will open. If this doesn't occur automatically, swipe down from the top of your screen to find the notification and tap it to open Mobility Print
11. Enter your library membership number and 6-digit PIN
12. A notification will appear 'Print job submitted successfully'
13. You will not receive further notification – make your way to the printer (see section below on releasing print jobs from the printer)

## AT THE PRINTER

1. Scan library card at printer or enter login details using touch screen (no PIN required)
2. Check total print cost and top up at Staff Desk or kiosk.
3. Held Print Jobs will be displayed. Select **Print All**; OR select individual print jobs and select **Print**
4. Select **Cancel Job** to delete any unneeded print jobs
5. Select **Log out** on the touch screen OR the **Log In/Out** button

**Note:** Print jobs are kept in the queue for 120minutes and then deleted

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