Introduction

This guide will show you how to print at Griffith University from your personal Android device. The PaperCut Mobility Print system used on our Multi-function Devices (MFD) provides flexibility and security. It features Myprint_Student which allows you to retrieve your jobs from any available MFD on campus.

⚠️ **Note: Your device must be connected to the Griffith wireless network (not Eduroam) or Griffith VPN to install and use PaperCut Mobility Print on campus.**

⚠️ **If you have previously installed student_print on your personal device prior to 17 February 2023, you will need to delete this printer from your device before completing the steps below.**
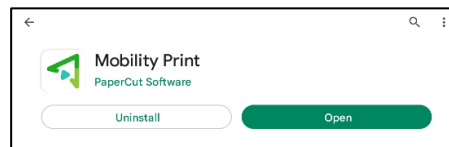
Step 1: Install the PaperCut Mobility Print app

1 In a web browser, go to the following URL:
https://printlb.griffith.edu.au:9164/setup

2 The system will usually automatically identify the type of device you are using.
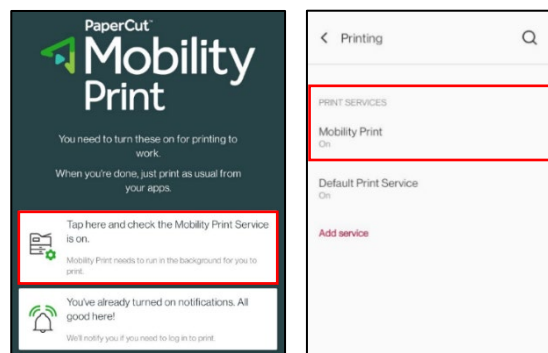
Tap on the **Install or update** button.
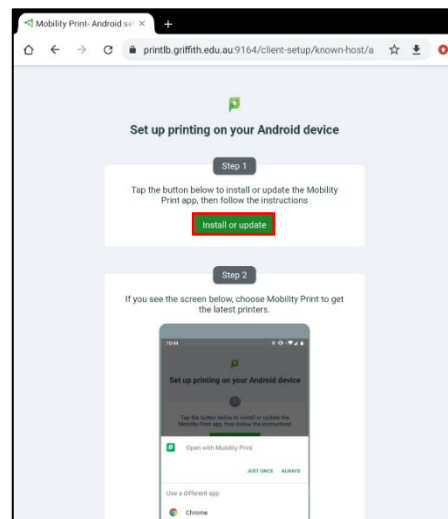
3 Download the **Mobility Print** app by **PaperCut Software** from the Google App Store.

4 Open the app, select **Android Settings** and check that **Mobility Print** is on. Close the app.
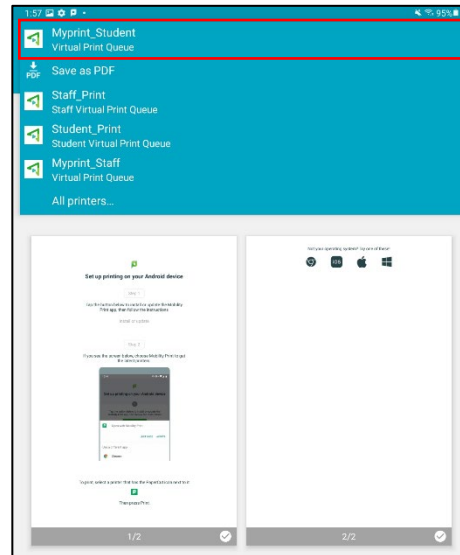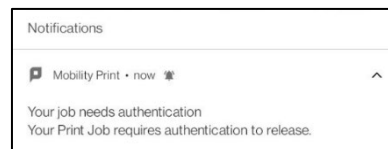
Step 2: Print your document

1   Open the document you want to print.

Check the print settings are correct (e.g. colour or black and white copies, double or single sided).
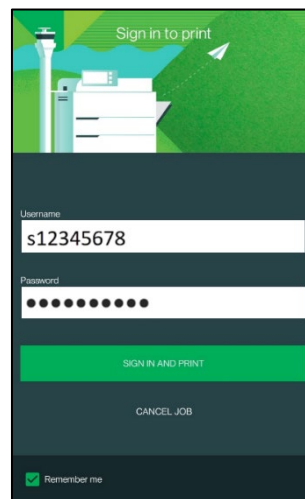
Select **Myprint_Student** from the list of available printers.

2   (If prompted) Tap on the **Mobility Print** notification.

3   **Sign in** with your **Griffith sNumber** and **Griffith password** then select **Sign in and print**.
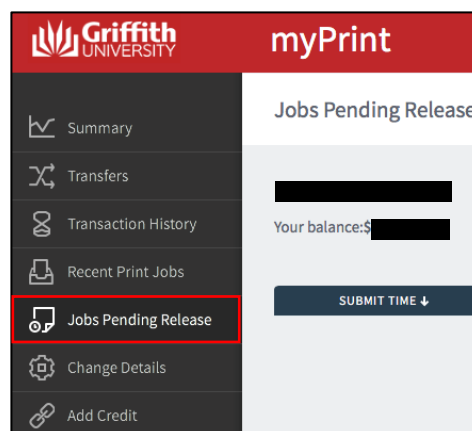
4   Check if your document has been successfully sent to the print queue by logging in to your **myPrint portal** at https://myprint.griffith.edu.au

Select **Jobs Pending Release** where your print jobs will be listed.

5   Locate a Griffith printer and login using your **Griffith sNumber** and **myPrint PIN**.

6   Select **Print Release** and then **Print**.

7   Remember to **log out** once you have finished printing.