



## Introduction

This guide will show you how to print at Griffith University from your personal iOS device. The Ricoh 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 <u>Griffith wireless network</u> (not Eduroam) or <u>Griffith VPN</u> 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 Mobility Print profile

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

2 The system will usually automatically identify the type of device you are using.

Tap on the **Download** button.

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	p	
Set up p	rinting on your iPhone or	' iPad
	Step 1	
	Download your profile	
Tap the	button below to download your Mot Print profile	oility
	Download	
Note: Y	′ou need to use Safari to download a install the profile	ind
	Step 2	
	Install the profile	
	Open iOS Settings	



N	Profile Downloaded Review the profile in Settings app if you want to install it.	
	Close	







Select **General** then scroll down and select **VPN & Device Management**.

6	Under Downloaded Profile select PaperCut Mobility
	Print for iOS.

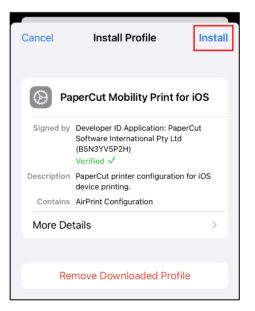
Select	Install.
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Once the profile has installed, close Settings.

Settings General	>
Picture in Picture	>
CarPlay	>
iPhone Storage	>
Background App Refresh	>
Date & Time	>
Keyboard	>
Fonts	>
Language & Region	>
Dictionary	>
	7
VPN & Device Management	>
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Back VPN & Device Management				
	VPN	VPN	Not Connected	>
	Sign	In to Work o	r School Account	
	DOW	NLOADED PRO	FILE	
	0	PaperCut M	lobility Print for iOS	>



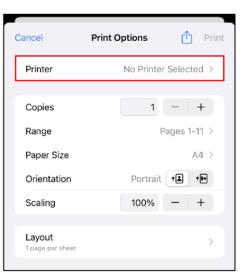


## Step 2: Print your document

Open the document you want to print.
Tap on Share 
Image: Constant of the second select Print.
Scroll down and select Print.

Note: Not all apps support AirPrint. If you cannot see the **Print** option, AirPrint may not be supported.

Mobility Print- IOS setup printlb.griffith.edu.au Options >	×
Сору	ß
Add to Reading List	00
Add Bookmark	ш
Add to Favourites	\$
Add to Quick Note	m
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Print	ē
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Print Options	Printer	
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Check the print settings are correct (e.g. colour or black and white copies, double or single sided) then tap **Printer**.

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Select **Myprint\_Student** from the list of available printers.

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Sign in with your Griffith sNumber and Griffith password.

Check if your document has been successfully sent to

the print queue by logging in to your **myPrint portal** at <u>https://myprint.griffith.edu.au</u>

Select Jobs Pending Release where your print jobs

Select OK then Print.

will be listed.

Myprint_Student Virtual Print Queue	10 i	
Password required for "Myprint_Student"	i	
username	I (1)	
password		
Cancel OK		

Image: Wire SammaryImage: Dashed SammaryImage: SummaryJobs Pending ReleaseImage: SammaryYour balance: SammaryImage: SammaryYour balance: SammaryImage: SammarySUBMIT TIME ↓Image: SammarySUBMIT TIME ↓Image: SammarySubmit Time ↓Image: SammarySammaryImage: SammarySammary<

8 Locate a Griffith printer and login using your

Griffith sNumber and myPrint PIN.

9 Select Print Release and then Print.

Remember to log out once you have finished printing.

