


How to...

Print from your iOS device

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.

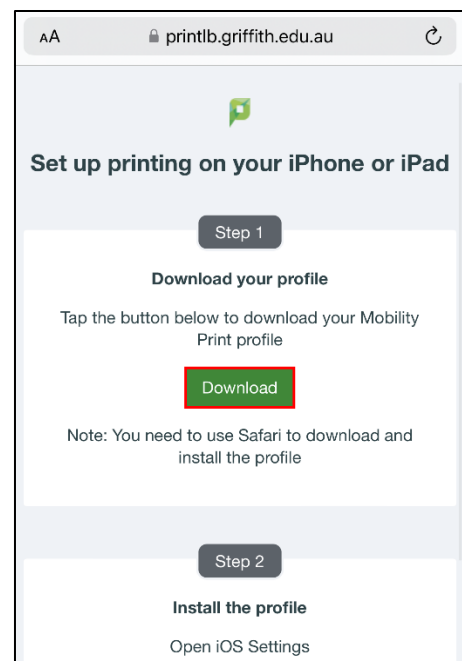
 **Note: Your device must be connected to the [Griffith wireless network](#) (not Eduroam) or [Griffith VPN](#) to install and use PaperCut Mobility Print on campus.**

 **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.**

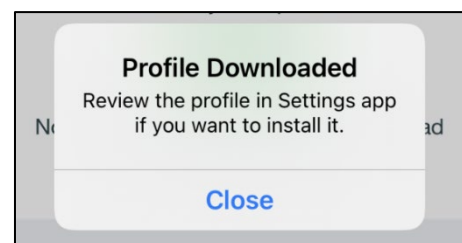
Step 1: Install Mobility Print profile

- 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 **Download** button.

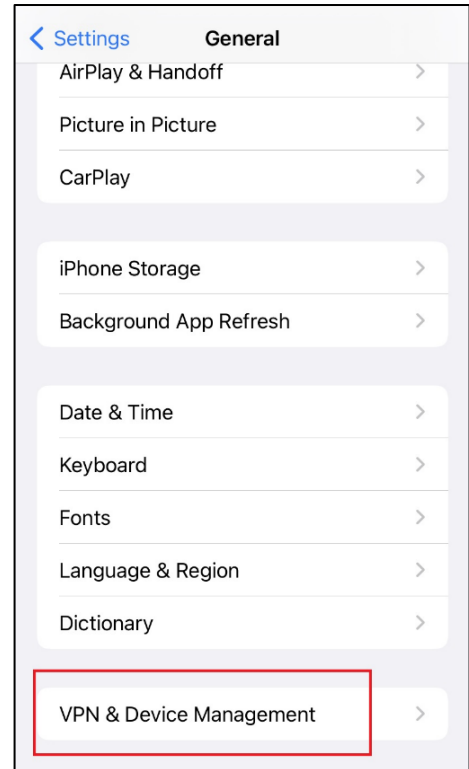


- 3** Once the profile has downloaded, tap **Close**.

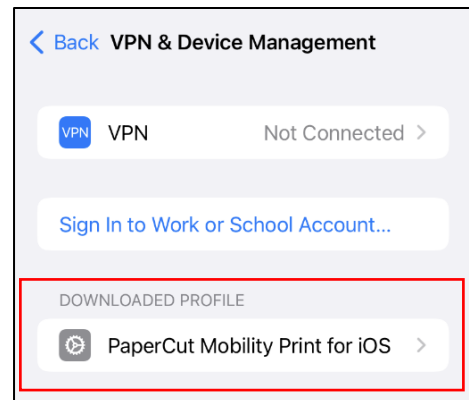


4 Open your device **Settings** 

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

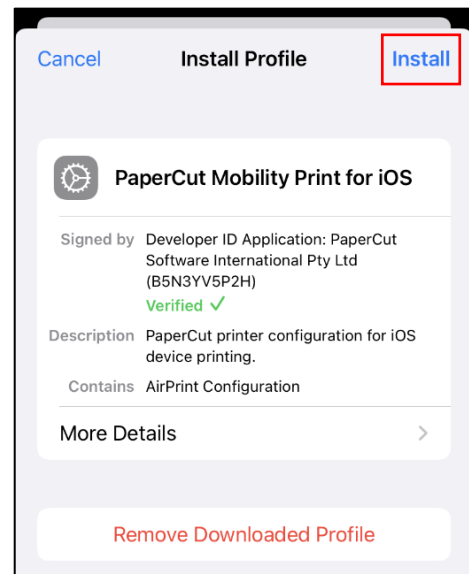


5 Under **Downloaded Profile** select **PaperCut Mobility Print for iOS**.



6 Select **Install**.

Once the profile has installed, close **Settings**.



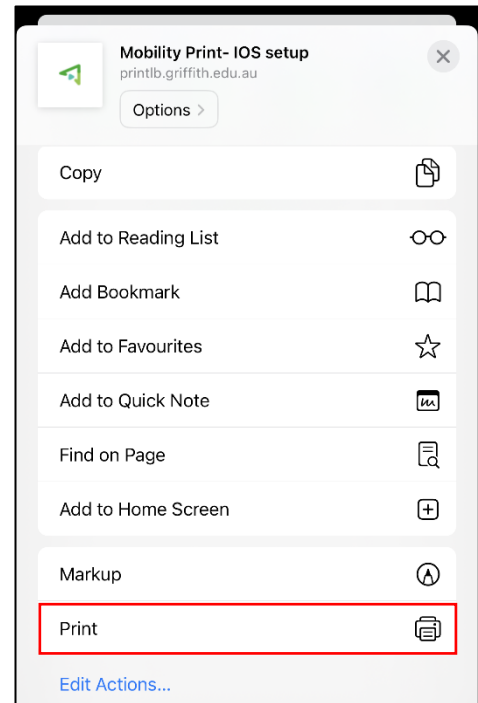
Step 2: Print your document

1 Open the document you want to print.

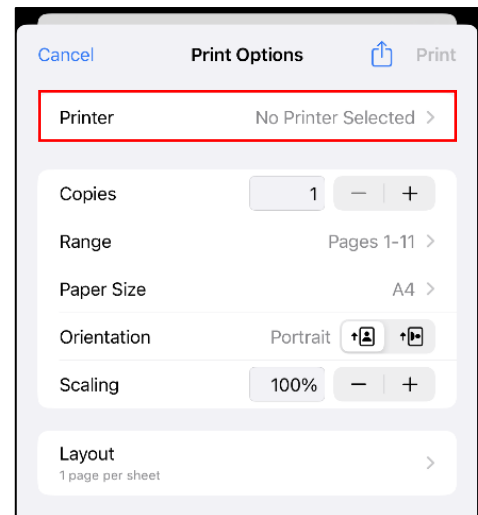
2 Tap on **Share**   or **Actions** 

3 Scroll down and select **Print**.

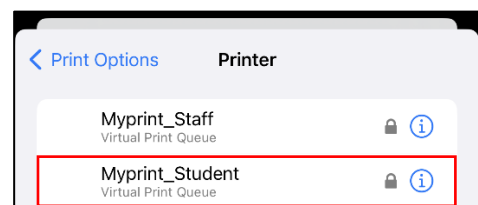
Note: Not all apps support AirPrint. If you cannot see the **Print** option, AirPrint may not be supported.



4 Check the print settings are correct (e.g. colour or black and white copies, double or single sided) then tap **Printer**.

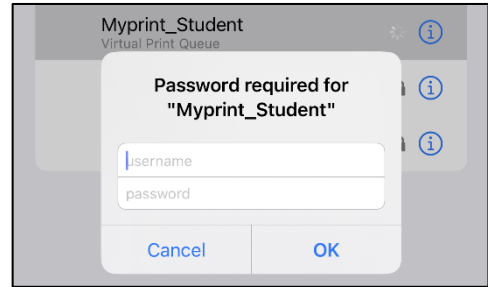


5 Select **Myprint_Student** from the list of available printers.



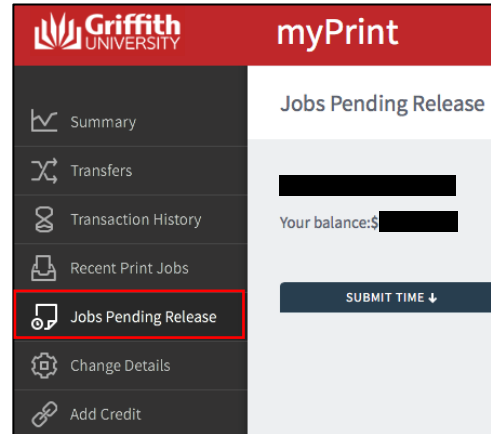
6 Sign in with your **Griffith sNumber** and **Griffith password**.

Select **OK** then **Print**.



7 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.



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

9 Select **Print Release** and then **Print**.

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