How to…
Print from your Windows device

Introduction

This guide will show you how to print at Griffith University from your personal Windows 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.**
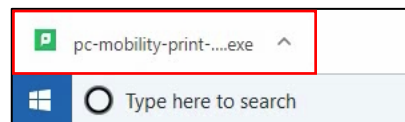
Step 1: Install the PaperCut Mobility Print client

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.
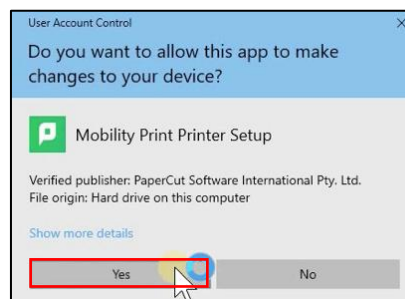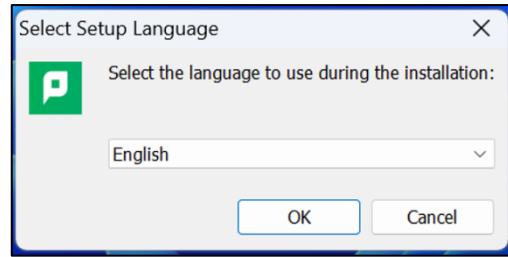
Click the **Download** button.
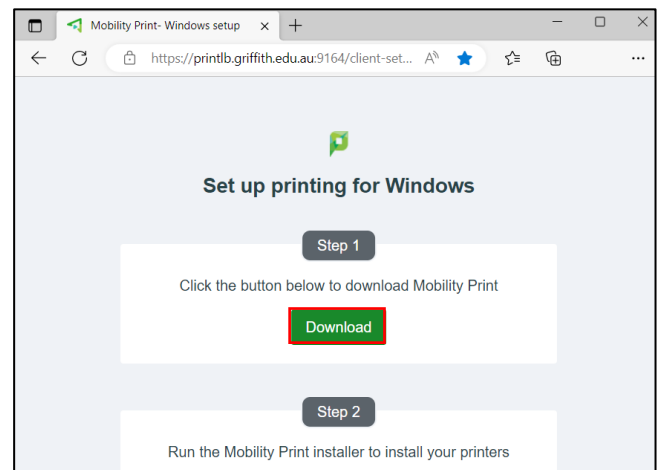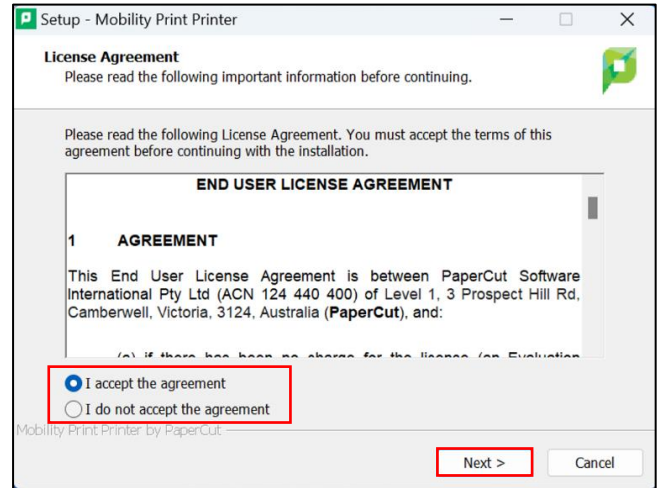

3 **Open** the downloaded file.

4 Select **Yes** when asked if you would like to allow the app to make changes to your device.
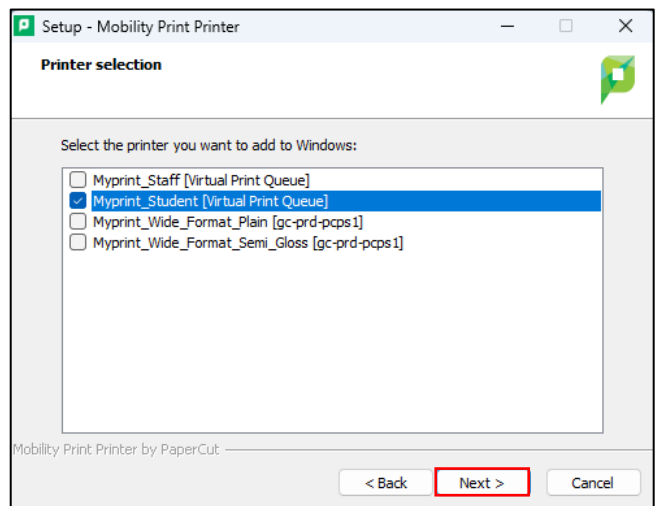
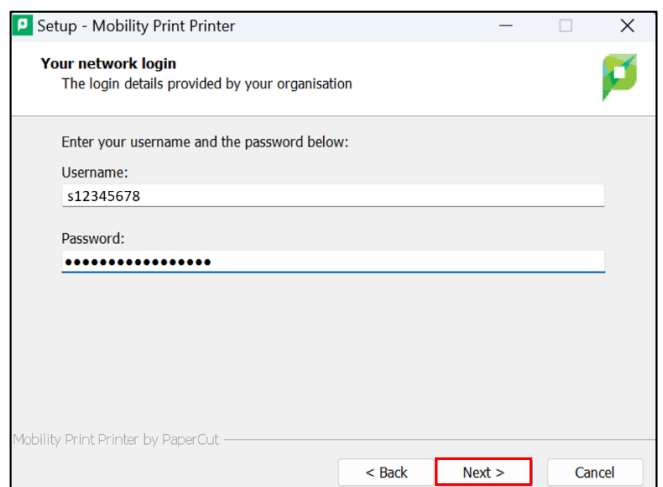**5** Select your **preferred language** then **OK**.

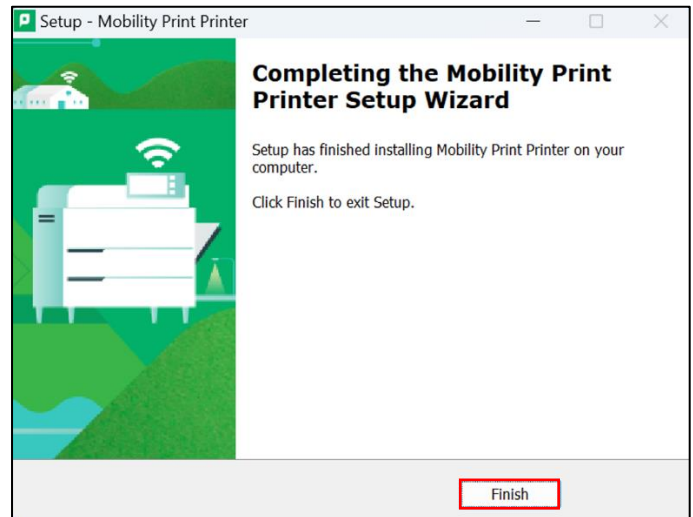**6** Select **I accept the agreement** then **Next** to proceed.

7 Ensure **Myprint_Student [Virtual Print Queue]** is the only box selected, then select **Next**.

8 **Sign in** using your **Griffith sNumber** and **Griffith password**.
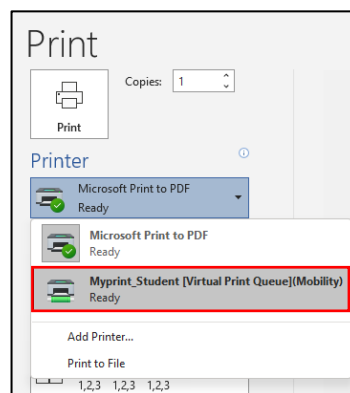
**9**   Select **Finish**. You are now ready to print.

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 [Virtual Print Queue]** from the list of available printers, then click **Print**.

2   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.
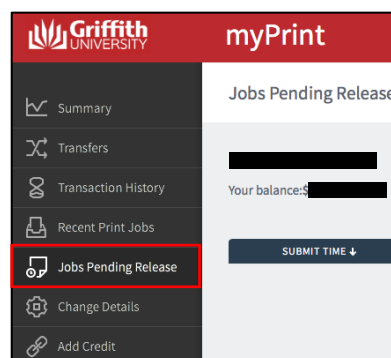
3   Locate a Griffith printer and login using your **Griffith sNumber** and **myPrint PIN**.

4   Select **Print Release** and then **Print**.

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

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