



## Introduction

This guide will show you how to print at Griffith University from your personal Windows 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 the PaperCut Mobility Print client

П

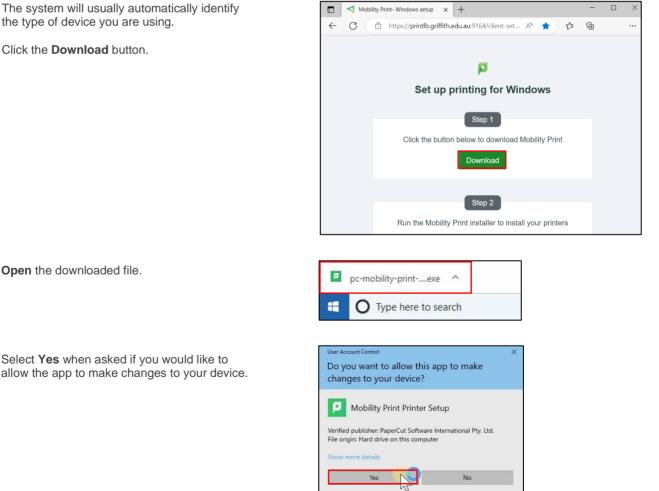
3

4

- 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.

Open the downloaded file.



UNIVERSIT

Queensland, Australia

	Select your <b>preferred language</b> then <b>OK</b> .	Select Se	etup Language	×
		P	Select the language to use during the installation	
OK Cancel			English	~
				DK Cancel

Setup - Mobility Print Printer

Select I accept the agreement then	Next to
proceed.	

6

6

Ø

License Agreement Please read the following important	information before continuing.
Please read the following License Ag agreement before continuing with th	reement. You must accept the terms of this e installation.
END USER L	
	eement is between PaperCut Software 440 400) of Level 1, 3 Prospect Hill Rd, tralia ( <b>PaperCut</b> ), and:
I accept the agreement	

×

- .

Ensure **Myprint\_Student** [Virtual Print Queue] is the only box selected, then select Next.

Setup - Mobility Print Printer	-		×
Printer selection			p
Select the printer you want to add to Windows: Myprint_Staff [Virtual Print Queue] Myprint_Student [Virtual Print Queue] Myprint_Wide_Format_Plain [gc-prd-pcps1] Myprint_Wide_Format_Semi_Gloss [gc-prd-pcps1]			
Mobility Print Printer by PaperCut —	Next >	Car	ncel

8	Sign in using your Griffith sNumber and Griffith
	password.

Jsername: s12345678	up - Mobility Print Printer	
Isername: \$12345678		
\$12345678	Enter your username and the password below:	
	Username:	
Password:	s12345678	
• • • • • • • • • • • • • • • • •	Password:	
	•••••••	
Print Printer by PaperCut	Print Printer by PaperCut	
Print Printer by PaperCut	Print Printer by PaperCut	



Select Finish. You are now ready to print.

Setup - Mobility Print Printe	r — 🗆 🗙	
	Completing the Mobility Print Printer Setup Wizard Setup has finished installing Mobility Print Printer on your computer. Click Finish to exit Setup.	
	Finish	

## Step 2: Print your document

0

2

3

4

9

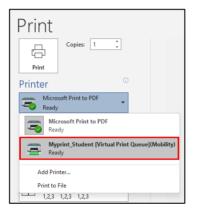
Open the document you want to print.

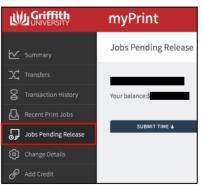
Check the print settings are correct (e.g. colour or black and white copies, double or single sided).

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

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>

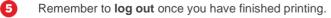
Select **Jobs Pending Release** where your print jobs will be listed.





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

Select Print Release and then Print.



For more information contact: **Digital Solutions | Corporate Services** Ph (07) 3735 5555 (Brisbane) | (07) 5552 5555 (Gold Coast) Email <u>ithelp@griffith.edu.au</u> griffith.edu.au/digital-solutions

