



Installing On-Campus Printers and Submitting Print Jobs

Updated: 12/2/2021

SCNM on-campus faculty, staff, and students can use the SCNM iPrint printing system to submit print jobs for on-campus printing. This includes printing from either their personal computer / mobile device or by using any on-campus student-designated computer (i.e., student Library computers).

Note: Students receive a printing credit every quarter that can be used for printing on campus. Please consult MySCNM (my.scnm.edu) for additional details here:

<https://my.scnm.edu/ICS/CampusLife/InformationTechnology/Resources/>

Print jobs can be submitted by email or by installing the SCNM printing system on your personal computer or mobile device.

Email to Print

You can submit documents for printing by including them as attachments and emailing them for printing at any applicable on-campus printer:

- Students: Compose an email message with any subject from your SCNM email account and address [to: studentprintingbw@scnm.edu](mailto:studentprintingbw@scnm.edu)
- Faculty/Staff: Compose an email message with any subject from your SCNM email account and address [to: employeeprinting@scnm.edu](mailto:employeeprinting@scnm.edu)
- The following file types are supported for printing
 - Image files (*.jpg, *.bmp, *.png, *.gif, etc.)
 - Microsoft Word (*.docx)
 - Microsoft Excel (*.xlsx)
 - Microsoft Powerpoint (*.pptx)
 - Adobe PDF (*.pdf)
 - Multiple files/documents can be submitted in one email message
- Documents are printed in their entirety, i.e., you cannot specify a page range to print
- You will get an email confirmation of your submission request.
- After sending the email message, log into any printer by tapping your badge to the printer badge reader and retrieve/print your content
- **Students:** Only black and white printing is supported
- You can submit multiple attachments for printing in a single email message
- **Note:** You may be prompted for your credentials: Enter your SCNM email address and password

Faculty and Staff:

Your SCNM-provided computer is configured for iPrint. You can print your content directly to specified printers. We recommend, however, that you print to the *Follow-Me-Employees* print queue on your computer. You can securely retrieve your print job by badging into any employee-accessible printer across the campus. You **do not** need to install the Mobility Print system noted below.

Students:

Please install the Mobility Print driver on your Windows or Mac laptop computer (meeting the specifications below). Note that on-campus printing is also available for your Apple IOS or Android mobile device.

Mobility Print

Mobility print is a self-service printer usage system allowing students to print from their own devices when on campus. Students can install the on-campus print queue on their personal devices and print as needed. Mobility Print supports the following operating systems:

- Windows (version 7+)
- Mac (version Yosemite+)
- IOS (iPhone, iPad) – (Version 11+)
- Android (version 4.4+)
- **Chromebook installation is available but is not yet supported. Your specific device may print successfully**

Students have access to two print queues:

- **Follow-Me-Students** - print in monochrome at any student-accessible printer across the campus.
- **Follow-Me-Students-Color** - submit print jobs for color printing and retrieve at Copy Center (located in the Academic Building). Note: Increased print charges apply – please review the iPrint FAQ page on My.SCNM (my.scnm.edu).

To install Mobility Print on your device:

- Students: While on campus, connect to the student WIFI network: SCNM Student.
- Navigate your browser to: mobilityprint.scnm.edu.
- Based on your device type and operating system, you will be shown specific instructions for installing the printing system. These instructions are also shared below.
- *Please only install the student print system. While the SCNM employee print system option may be displayed but is not usable by students.*
- Depending on your device/application, you may be able to print specific page ranges, etc.
- When prompted for credentials, please enter your SCNM email address for the username and your SCNM email account password.
- When installing the printers, do not change the printer names on your device – they are necessary to define the printing path for the system.

- Note: If you change your SCNM email account password, you will have to re-enter your credentials into Mobility Print.

Once the printer is installed on your device(s), you may print to the Mobility Print printer that was installed on your device.



Windows
PC

Set up printing on your Windows computer

Step 1

Make sure you are on campus and connected to the SCNM wireless network.

Click the button below to download Mobility Print

Download | Alternatively, visit <http://mobilityprint.scnm.edu>

Step 2

Run the Mobility Print installer to install your printers

During the installation, you will select the appropriate printers to install (student or employee)

When it's time to print, just print select the appropriate **Follow-Me** printer (employees or students) and print like you normally do (i.e., within the application, File->Print).

NOTES

- Don't change the name of the installer or printers installed; it tells Mobility Print where the printers live
- The printer names will include the word **Mobility** for visual identification
- If prompted for credentials, use your SCNM email address for the username and your email account password
- If your account password changes, you will be prompted to update your stored credentials when you submit a print job

The following video outlines how to print in a Windows environment. Note that your PaperCut username and password will be your SCNM email address and email account password:

<https://www.youtube.com/watch?v=j0LHSuG-Ewo>



Mac OS



Set up printing on your Mac

Step 1

Make sure you are on campus and connected to the SCNM wireless network.

Click the button below to download Mobility Print

Download | Alternatively, visit <http://mobilityprint.scnm.edu>

Step 2

Run the Mobility Print installer to install your printers

When it's time to print, just print select the appropriate **Follow-Me** printer (employees or students) and print like you normally do

NOTES

- Don't change the name of the installer or printers; it tells Mobility Print where the printers live
- The printer names will include the word **Mobility** for visual identification
- If you see this pop-up, enter your SCNM email address and email account password. This may be different from the one that may initially appear

Enter your name and password for the printer "find me".

Name:

Password:

Remember this password in my keychain

Cancel OK

- If prompted for credentials, use your SCNM email address for the username and your email account password
- If your account password changes, you will be prompted to update your stored credentials when you submit a print job

The following video outlines how to print in a Mac environment. Note that your PaperCut username and password will be your SCNM email address and email account password:

<https://www.youtube.com/watch?v=jOLHSuG-Ewo>



iPhone/iPad



Set up printing on your iPhone or iPad

Step 1

Make sure you are on campus and connected to the SCNM wireless network

When on our iPad/iPhone, tap the button below to download the Mobility Print profile to your device. **Note:** You need to use Safari to download and install the profile.

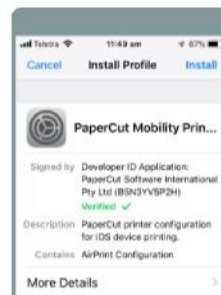
Download | Alternatively, visit <http://mobilityprint.scnm.edu>
You can also scan this code from your device to access the profile:



Step 2

Install the profile

- Open IOS **Settings** on your device
- Tap Profile Downloaded > Install
- Tap General > Profile > PaperCut Mobility Print for iOS > Install



When it's time to print, just print select the appropriate **Follow-Me** printer (employees or students) and print like you normally do.

Note: This configuration configures and **Apple AirPrint** printer on your device. You can print in the same way you print to other AirPrint printers.

NOTES

- If prompted for credentials, use your SCNM email address for the username and your email account password
- If your account password changes, you will be prompted to update your stored credentials when you submit a print job

The following video outlines how to print in an IOS environment. Note that your PaperCut username and password will be your SCNM email address and email account password:

<https://www.youtube.com/watch?v=7t1VmtqrVDY>

Set up printing on your Android device

Step 1

Android

Make sure you are on campus and connected to the SCNM wireless network

Tap the button below to install or update the Mobility Print app, then follow the instructions

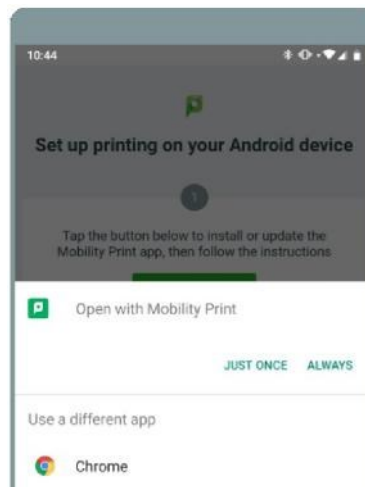
Install or update | | Alternatively, visit <http://mobilityprint.scnm.edu>

You can also scan this code from your device to access/install the app:



Step 2

If you see the screen below, choose Mobility Print to get the latest printers.



To print, select a printer that has the PaperCut icon next to it:

Tap Print

NOTES

- If prompted for credentials, use your SCNM email address for the username and your email account password
- If your account password changes, you will be prompted to update your stored credentials when you submit a print job

The following video outlines how to print in an Android environment. Note that your PaperCut username and password will be your SCNM email address and email account password. Additionally, you should have installed the application as shown above (or by installing the **Mobility Print** application from the Google Play store: <https://www.youtube.com/watch?v=vTgRHmURvos>)

