ST ANDREW'S COLLEGE

Mobility Print Guide (MacOS)

Install on your own device to print from any college printer

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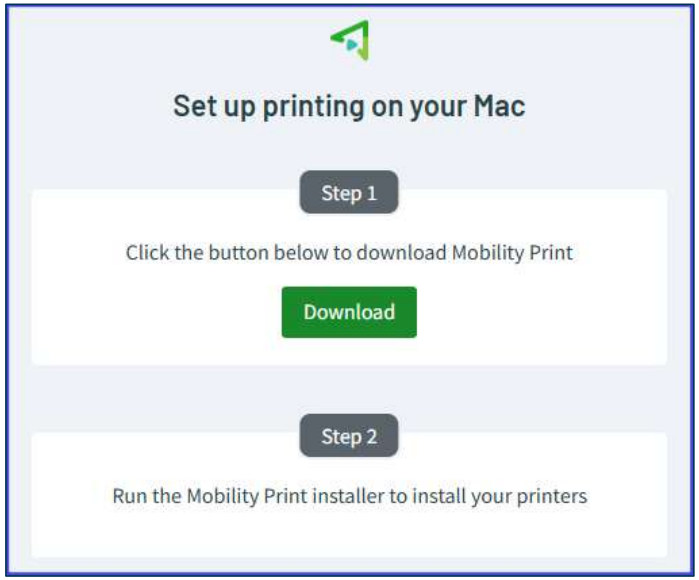
Download Mobility Print

- Go to **stac.nz/print**
- Download and run the Mobility Print Installer



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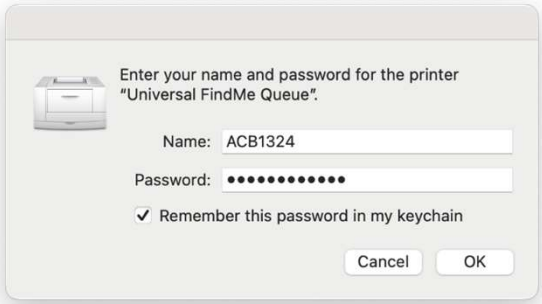
Install Mobility Print (MacOS)

- Double click on **PaperCut Mobility Print Client.pkg**
- Click **Install** / **Continue** / **Agree** until the install finishes. If it prompts for a password, use your device password.
- Select **Universal FindMe Queue (Campus Wide)** the next time you print.
- If asked for name and password for the printer “Universal FindMe Queue”, enter your StAC username and password to send to the job to the printer queue.



CAUTION: DO NOT enter your device username/password at this step, or the print job will fail.

TIP: Your StAC username is 3 letters and 4 numbers, not the full email address. **e.g.** ACB1324

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At the printer

(after sending to the printer queue)

- Swipe your ID card **OR** Enter your StAC username and password to log in.
- Touch **Print release**, select your document(s), then **Print**.

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