ST ANDREW'S COLLEGE

Mobility Print Guide (Windows)

Install on your own device to print from any college printer

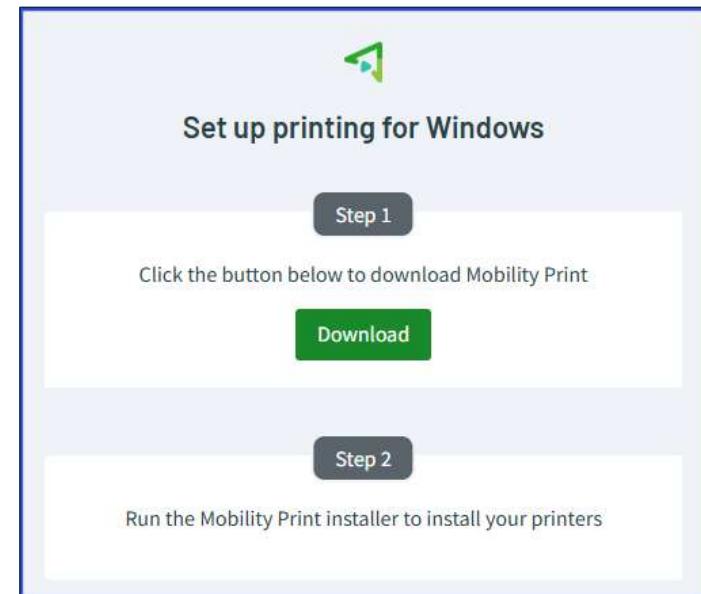St Andrew's College

Download Mobility Print

- Go to **stac.nz/print**

- Download and run the Mobility Print Installer

Set up printing for Windows

Step 1

Click the button below to download Mobility Print

Download

Step 2

Run the Mobility Print installer to install your printers

St Andrew's College

Install Mobility Print on Windows

- Click **OK**, then **I accept the agreement**, then **Next** until it prompts for a Username and Password.

- Enter your StAC username and password, then click **Next**. Wait for the installer to be done, then click **Finish**.

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

- Select **Universal FindMe Queue (Campus Wide)** the next time you print to send the job to the printer queue.

St Andrew's College

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**.

St Andrew's College