



Division of Educational Technology

WIRELESS PRINTING FROM PERSONAL DEVICE

This document states how students can wirelessly print from their personal device. Scroll down to the appropriate section for instructions on how to print with your device. If you encounter any problems, please contact the Technology Help Desk at 724-287-8711 ext. 8441.

NOTE: *WiFi printing will **ONLY** work from the BC3 Student & Staff WiFi when on a BC3 campus.*

Instructions for printing on a Windows device

1. Open your device's Wi-Fi settings.
2. Join the BC3 Wi-Fi network.
 - a. Students can log onto the BC3-Student WI-FI network by using their MyBC3 Portal login information.
3. Open your device's web browser and go to:
<https://www.papercut.com/help/manuals/mobility-print/setting-up-a-device-mdns-dns/>
4. Download the Mobility Print installer by clicking on the Click this link to ...
5. While navigating the installer, select a printer and sign in with your MyBC3 ID and password.
 - a. **IMPORTANT:** do not enter the @bc3.edu or @my.bc3.edu during the setup step.
6. Then proceed to print your document how you normally would.

Instructions for printing on a Mac

1. Open your device's Wi-Fi settings.
2. Join the BC3 Wi-Fi network.
 - a. Students can log onto the student Wi-Fi network by using their MyBC3 Portal login information.
3. Navigate to System Preferences > Printers and Scanners.
4. Click the '+' (add) icon under the Printers List.
5. The Add Printer dialog is displayed. It displays a list of discovered printers on the network.
6. Select the printer that you would like to use.
7. At the bottom of the dialog box, check that Use is set to Secure AirPrint.
 - a. If Secure AirPrint isn't displayed:
 - i. Close the Add dialog.
 - ii. Disconnect from the network, then reconnect to it again.
 - iii. Check if you can see Secure AirPrint now. If you can't, contact the Technology Help Desk.
8. Click Add.
9. Print your document.
10. Then sign in with your MyBC3 ID and password.
 - a. **IMPORTANT:** do not enter the @bc3.edu or @my.bc3.edu during the setup step.



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Instructions for printing on an iPhone or iPad

1. Open your device's Wi-Fi settings.
2. Join the BC3 Wi-Fi network.
 - a. Students can log onto the student Wi-Fi network by using their MyBC3 Portal login information.
3. Tap the share icon on the document you wish to print.
4. Select the print icon.
5. Select the printer, then choose the printer you would like to use.
6. Then sign in with your MyBC3 ID and password.
 - a. IMPORTANT: do not enter the @bc3.edu or @my.bc3.edu during the setup step.
7. Select your printing options.
8. Tap print.

Instructions for printing on an Android device

1. Open your device's Wi-Fi settings.
2. Join the BC3 Wi-Fi network.
 - a. Students can log onto the student Wi-Fi network by using their MyBC3 Portal login information.
3. Install the Mobility Print app from the Google Play app store.
4. Open the Mobility Print app.
5. Tap android settings.
6. Tap and enable toggle.
7. Close settings.
8. Open the item you would like to print.
9. Open the app menu and tap share.
10. Select the print icon.
11. Choose a printer.
12. Select your printing options.
13. Select the print icon.
14. Then sign in with your MyBC3 ID and password.
 - a. IMPORTANT: do not enter the @bc3.edu or @my.bc3.edu during the setup step.

Instructions for printing on a Chromebook

1. Join the BC3 Wi-Fi network.
 - a. Students can log onto the student Wi-Fi network by using their MyBC3 Portal login information.
 2. Install the Mobility Print Chrome app from the Google Play app store.
(Setup instruction video - <https://youtu.be/qf1Mqyg49DY>)
 3. If you want to print from Android applications such as Microsoft Word:
 - a. Enable Google Play app store as a user or as an Administrator.
 - b. Install the Mobility Print Android app from the Google Play app store.
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- c. Click Open.
- d. Click Android settings.
- e. Click Mobility Print.
- f. Click the enable toggle.
4. Open the page you would like to print.
5. Select a mobility as your printer.
6. Print the content. For example, to print from Microsoft Word: press Ctrl+P, select a printer, then click Print.
7. Then sign in with your MyBC3 ID and password. **IMPORTANT:** do not enter the @bc3.edu or @my.bc3.edu during the setup step.

If that does not work:

1. Go to Mobility Print for Chromebook
2. Click <https://chrome.google.com/webstore/detail/mobility-print/alhngdkjignedakdlnamimgfihgkmenbh>
3. Click the “Add to Chrome” button
4. open the print menu on the document and select a printer with the Mobility Print Icon (green block with a white P)
5. then enter b+student ID (i.e. b1234567) and the portal password.