

BYOD Printing on Windows Laptops



1. While connected to the school wifi network, visit: webprint:9163/setup, then click the green link to download the latest installer:

Click this link to download and run the Mobility Print installer.

You'll be prompted to select the printers you want to use, and to enter your PaperCut username and password.

2. Once downloaded, run the installer and follow the onscreen instructions and agree to the terms and service user agreement. It will then retrieve a list of all the school printers. Select the ones you need to print to... probably "B Block" and maybe "Art Lab", if you are an art student.

Printer selection



3. From the next screen you need to put in your network username and password. This is the same as you use to log in to email, however, your username doesn't include the @stpauls.school.nz part.

Select the printer you want to add to Windows:

☒	Art Lab [Art Lab]
☐	Art SC-P6000 [SPCPS01]
☐	Clark House Office [Clark House Office]
☐	Copy Centre - B&W [Copy Centre]
☐	Copy Centre - Colour [SPCPS01]
☐	ESOL - Students [SPCPS01]
☐	Facility Maintenance [Facility Maintenance Office]
☐	Follow Me [SPCPS01]
☐	Gym [SPCPS01]
☐	Harington Boarding Printer (Student) [Harington Boarding House]
☐	Learning Center [SPCPS01]
☒	Library [Library]
☐	Management [Headmaster PA Office]

Mobility Print Printer by PaperCut

< Back Next > Cancel

4. You are ready to print.

Setup - Mobility Print Printer



Your network login

The login details provided by your organisation



Enter your username and the password below:

Username:

Password:

Mobility Print Printer by PaperCut

< Back Next > Cancel



BYOD Printing on Macbooks (OSX)

1. Navigate to System Preferences > Printers and Scanners.



2. Click the icon under the Printers List. Select the printer you need access to, probably **B Block**
3. Click Add. You need to do this for each printer you want to add.
4. Now when you print and select that printer a Papercut box should pop up prompting you for your username and password. It will default to your MacBook's username, you need to change this to your school username, this is the same as you use to log in to email, however, your username doesn't include the @stpauls.school.nz part. The password is the same as your email password. If the popup does not show, you must have an old password saved. You will need to come in and see IT, and get the old password wiped from your keychain.

You get \$10 printing each year, and if you need more, you can buy prepaid cards from the school reception.