Printing from an **APPLE** laptop

**MACBOOK: Setup Laptop Printing**

1. Click 'File', 'Print' (or push % + P).
2. Click down arrow next to 'Destination' to find and choose printer.
3. Click on 'B&W' or 'Colour' printer.
4. Click 'Print'.

**Tip:** For more help, search Firefly for 'print laptop', then click on 'Print from a laptop'.

Next: Go to printer with ID card to release your print job.

Printing from an Apple laptop is very easy and requires very little configuration. To configure printing the first time:

1. **Open the item that you want to print.**
2. Choose **Print** from the **File menu**, or press **Command - P**.
3. **Drop down the Destination Printer menu.**
4. Choose **Nearby Printers**.
5. **Look for either B&W Printer or COLOUR Printer** depending on your requirements (Note: You will need to repeat this process for the printer not selected the first time).
6. **Change any of the printing options** shown, if needed. These options are determined by your printer and the app you're printing from. For example, options such as printing in black and white, two-sided printing, and printing to different paper sizes or media types all vary by printer and app. Click **Show Details** for more options, or **Hide Details** for fewer options.
7. **Click Print** to send the print job to your print queue.
8. **Enter your Student ID Number and Password** when prompted. *Your document should now be in the print queue!*

Go to the printer with your ID card and release your print job/s.

Printing from a **WINDOWS** laptop

**WINDOWS: Setup Laptop Printing**

1. Search Firefly for 'print laptop' > click on 'Print from a laptop'.
2. Click 'Mobility Print Setup' link to download and run install file (pc-mobility-print-printer-set up.exe).
3. Click 'Yes' to allow changes on your device.
4. Click 'Ok' for English language (or select a different one).
5. On the License Agreement screen, click 'I accept', then 'Next'.
6. Click 'Next' to select the B&W Printer or COLOUR Printer.
7. Enter your St Peters Username and Password; then click 'Next' > then 'Finish'.

**Now:** Print your file > Ctrl + P or 'File', 'Print', then go to printer with ID card and release your job.

**TIP:** To add more printers, run the downloaded 'Mobility Print Setup' file again.

1. **Download and run this Mobility Print Printer Setup** (pc-mobility-print-printer-set up.exe).
2. Click **YES** to allow changes on your device.
3. Click **Ok** for **English language** (or select)
4. On the License Agreement screen, **click I accept**, then **Next**.
5. Click **Next** to select the B&W Printer or COLOUR Printer.
6. Enter your **Student ID Number** and **Password**; then click **Next**.
7. Click **Finish**.
8. **Print your document** > **Control + P** or **File, Print**.

*Your document should now be in the print queue!*

Go to the printer with your ID card and release your print job/s.