

Campus Wireless Printing

IMPORTANT:: Must be connected to Mount Mercy Wireless SSID

- ❖ To print wirelessly from a personal computer the following are the steps you need to follow
- ❖ Instructions to print from Apple or Android mobile device are located at the end of this document

From your device go to: <http://print.mtmercy.edu:9191>

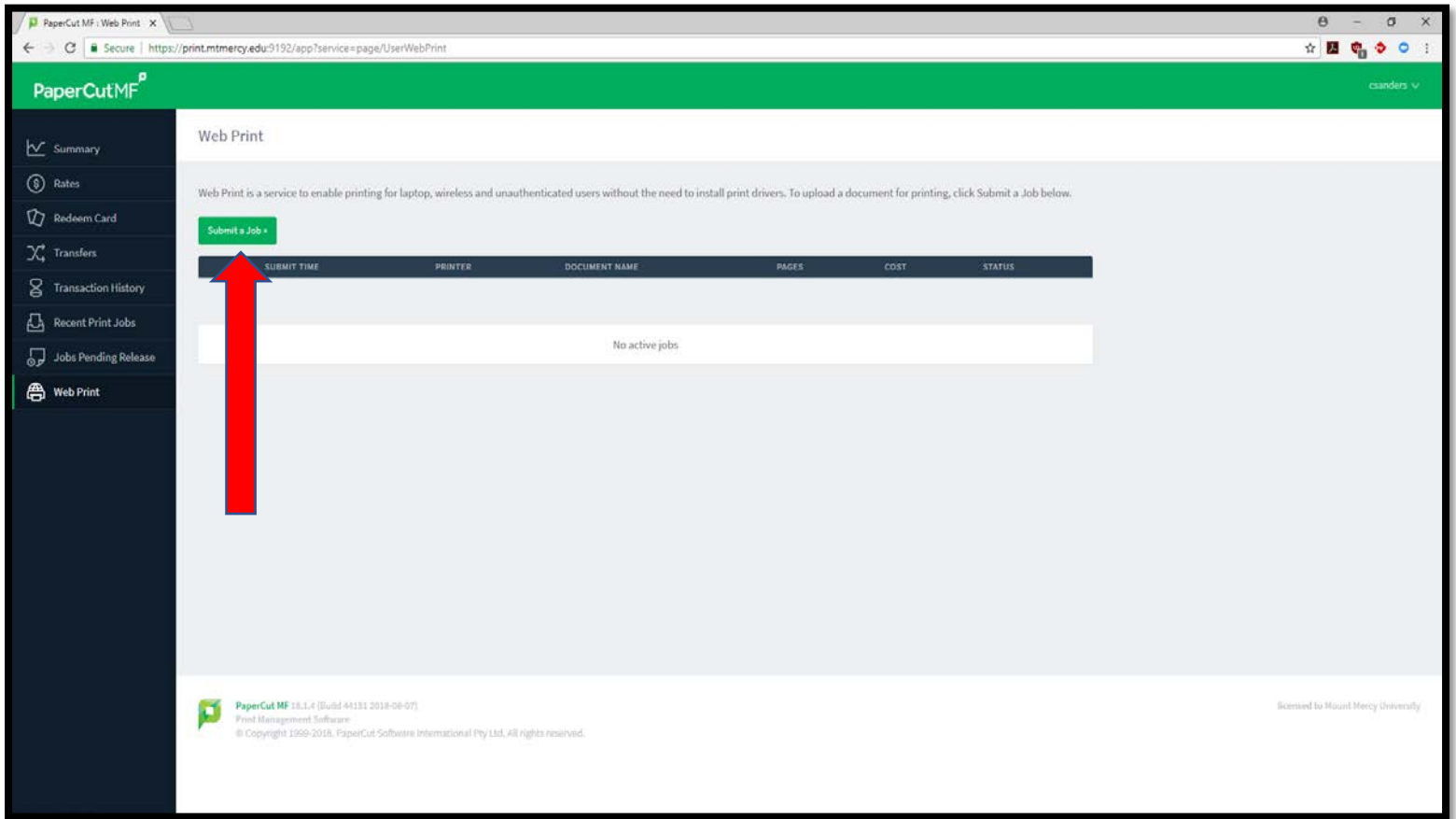
- Click on **WEB PRINT**

The screenshot displays the PaperCutMF user summary page for user 'csanders'. The page is divided into several sections:

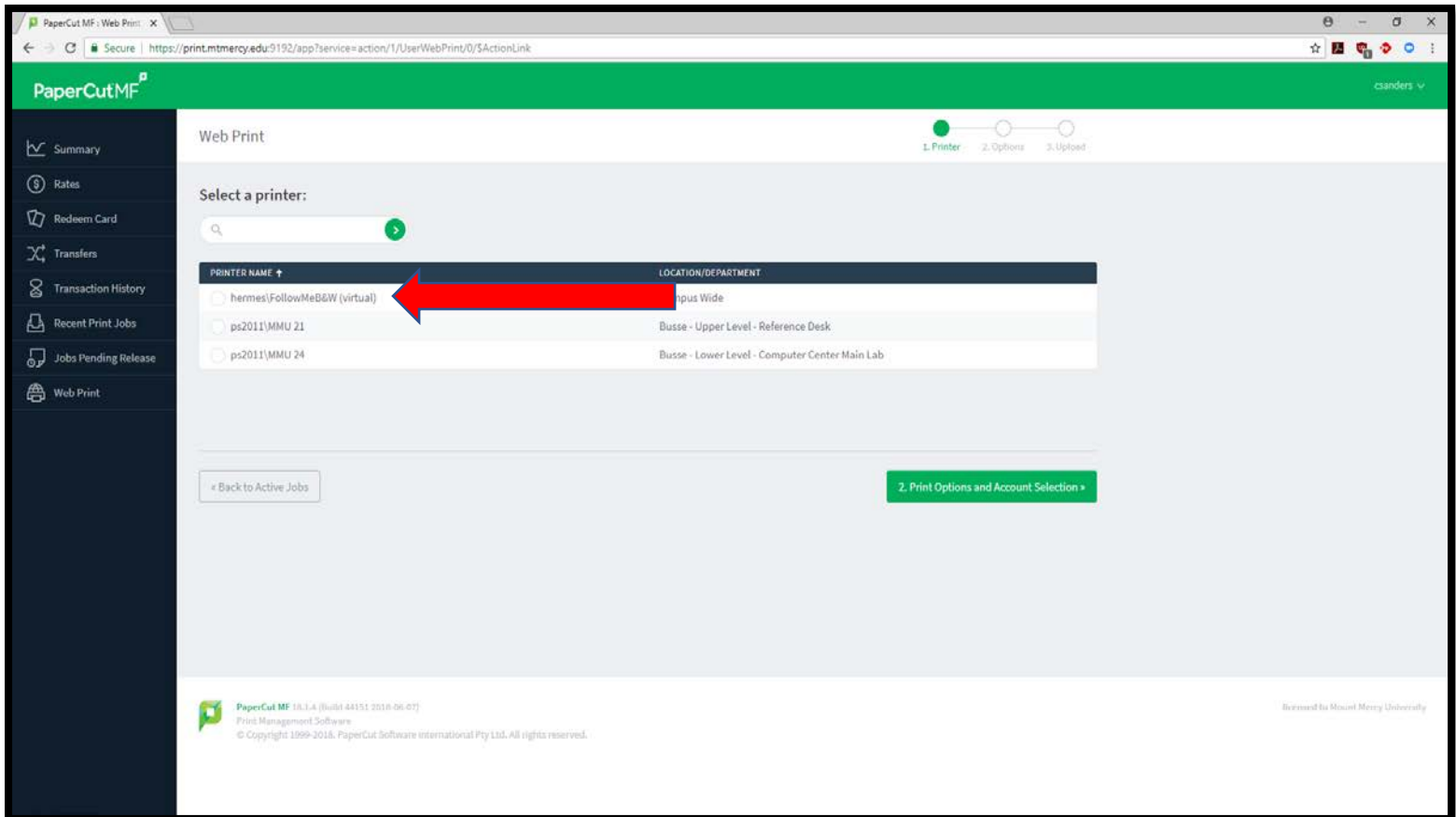
- Summary:** Shows a balance of \$35.00, 0 print jobs, and 0 pages.
- Activity:** A line graph titled 'Balance history for csanders' showing a balance of \$35.00 from August 22nd to 28th.
- Environmental Impact:** Shows 0.0% of a tree, 0g of CO2, and 0.0 hours running a 60W light bulb since August 22, 2018.
- Footer:** Includes the PaperCutMF version (3.8.1.4) and copyright information (© Copyright 1999-2018, PaperCut Software International Pty Ltd).

A red arrow points to the 'Web Print' option in the left sidebar.

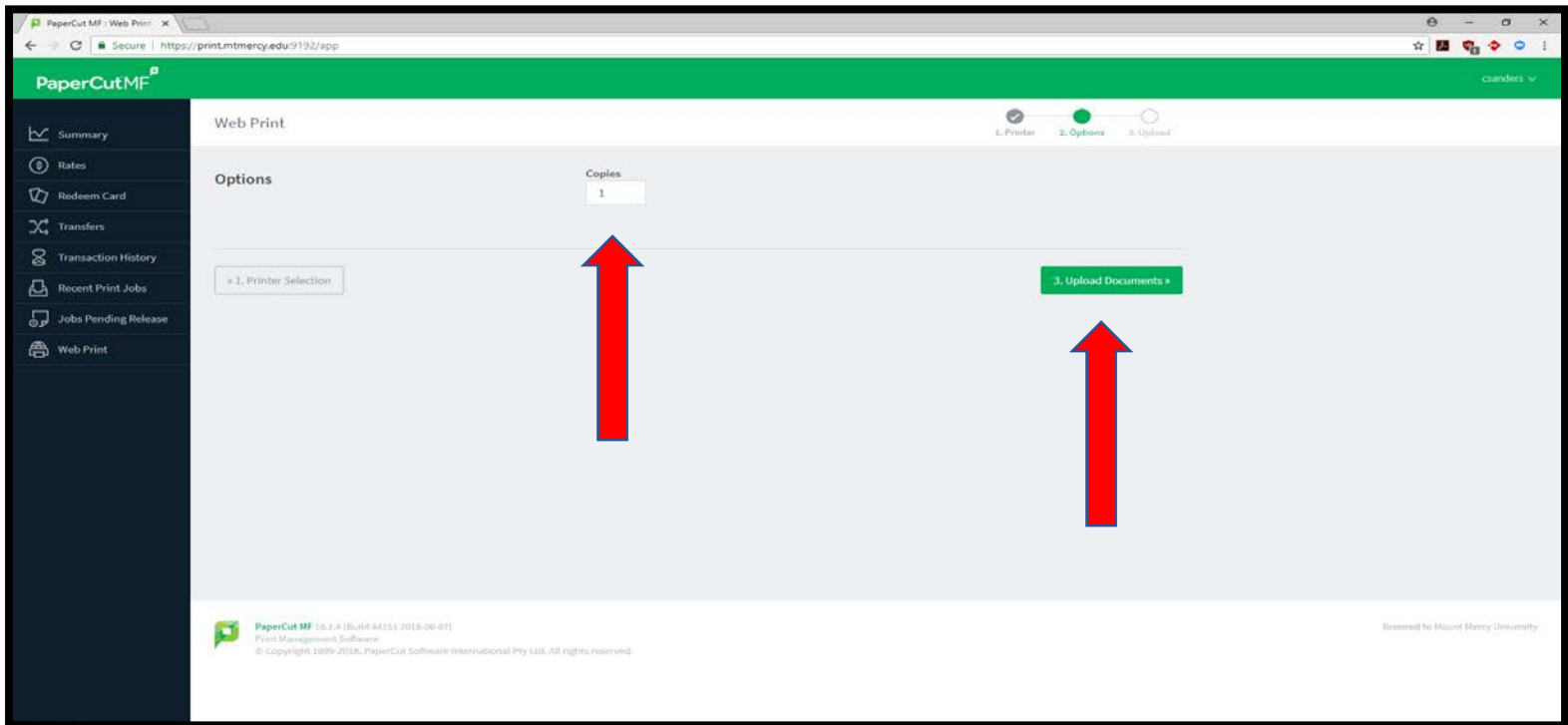
- Click on **SUBMIT A JOB**



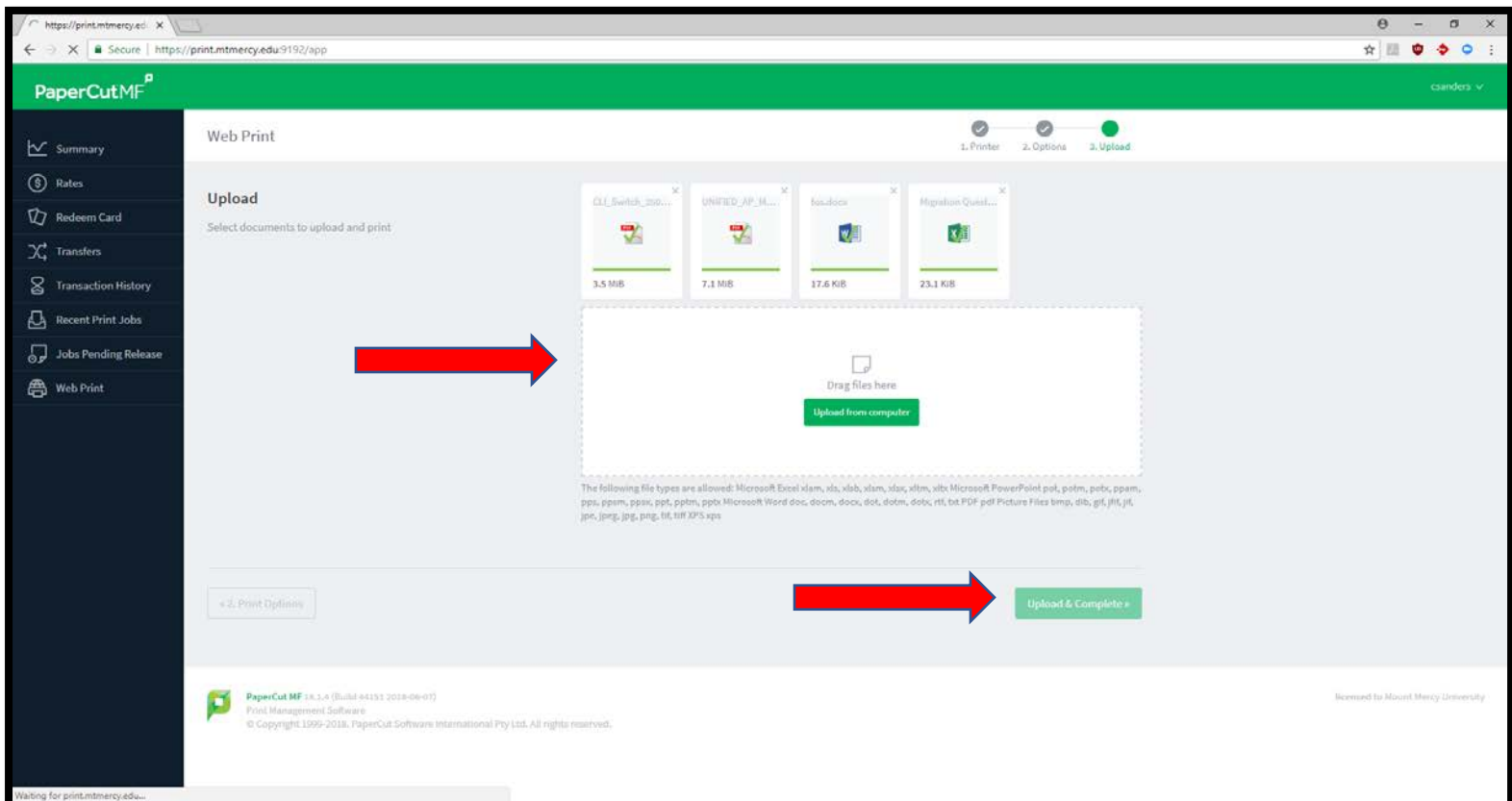
- Click on **HERMES\FollowMeB&W**



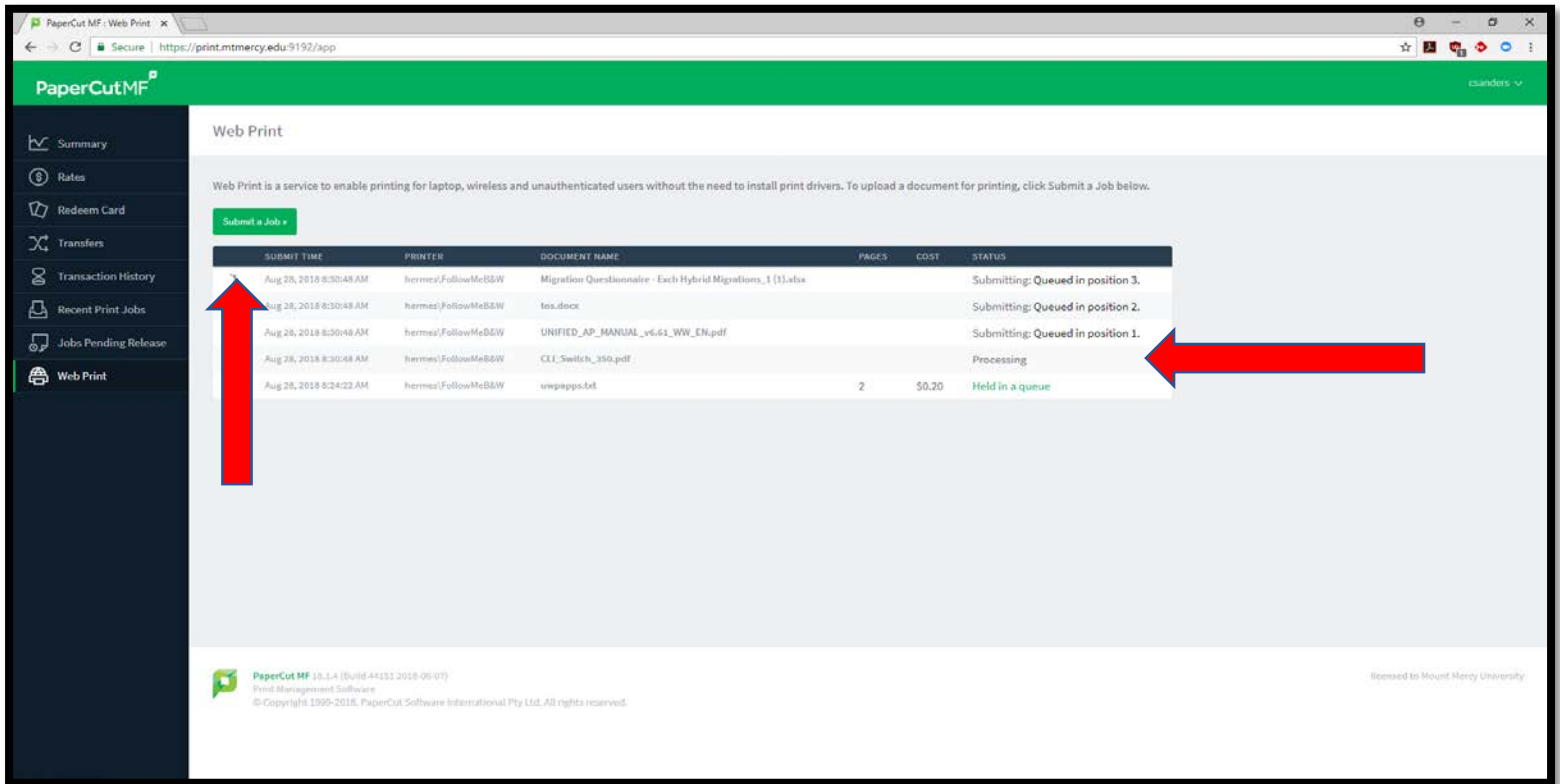
- Specify the number of copies and then click **UPLOAD YOUR DOCUMENTS**



- Drag and Drop OR Upload documents to specified area then click on **UPLOAD & COMPLETE**



- Once your documents show that they are “queued” click on **SUBMIT A JOB**



APPLE DEVICE:

From document, select the icon with 3 dots (...), select print, then select AirPrint, then select printer, you will then see FollowMeB&W or FollowMeColor printers will appear as accessible printers

Android Device:

You must download the **Mobility Print (PaperCut Software)** app from the Play Store. Once app is downloaded HERMES\FollowMeB&W should appear as an accessible printer

- ❖ **Once the document(s) have been submitted find a printer on campus, login with your MMU credential and then release documents**