

Mobility Print Instructions

Print from your Laptop or Mobile Device

Print from your personal device to any of the Francis Marion University Print Labs!

Where can I send a print job?

Main Campus:

Allston Housing

Cauthen Education and Media Center 1st Floor Computer Lab Color

Founders Hall 1st Floor – Writing Center

Founders Hall 2nd Floor – School of Business Room 259C

Lee Nursing Building 2nd Floor – Hallway beside Room 215

Leatherman Science Facility 3rd Floor at Elevator

Rogers Library – Reames Wing

Rogers Library – Lab #1

Rogers Library – Lab #2

Rogers Library – Lab #3 Color

Stanton Academic Computing Center – Room 102

Downtown:

Carter Center for Health Sciences 2nd Floor - Room 230

Leatherman Medical Education Complex Basement – Speech Language Pathology

Step-by-step guide to using Mobility Print on your device

What operating system does your device use?



Printing from macOS Devices (MacBooks)

Step 1. Make sure your device is connected to the Wi Fi network FMU

Step 2. Add the printer(s) to your device.

1. Select **Apple menu > System Preferences**, then click **Printers & Scanners**.
2. Click the + button under the **Printers** list.
3. Select **Follow Me Mobile Print** for the printing release station.
4. Make sure that **Use** is set to **Secure AirPrint**.
5. Click **Add**.

Step 3. Send your print job(s).

1. Press the **Cmd (Command)** and **P** keys.
 - In most programs, you may also select **File > Print**.
2. Select **Follow Me Mobile Print** as the printer, review your settings, then click **Print**.
 - Check that the paper size is **Letter**. Print jobs sent in any other size are "denied."
 - You may also change other settings (e.g., copies, orientation, etc.).
3. When prompted, enter your **Patriot Portal** username and password.
 - The prompt will open with your computer username already entered. Delete it, and type your **Patriot Portal** username.
 - Select **Remember this password in my keychain** in order to skip this prompt going forward. (You will need to update it each time your password changes.)
4. If you see **Hold for Authentication** in the print queue, your username and password were entered incorrectly. Click the refresh button to try again.

Step 4. Release your print job(s).

1. Go to the print release section you selected. See list of [Print Lab Machines](#)
2. Sign in by tapping your FMU ID at the the printer.
3. Tap **Print** to release your job(s).
 - Unreleased print jobs will be deleted after 24 hours.

Printing from Windows Devices

Step 1. Make sure your device is connected to the Wi Fi network FMU

Step 2. Add the printer(s) to your device.

1. On your Windows device, download the setup tool.
 - Download the Windows setup tool file by clicking [here](#).

- If the above link does not start a download, right-click and choose "Copy link address." Then, open a new tab and paste the address into the search bar.
- 2. Double-click on the downloaded file to run the setup tool.
- 3. In the **User Account Control** prompt, click **Yes** to allow the app to make changes.
- 4. In the **Select Setup Language** prompt, select your preferred language, then click **OK**.
- 5. Review the **License Agreement** before selecting **I accept the agreement**, then click **Next**.
- 6. Select **Follow Me Mobility Print**, then click **Next**.
- 7. Enter your **Patriot Portal** username and password, then click **Next**.
- 8. Click **Finish**.

Step 3. Send your print job(s).

1. Press the **Ctrl (Control)** and **P** keys.
 - In most programs, you may also select **File > Print**.
2. Select **Follow Me Mobile Print** as the printer, review your settings, then click **Print**.
 - Check that the paper size is **Letter**. Print jobs sent in any other size are "denied."
 - You may also change other settings (e.g., copies, orientation, etc.).
3. If prompted, enter your **Patriot Portal** username and password.
 - If you are not prompted to enter these credentials, your print job has sent.

Step 4. Release your print job(s).

1. Go to one of the print release stations See list of [Print Lab Machines](#)
2. Sign in by tapping your **FMU One Card** at the computer monitor next to the printer.
3. Tap **Print** to release your job(s).
 - Unreleased print jobs will be deleted after 24 hours.

Printing from Chrome OS Devices (Chromebooks)

Step 1. Make sure your device is connected to the Wi Fi network FMU

Step 2. Download and launch this [app](#).

Step 3. Send your print job(s).

1. Press the **Ctrl (Control)** and **P** keys.
 - In most programs, you may also select **File > Print**.
2. Select **Follow Me Mobile Print**, review your settings, then click **Print**.
 - Check that the paper size is **Letter**. Print jobs sent in any other size are "denied."
 - You may also change other settings (e.g., copies, orientation, etc.).
3. If prompted, enter your **Patriot Portal** username and password.
 - If you are not prompted to enter these credentials, your print job has sent.

Step 4. Release your print job(s).

1. Go to one of the print release stations. See list of [Print Lab Machines](#)
2. Sign in by tapping your **FMU One Card** at the computer monitor next to the printer.
3. Tap **Print** to release your job(s).
 - Unreleased print jobs will be deleted after 24 hours.

Printing from iOS Devices (iPhones and iPads)

Step 1. Make sure your device is connected to the Wi Fi network FMU

Step 2. Make sure your device is running iOS 9.2 or newer.

- Printing for iOS devices uses AirPrint. No additional apps are necessary.

Step 3. Send your print job(s).

1. Printing is often done through the **share menu**, but it will vary from app to app.
2. Tap the iOS share icon: 
3. If available, tap **Print** from the list of options.
 - Not all apps support AirPrint.
4. Select **Follow Me Mobile Print for the** printing release station.
5. When prompted, enter your **Patriot Portal** username and password.
6. Check your settings, then tap **Print**.
 - Check that the paper size is **Letter**. Print jobs sent in any other size are "denied."
 - You may also change other settings (e.g., copies, orientation, etc.).

Step 4. Release your print job(s).

1. Go to one of the University Print Lab Machines. See list of [Print Lab Machines](#)
2. Sign in by tapping your **FMU One Card** at the computer monitor next to the printer.
3. Tap **Print** to release your job(s).
 - Unreleased print jobs will be deleted after 24 hours.

Printing from Android Devices

Step 1. Make sure your device is connected to the Wi Fi network FMU

Step 2. Download and launch this [app](#).

1. Tap **Android settings**.
2. Tap **Follow Me Mobile Print**.
3. Tap the **enable** toggle.
4. Exit settings.

Step 3. Send your print job(s).

1. Printing is often done through the **share menu**, but it will vary from app to app.
 - Look for the Android share icon: 
2. Select **Follow Me Mobile Print** for the printing release station.
3. When prompted, enter your **Patriot Portal** username and password
4. Check your settings by tapping the down arrow, then tap **Print**.
 - Check that the paper size is **Letter**. Print jobs sent in any other size are "denied."
 - You may also change other settings (e.g., copies, orientation, etc.).

Step 4. Release your print job(s).

1. Go to one of the University Print Lab Machines. See list of [Print Lab Machines](#)
2. Sign in by tapping your **FMU One Card** at the computer monitor next to the printer.
3. Tap **Print** to release your job(s).
 - Unreleased print jobs will be deleted after 24 hours.

Pricing per print for use of Mobility Print?

Pricing for mobile print is the same cost as running a print job directly from a workstation at a Print Lab. View the [University Printing Policy](#) for pricing and other details.