Dartington

ICT helpdesk solution 210

Issue discussed: Student Printer installation on the Dartington Hall Estate.
Original author: Steve Russell

Version	Date	Author	Change Description
1.0	10th May 2021	Steve Russell	First draft
1.1	13th Sep 2021	Dave Young	Update
1.2	11th May 2022	Steve Russell	Updated for all printers

<u>Important notice</u>
When printing to any Dartington printer made available for non-Dartington staff, i.e. students or volunteers, please be aware that the print job will automatically print out and will not be stored for collection later. Please make sure when printing anything confidential that you are printing to the correct printer as printers may be in public spaces.

1 Overview

Students and volunteers require the ability to print whilst on the Dartington Estate. The copiers selected for use are on the corporate network and so inaccessible to non-Dartington staff. "PaperCut – Mobility Print" is a solution to bridge this gap so that students can print from anywhere using the applications cloud based services. The links sent to students while attending courses at Dartington will be limited and only work during the dates specified detailed in the procedures below. This applies to all non-staff personal who are attending the Dartington estate and are on a "Dartington run" course. Persons using these services will be using their own machines to print from, and if any issues are experienced, no changes can be made by ICT staff to assist in printing issues unless specified in this document.

2 Student - Setting up printing using a Windows device (not mobile)

1. Click on the link provided for printing during the appropriate dates required. This should have been provided for you, if not then please get in touch with a member of the Learning staff.

2. Link here: Dartington printers (until Thursday 31st Aug 2023) This will open in a web browser.
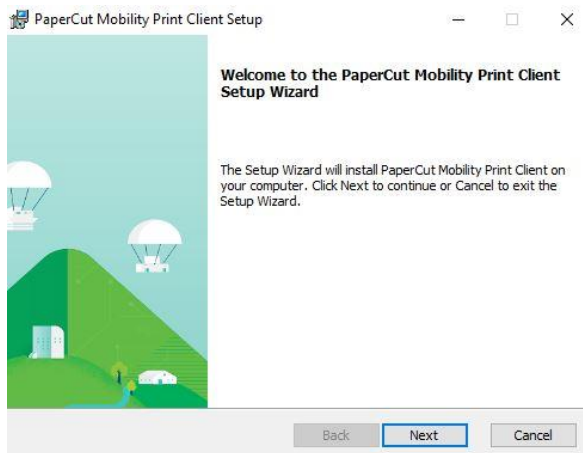
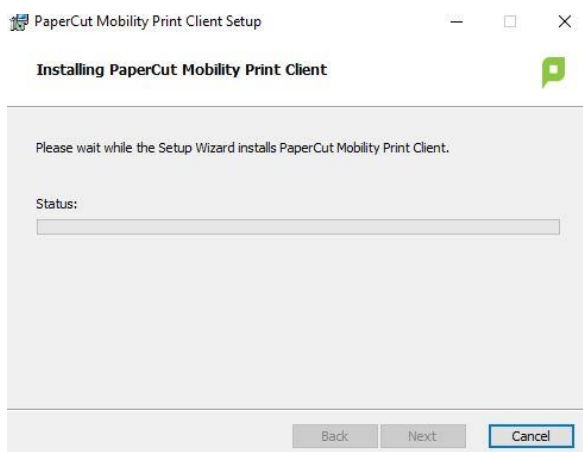3. Click on the **Download and run Mobility Print** as in the image below
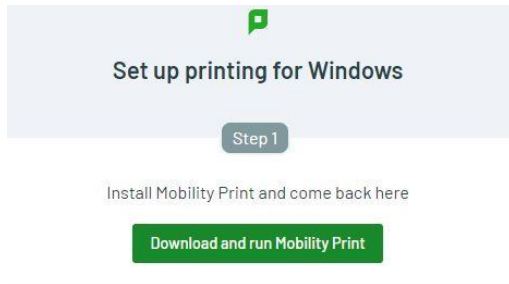
4. If using Chrome browser, the download will be in the bottom left of the window. If using other browsers, check the "downloads" folder. Run the Mobility-Print-Client-Installer.msi file

5. **PaperCut Mobility Print Client Setup**
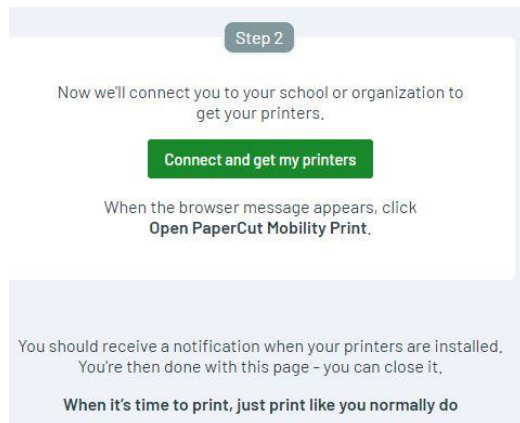   - Click next

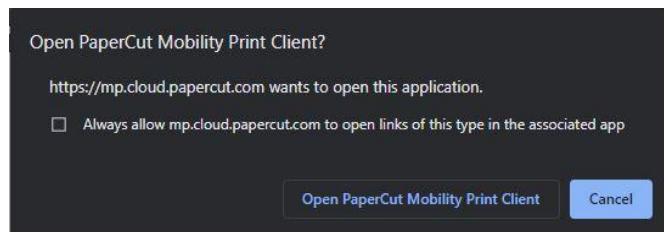   - The software will be installed on your Windows device

   - Once installed click on Finish

6. Once installed, windows explorer will close and take you back to the web page, click on **Connect and get my printers** icon.

7. Click the icon for Open PaperCut Mobility Print Client, tick the box to always allow and click on ***Open PaperCut Mobility Print Client***


8. When installed close the web page down.

9. The available printers are now installed on your device and ready for use.

10. To print, simply select the appropriate printer based on its location available, these are listed below:

   - *Elmhirst Centre:* **Elmhirst - SHARP MX-3061S PCL6 Elmhirst Centre (Students) [dht-fp02] (Mobility)**
   - *High Cross House:* **High Cross House – HP Colour Laserjet MFP M477 FDW – Learning [High-Cross-House] (Mobility)**
   - *Higher Close:* **Higher Close – Sharp MX4070N (PCL) [Higher close] (Mobility)**

3   Student – Setting up printing using a MAC OS device (not iPad)

1. Click on the link provided for printing during the appropriate dates required. This should have been provided for you, if not then please get in touch with a member of the Learning staff.

2. Link here: Dartington Printers (until Thursday 31st Aug 2023) This will open in a web browser.
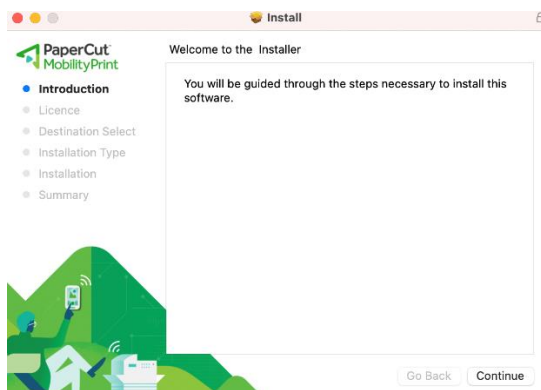
3. Click on the **Download and run Mobility Print** as in the image below
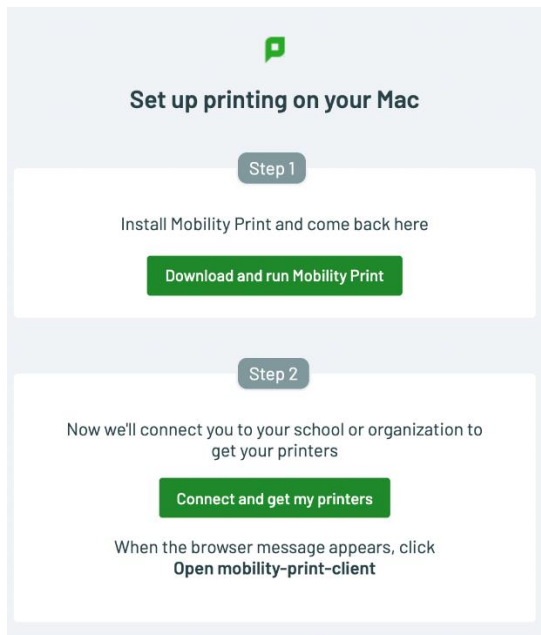
4. This will download the package file for installing the printer on your MAC

5. Open Papercut mobility Print Client.pkg file

6. This will start the installation

7. Installing the printer
   - *Introduction*: Click on Continue
   - *Licence*: Click on continue and select agree
   - *Destination Select*: Select Disk and click on continue

- ***Installation type***: Click Install
- ***Installer***: If asked for Administration rights click OK and continue

8. The installation should now display successful, click on Close to complete.

9. Close the open window if not already and select the web page as in step 3 if not displayed

10. Click on **Connect and get my Printers**

11. Open Mobility Print Client to install the relevant printers available at Dartington for non-Dartington staff.

12. To print, simply select the appropriate printer based on its location available, these are listed below:

- *Elmhirst Centre:* **Elmhirst - SHARP MX-3061S PCL6 Elmhirst Centre (Students) [dht-fp02] (Mobility)**
- *High Cross House:* **High Cross House – HP Colour Laserjet MFP M477 FDW – Learning [High-Cross-House] (Mobility)**
- *Higher Close:* **Higher Close – Sharp MX4070N (PCL) [Higher close] (Mobility)**