


To Print From Your MacOS Device

Add a printer

Important: Make sure your Mac is connected to the network (**ZCSWifi**)

1. Navigate to **System Preferences (apple at top left corner) > Printers and Scanners**.
2. Click the **+** icon under the Printers List.
3. The **Add** dialog is displayed. This dialog displays a list of all of the discovered printers on the network.
4. Select the printer (**Follow-Me-Students**)
The **Name**, **Location**, and **Use** is displayed.
5. Check that **Use** is set to **Secure AirPrint**.
6. If **Secure AirPrint** is not displayed:
 - a. Close the Add dialog.
 - b. Disconnect from the network.
 - c. Reconnect to the network.
 - d. Try again. If you still cannot see Secure AirPrint, contact IT Support.
7. Click **Add**.
8. Print your document. When prompted, enter your username and password. Your username will be **SAS\username** and the password is your **lunch pin**. *click the box to REMEMBER this password in My Keychain.
9. At the Copier:
 - a. Put your lunch pin into the ID spot on the Access Page of the copier.
 - b. Tap the "Release" button.
 - c. A list of your print jobs will appear.
 - d. Select a job or multiple jobs you want to release to print. The band around the Start button will turn from Orange to Blue when you select a job.
 - e. Hit the blue surrounded Start button and your job will begin.

Note: If you enter the wrong authentication details, MacBook devices do not show any warning message; your job will just not print. If your job doesn't print, check the Print Queue dialog. If the print job is there and has the message Held for authentication, click the  icon; then re-enter your login details.

Mobility Print supports macOS Yosemite+.