Mobility Print for iOS

Note: Mobility Print is a feature that allows you to print documents from your iOS device while on the go. Once you print to the cofc-cloudprint printer, you can retrieve the document from printers located in the Addlestone Library and the Education Center atrium.

Printing from your iOS device

Examples used in the screenshots below reflects printing from Microsoft Word

1. Open the app you want to print from (word, excel, etc.)

2. On the Document page, click Print to access the AirPrint Printer Options
   **If you can’t find the print option, check the app’s User Guide or Help section. Not all apps support AirPrint.**

3. Select the printer from the Select Printer option (See screenshot)

4. Choose the number of copies or other options, like which pages you want to print
   **Verify that the document you are printing is the correct document**

For Students:

You must be connected to the eduroam wireless network to configure the printer and to use this feature. CofC-Guest and Resnet cannot be used to connect to our printers.

Campus wide printing for iOS devices use AirPrint (iPhone, iPad, or iPod Touch).

This service is available to devices running iOS 9.2 or newer.
Once your document has been sent to the print queue, it can be printed from any release station in the Addlestone Library or the Education Center atrium, just like documents sent from computer lab workstations.

5. Tap **Select Printer** and choose **CofC-CloudPrint** (you will be prompted to enter your cofc-cloudprint information)

6. Enter your **MyCharleston** username and password then click **OK**

7. You will see the **Printer** listed (cofc-cloudprint), the **number of copies, print options** (be sure to select black & white and confirm paper size is set to letter)

   **Important Note:** Your printing allocation only applies to the black & white student printers in the Addlestone Library computer lab and Education Center. It cannot be used with the color printer or public printer in the Addlestone computer lab.

8. If the document presented is the correct document, click **Print** in the upper-right corner