Northampton College | ICT Helpdesk

Internet required | Computer required | Essential Setup

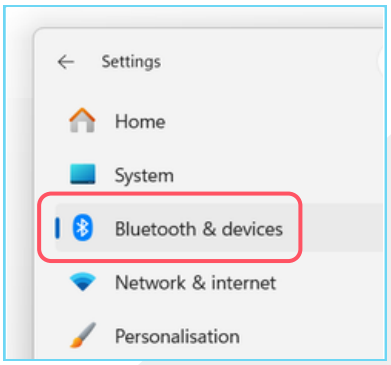
Setup printing on your college laptop

This setup is for students only. Staff can find their printer on their laptop desktop.

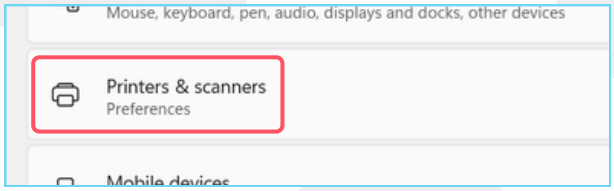
1. In your laptop start menu open the **Settings** app.



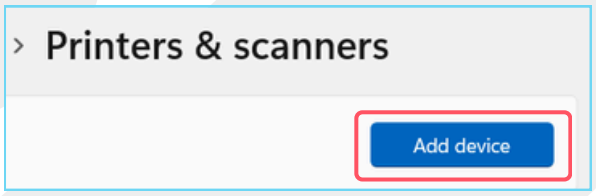
2. In the left menu, go to **Bluetooth & devices**.



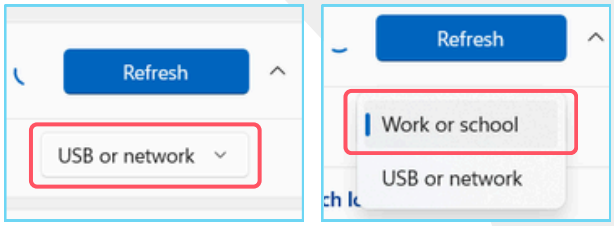
3. In the options that appear on the right, click **Printers & scanners**.



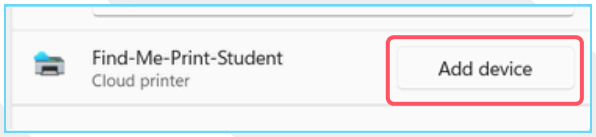
4. In the following screen, click **Add device**.



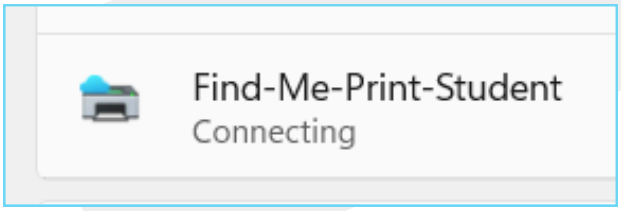
5. The screen will load, then show a drop down box labelled **USB or network**. Click this and choose **Work or school**.



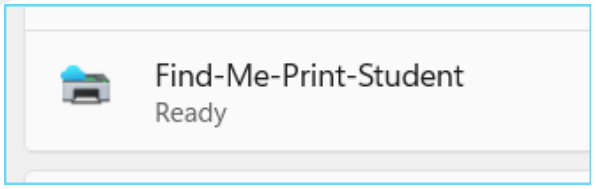
6. The screen will load again, then the printer Find-Me-Print-Student will appear. Click **Add device**.



7. The Find-Me-Print-Student will now connect and install onto your college laptop.



8. Once the printer is installed, open an app on your laptop and select it from the print menu.



You can now print to any printer in the college with a card reader, such as ones available in the DARC.

For more support contact: helpdesk@northamptoncollege.ac.uk or 01604 734216.

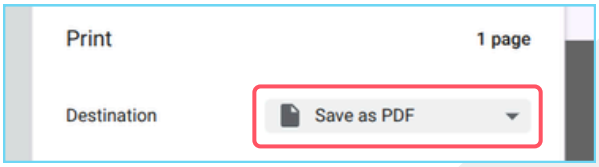
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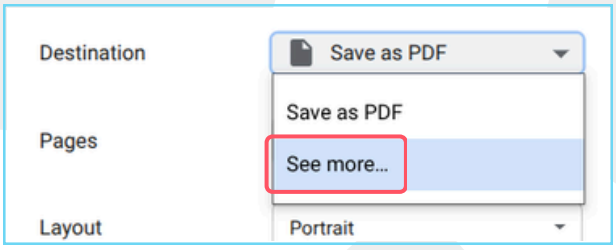
Setup printing on your college Chromebook

1. Open a document on your Chromebook and go to the Print option or press the **ctrl** and **P** key on your keyboard.

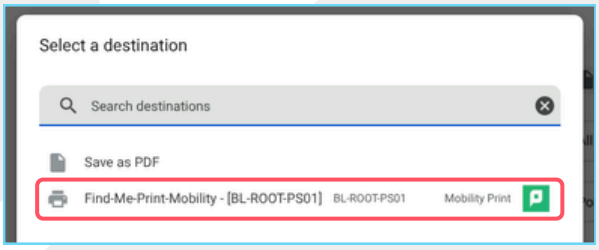
2. In the top right of the print pop up, click on the drop down menu labelled **Save as PDF**.



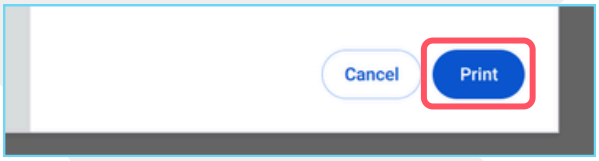
3. In the drop down menu, click **See more...**.



4. In the pop up, click on the **Find-Me-Print-Mobility** printer.

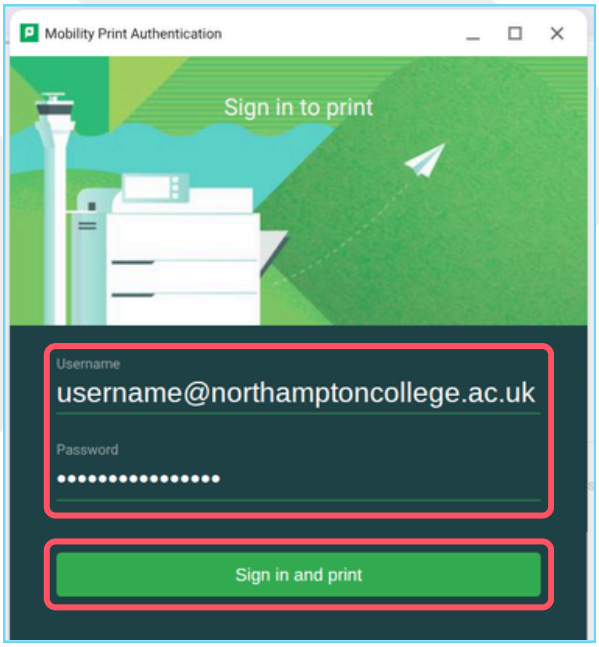


5. In the bottom right of the main printing screen, click **Print**.



6. In the sign in pop up, enter your Northampton College email address and password and press **Sign in and print**.

7. Click **Sign in and print**.



You can now print to any printer in the college with a card reader, such as ones available in the DARC.

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