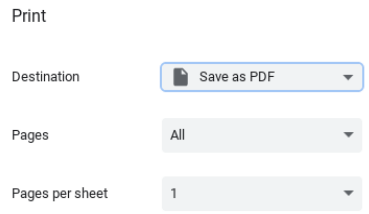
Connect to the Find-Me-Print printer to print from a college device

To print using a Northampton College device select the Find-Me-Print printer.

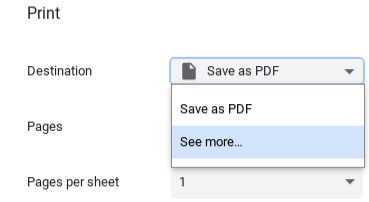
To access Northampton College printers on a student or staff college device while connected to the college network, follow the steps below:

Setup printing using a college Chromebook:

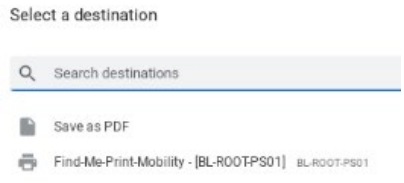
1. In a document in Chrome select the printing menu. Select the menu to the right of '**Destination**'.



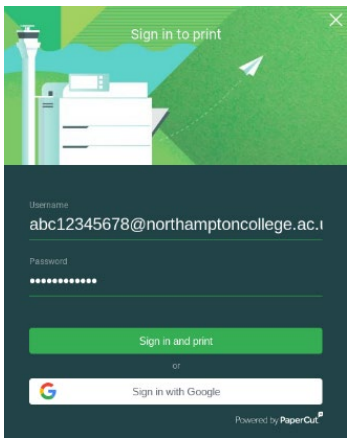
2. Select '**See more...**'.



3. Select '**Find-Me-Print-Mobility**'.



4. Enter Your details and select '**Sign in and print**'.



Setup printing using a college staff laptop:

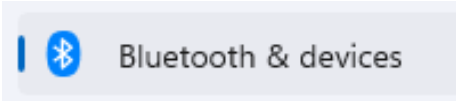
1. Go to your desktop by minimising or closing any open applications.

2. Select the desktop shortcut '**Add FindMePrinter**'.

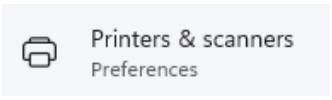
3. Check the printer has been added by opening any printable document and navigating to the printing section. The printer is '**Find-Me-Print-Admin**'.

Setup printing using a college student laptop:

1. Open windows settings and select '**Bluetooth & devices**' from the left settings menu.

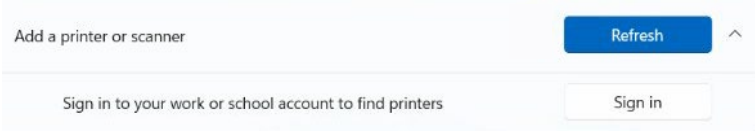


2. Select '**Printers & scanners**'.



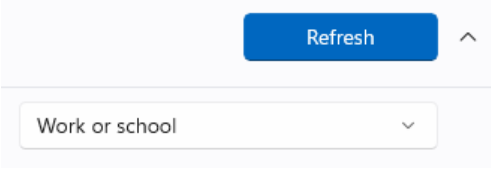
3. Select '**Add device**'.

4. You may be prompted to 'Sign in' before continuing. Follow the instructions on your device after you select '**Sign in**' then continue with the printer setup.



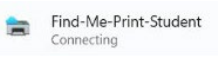
5. Once you have signed in using the instructions presented by your device, select '**Search for devices**'.

6. In the drop-down option below 'Refresh', select '**Work or school**'.



7. The cloud printer 'Find-Me-Print-Student' will appear. Select '**Add device**'.

8. Find-Me-Print-Student will attempt to connect. If the printer takes a while to connect, restarting your device may help.



9. The printer should now be connected and ready for use. Check the printer has been added by opening any printable document and navigating to the printing section.

The Find-Me-Print Printer can only be used when the device is connected to the college's network.

The Northampton College device must be connected to NC-WIFI or NC-OTHER to print using the Find-Me-Printer.
To print from a personal device, see the Personal Device Printing Setup guide. Contact the Helpdesk for assistance.