# 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 when connected to the college network, follow the steps below:
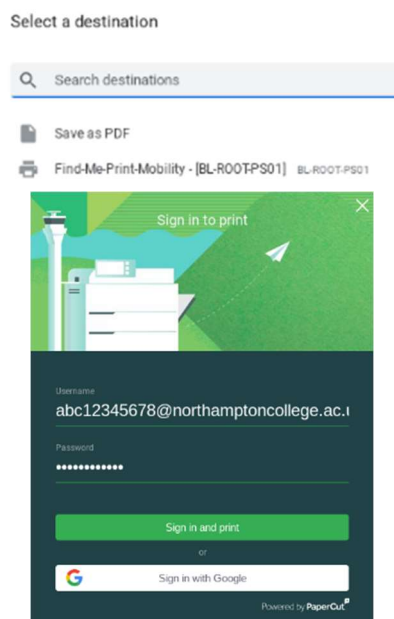
Setup printing using a college student Chromebook:

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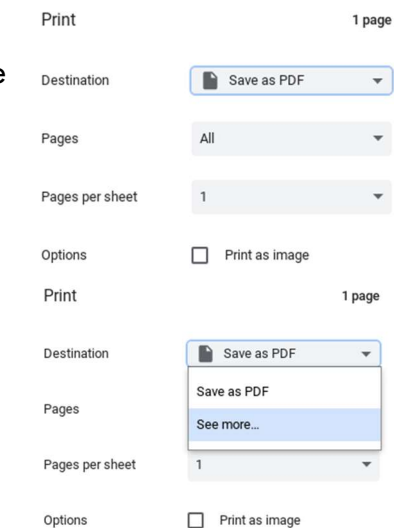
2. Select '**See more...**'.

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

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

Setup printing using a student laptop:

1. Open windows settings and select 'Devices'.
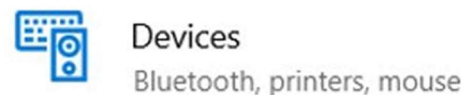
2. Select '**Printers & scanners**'.
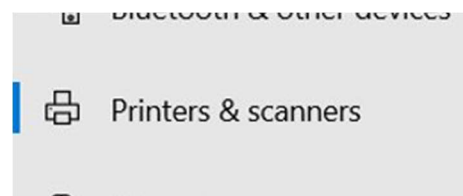
3. Select '**Add a printer or scanner**' and wait a moment for settings to search printers.
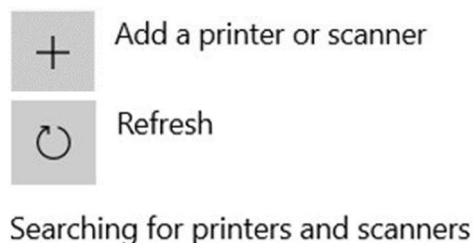
4. Select the drop-down box when it appears, then select '**Work or school printer & scanner**'.

5. The cloud printer 'Find-Me-Print-Student' will appear. Select the printer, then select '**Add device**'.

6. The printer will take a moment to connect. When it displays 'Ready' the printer can now be used on the laptop.

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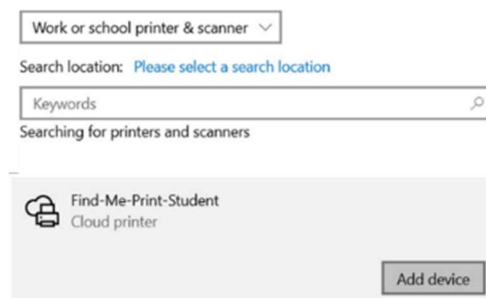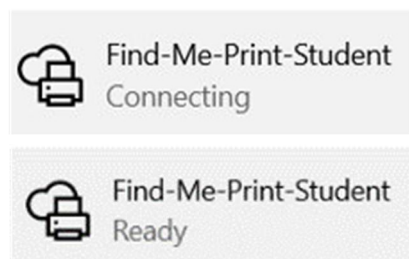
3. Check the printer has been added by opening any printable document and going to the printing section. The printer is '**Find-Me-Print-Admin**'.

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.

PaperCut
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