(Each App you print from will have similar steps)

1. First, download “Mobility Print” from the App Store.

2. Once downloaded, go to the item you want to print and click the three vertical dots in the top right corner.
3. Click **Share & export**

4. Then click **Print**
5. A new screen will appear displaying the document.
   a. **Click the arrow** in the top right corner to **select a printer**.

6. After the printer is selected, click the **printer icon**.
   a. A notification will pop up explaining your document may pass through one or more servers click **OK** to print.
7. A new screen will appear prompting you for a username and password. This will be your Jackson College username and password. After entering your information, click **print**.

   **Note:**
   Your **Username** is the first seven letters of your last name, the first seven letters of your first name, and your middle initial. No spaces. No punctuation.

   Your **default password** is the first letter of your first name **CAPITALIZED**, the first letter of your last name in lowercase, two digits of your day of birth (not month), the last two digits of your birth year and the last four digits of your student ID.

8. After clicking print, you will see your document appear with a notification on the top of the screen. Your document should now appear on the print release station located next to the printer selected in step 5.