How to print from your own device at TAFE NSW – Chrome OS

This reference guide explains how to print a document from your Chrome OS phone at TAFE, submitting it to a Ricoh Multi-Function device (MFD)

**Requirements:** Your device must have Chrome OS 69+ installed to print from your device.

### How to print a document from your Chrome OS phone at TAFE

<table>
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<tr>
<th>Step</th>
<th>Instructions</th>
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<tr>
<td>1.</td>
<td>Connect to the TAFE Wi-Fi. Refer to the instructions in the <a href="http://staff.tafensw.edu.au">Wi-Fi Support: Getting Started</a> page.</td>
</tr>
<tr>
<td>2.</td>
<td>Navigate to <a href="http://oneprint.tafensw.edu.au/">http://oneprint.tafensw.edu.au/</a> Type your TAFE NSW username and password. Select Log in. Format your username as: - Firstname.lastname (example mary.doe2)</td>
</tr>
<tr>
<td>3.</td>
<td>Select Setup Mobility Print.</td>
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Disclaimer: Printed copies of this document are regarded as uncontrolled. Please check [http://staff.tafensw.edu.au](http://staff.tafensw.edu.au) to ensure this is the latest version.
4. Select Mobility Print Chrome OS.

5. Select Launch app.
6. Type your **TAFE NSW username and password** and select **Sign in and print**

   Format your username as:
   - Firstname.lastname
     *(example mary.doe2)*

   You only need to authenticate once, as the Find-Me Print queue will remember your username and password.

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7. **You are ready to Print.**
8. Open the page, image, or file you want to print. Select Print, choose FindMePrint as your destination printer and click on Print.

![Image of TAFE printer interface]

9. **Release your print job** at a Ricoh Multi-function device. Refer to the instructions on the [Print, Copy and Scan Support LibGuide](http://staff.tafensw.edu.au).