How to print from your own device at TAFE NSW – Windows

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

Requirements: Your device must have Windows 7+ installed to print from your device.

### How to print a document from your Windows phone at TAFE

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<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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</table>
4. Select Click this link.

5. Open and run the downloaded Mobility Print installer.

6. Select your preferred language and click on OK.
7. Select I accept the agreement and click on Next >.

8. The printer list is retrieved automatically.

9. Select FindMePrint and click on Next >.
10. Type your **TAFE NSW username and password** and select **Next >**.

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.

11. After the FindMePrint is installed, select **Finish**.

12. Open the **page, image, or file** you want to print. Select **Print**.
### 13. Select FindMePrint as your print queue. 
Select OK.

![Print Queue Image]

### 14. Release your print job at a Ricoh Multi-function device.

Refer to the instructions on the Print, Copy and Scan Support LibGuide.