

## Mobile Print Instructions

- Ensure you are connected to CSN Wi-Fi.
- Ensure your VPN is turned off if you have VPN.
- Ensure notifications are on.
- Students will need funds on their PrintWise account to use mobile print. Instructions to add funds are available <https://at.csn.edu/printwise>.
- For assistance, please contact Ocean Garner at 702.651.4241, or [ocean.garner@csn.edu](mailto:ocean.garner@csn.edu)

### **iOS:**

- If using an **iOS device**, follow the below instructions to download and install mobile print to your device. When prompted, you will need to enter your CSN username and password as well as your phone password to finish the installation.
  - o West Charleston installation instructions.
  - o North Las Vegas installation instructions.
  - o Henderson installation instructions.
  - o Western HTC installation instructions.
  - o Green Valley HTC installation instructions.
  - o Water Street installation instructions.
    - You will need to install mobile print to your device one time at each campus. After you install at each campus once, your printer options will always be available to you.
- Then, open the document you would like to print.
- Tap the arrow icon on the bottom of your device.
- Scroll to the bottom and select print.
- Select the printer closest to you.
  - o Printer names are available on the signage located on the printer.
  - o Example printer name: NLVN145-002.
- Select the number of copies you wish to print.
- Choose your options – double sided, or single sided.

- Choose your page range.
- Tap “print” at the top of the screen on the right and you are all set!

### **Android:**

- If using an Android device, follow the below instructions to download and install the mobile print app to your device.
  - o West Charleston installation instructions.
  - o North Las Vegas installation instructions.
  - o Henderson installation instructions.
  - o Western HTC installation instructions.
  - o Green Valley HTC installation instructions.
  - o Water Street installation instructions.
- Then, tap the green button that says, “Install or update.”
  - o If this is your first time using mobile print at CSN, it will take you to the play store to install the Mobility Print app.
  - o If you have already downloaded and installed the Mobility Print app, it will update the printer list specific to each campus. Tapping the install or update button will open the app for you and update your printer list. You will need to complete this step every time you go to a different campus.
- Next, open the document you want to print.
- Then, tap the three dots in the upper right corner of the document to pull up the document options.
- Scroll up to see “Print” located near the bottom of the screen.
- Then, tap print.
- Then, tap the arrow pointing down located at the upper right side of the screen.
- Then, select the printer closest to you.
  - o Printer names are available on the signage located on the printer.
  - o Example printer name: NLVN145-002.
- Select the number of copies you wish to print.
- Choose your options – double sided, or single sided.
- Choose your page range.
- Then, tap the yellow printer icon near the top right of the screen.
- Then, a notification will pop up that says, “Your job needs authentication.” Tap that notification.
- You will then be directed to a “Sign in to print” screen where you will enter your CSN username and password.

- Then, tap “Sign in and Print” and your job will print.
  - Sign in with Google will not work.

## **Mac OS**

- If using a **Mac OS** device, follow the below instructions to download and install the mobile print app to your device.
  - West Charleston installation instructions.
  - North Las Vegas installation instructions.
  - Henderson installation instructions.
  - Western HTC installation instructions.
  - Green Valley HTC installation instructions.
  - Water Street installation instructions.
    - You will need to install mobile print to your device one time at each campus. After you install at each campus once, your printer options will always be available to you.
- Then, tap the green button that says “Download.”
  - This will download the Mobility Print Installer to your computer.
  - Double click the file and follow the steps to complete the app installation which includes entering your CSN username and password.
- Next, open the document you want to print.
- Select “Print,” usually located under the File menu.
- Choose the desired printer.
- Select your print settings such as 1-sided or 2-sided.
- Select the “Print” icon to print.

## **Windows**

- If using a **Windows** device, follow the below instructions to download and install the mobile print app to your device.
  - West Charleston installation instructions.
  - North Las Vegas installation instructions.
  - Henderson installation instructions.
  - Western HTC installation instructions.
  - Green Valley HTC installation instructions.
  - Water Street installation instructions.

- You will need to install mobile print to your device one time at each campus. After you install at each campus once, your printer options will always be available to you.
- Then, tap the green button that says “Download.”
  - o This will download an executable file to your Downloads folder.
  - o Double click the file and follow the steps to complete the app installation which includes entering your CSN username and password.
- Next, open the document you want to print.
- Select “Print,” usually located under the File menu.
- Choose the desired printer.
- Select your print settings such as 1-sided or 2-sided.
- Select the “Print” icon to print.