You must be connected to ‘SunwayEdu’ WiFi to access Mobile Print Server

Extracted from: Mobile Print: User Guide version 1.1 IT Services, Sunway Education Group August 2015

Accessing to Login Page

1. Open web browser – Internet Explorer, Google Chrome, Mozilla Firefox or Safari.


3. Below screen will appear and click ‘PRINT’ button. (*note: Guests are not able to submit print job at this moment).
4. Enter your campus PC login ID and password.

**How to send print job**

1. After login, you will be directed to next page. Follow the steps displayed.
2. Choose the right printer driver from the list.
I. For staff, kindly select either ‘Staff-Follow-U-BW’ or ‘Staff-Follow-U-Color’.

II. For student, kindly select either ‘Student-Follow-U-BW’ or ‘Student-Follow-U-Color’.

3. Browse a document to print by clicking on ‘Choose File’ button or copy and paste the URL web page address that you want to print on ‘Web Page’ field.

4. You may change the number of copies to print at ‘Copies’ field and number of page range to print at ‘Page range’ field. When settings are done, click ‘CONTINUE’ button.
5. **Document will start to submit for printing.**

![Job Submission](image)

6. **Once document is successfully submitted, a complete message will appear as below.**

![Job Submission](image)

7. **After submission is successful, you may click ‘Log Out.’**

8. **You may now proceed to MFD printer to release your submitted print job by clicking the Follow-U button.**