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# Introduction to UNI Mobile Print

How to...

Printing

## Introduction to Mobile Print

Information Technology Services offers the ability for students, faculty, and staff to print from their own personal devices to university-owned printers (in certain, specific areas) via a service called UNI Mobile Print. Mobile Print allows you to login to a web portal, view a summary of your printing activity across campus, and to submit documents for printing on Mobile Print-enabled laser printers. Mobile Print will allow students, faculty, and staff to print documents from their own computers, on campus or off, without needing to install any complicated printer software or drivers.

Using Mobile Print is as simple as uploading your print job via the Mobile Print online portal, selecting your printer of choice, and then visiting that printer location to actually release and retrieve your printed document. Did you submit a print job and then forget to visit campus and retrieve it? Not to worry, since you have to release each print job individually, a document that hasn't been released for two hours will automatically be discarded. What follows is a brief overview of the Mobile Print online portal.

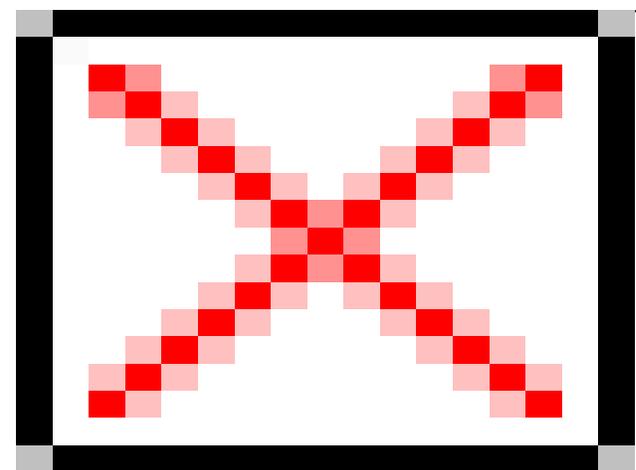
## Current Mobile Print Locations:

- [Maucker Union Student Computer Center](#) [1]
- [Rod Library Learning Commons](#) [2]

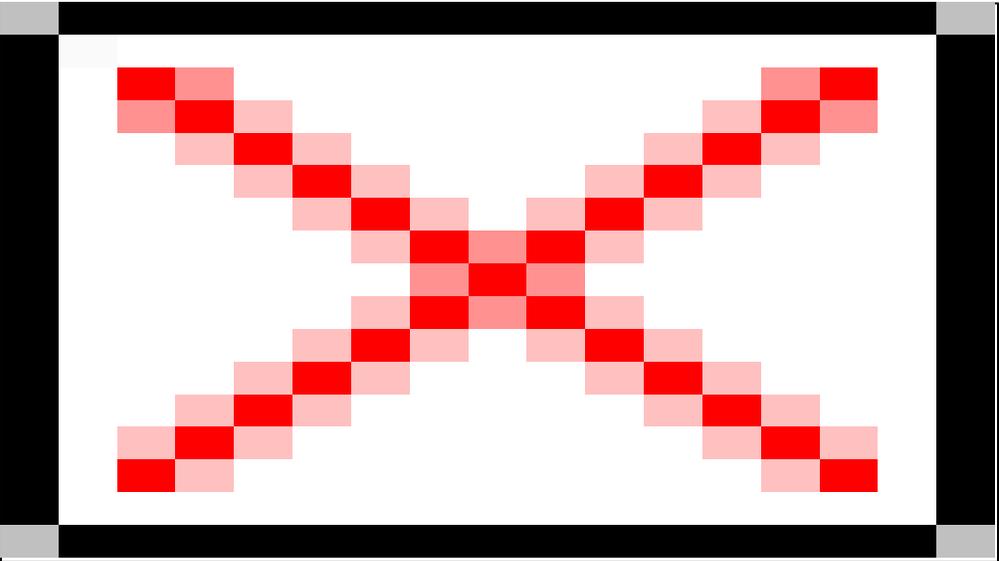
## Exploring the Mobile Print Web Portal

You can visit the Mobile print online portal [here](#) [3].

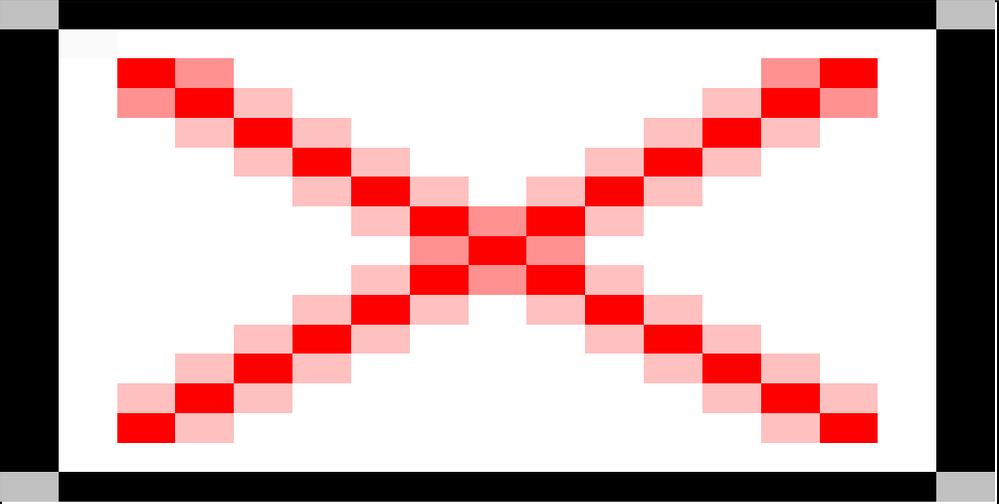
When you visit the above URL, you will be greeted with a login screen asking for your user name and password. This is your **CatID**.



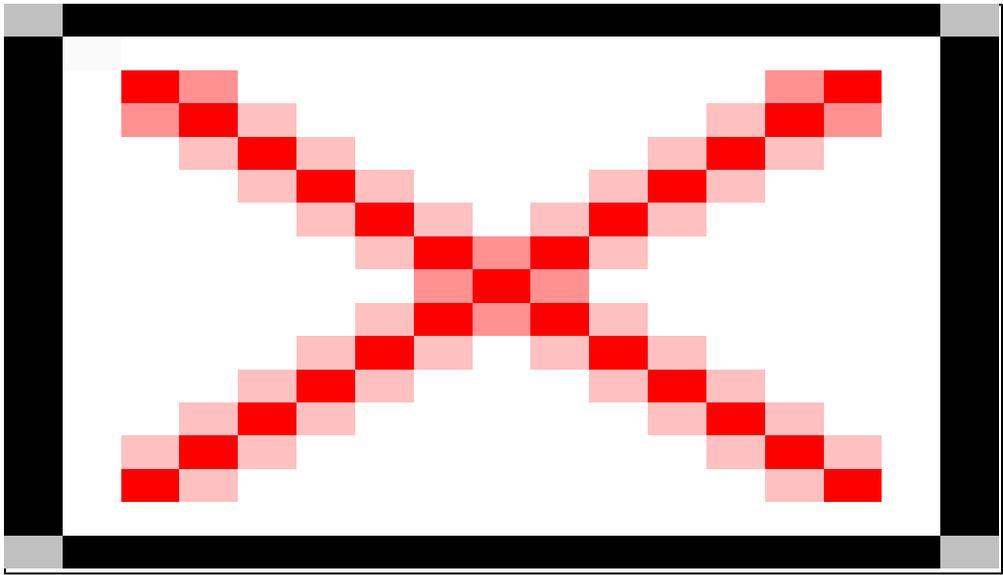
Once logged in, you will be presented with a big-picture summary of your print activity here at the University, including your total number of print jobs and pages printed across most printers on campus, and your estimated environmental impact. There is a navigation pane on the left-hand side of the screen with links to additional pages of information.



The next page is **Recent Print Jobs**. This page shows you a log of the most recent print transactions you've had on campus. You can review the date, the printer you printed to, the total number of pages, the name of the document or file you printed, and its status (was it actually printed, did it error out, Etc).



The next link down on the navigation menu is for **Web Print**. This is where you will submit your documents to be printed on campus on any Mobile Print-enabled laser printer. Please see the support article [Using UNI Mobile Print](#) [4] for more information about how to get started submitting your print jobs right away.



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**Source URL:** <http://uni.edu/its/support/article/1819>

**Links:**

- [1] <https://www.uni.edu/its/labs/scs/maucker-union>
- [2] <http://guides.lib.uni.edu/learning-commons/>
- [3] <https://mobileprint.uni.edu>
- [4] <https://www.uni.edu/its/support/article/1820>