(http://uni.edu/its)

Using UNI Mobile Print

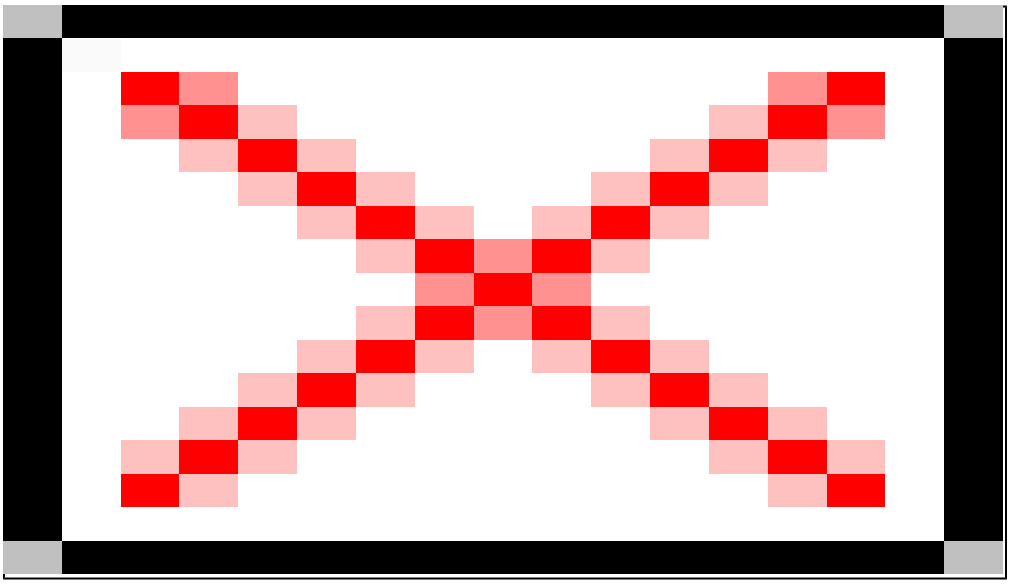
How to...
Printing

UNI Mobile Print is a service provided by Information Technology Services that lets students, faculty, and staff submit print jobs from their computers, personal or University-owned, on-campus or off, to any Mobile Print-enabled printer across campus. To accomplish this, users submit their print jobs via the Mobile Print web portal, select a printer, and then release the print job upon arriving at that printer's physical location on campus. If you are unfamiliar with the Mobile Print web portal, please see the support article entitled **Introduction to UNI Mobile Print** **[1]**.

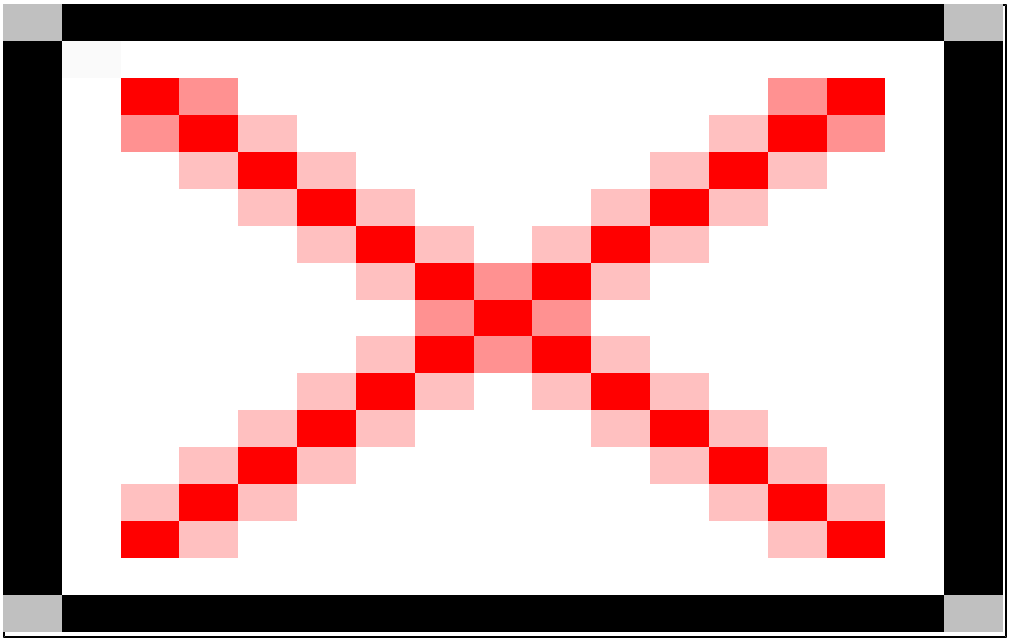
UNI Mobile Print currently supports the following file formats:

- Microsoft Word Documents (.doc, .docx)
- Microsoft Excel Spreadsheets (.xls, .xlsx)
- Microsoft PowerPoint Slides (.ppt, .pptx)
- Microsoft XPS Document (.xps)
- Adobe PDF (.pdf)

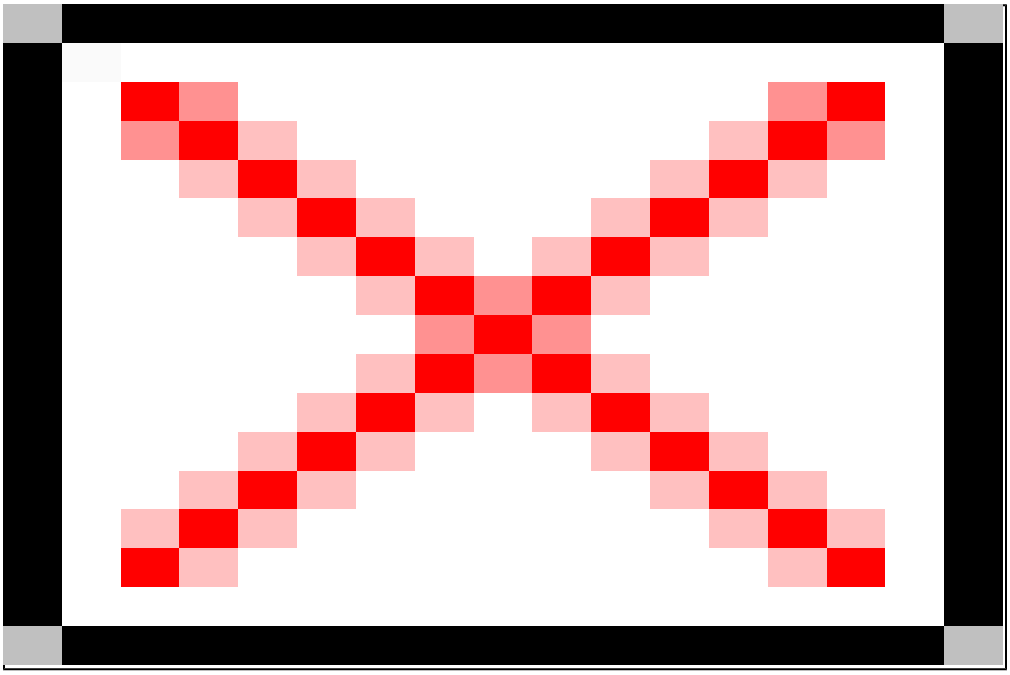
To get started printing, visit the Mobile Print web portal [2] and sign in with your CatID credentials. Once logged in, click on the **Web Print** link in the left-hand side navigation menu. This will bring you to the web print submission page. Click on **Submit a Job**.



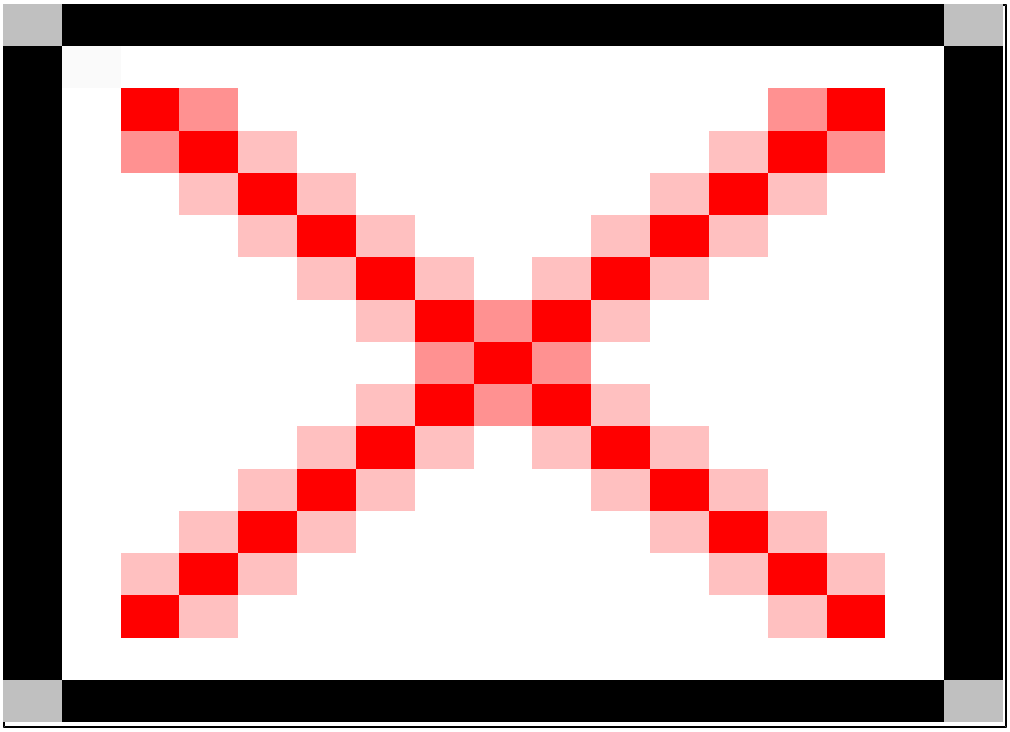
The next screen will ask you to select your printer from a list of Mobile Print-enabled devices. Once you have done that, click **2. Print Options and Account Selection >>**



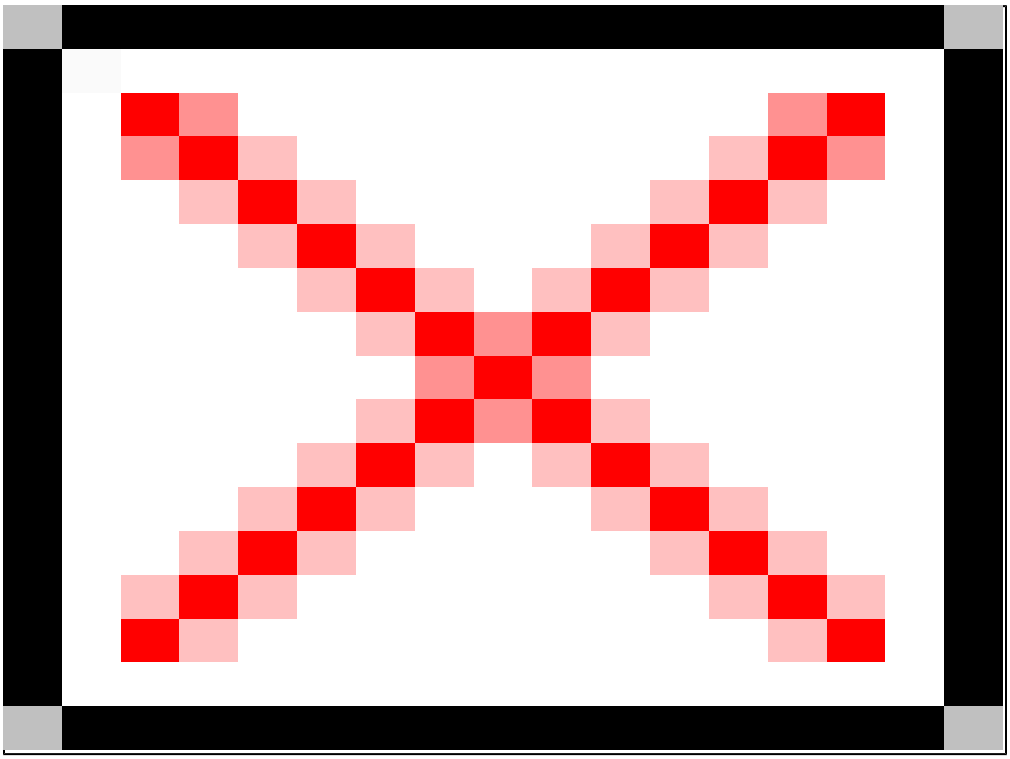
The next screen asks you to enter the number of copies you want to print. Current Student Comptuer Center policy states you can only print one copy to any computer lab printer at a time, so entering anything over 1 will cause your print job to fail, but other printers on campus might accept more than one copy at once. Once you have made your selection, click **3. Upload Document**.



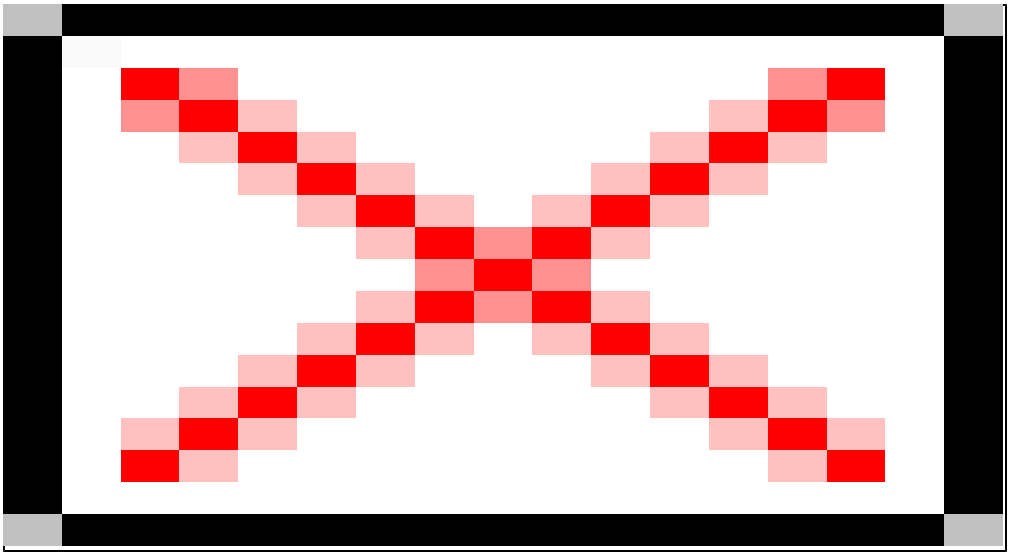
The next screen will ask you to select the document on your computer that you would like to upload and print. A table on the page outlines the acceptable file formats. Click on **Choose File**. Then browse your computer for your desired file.



Once you have selected a file to upload and print, the screen will show the file name right next to the Choose File button. Once you're sure this is the document you'd like to print, click on **Upload & Complete**.



You will then see a screen showing you a summary of the print job and a green indicator that your print job was successfully submitted. The status will say **Submitting** as Mobile Print uploads your file to the server. The status will change to **Rendering** and then finally to **Held in a Queue**. Once you have reached this point, your print job is awaiting you at your selected printer.



That's it! You're done! Your print job is now being held by the print server. To release it, visit your chosen print location on campus and follow the instructions posted at the print release station.

Source URL: http://uni.edu/its/support/article/1820

Links:
[1] https://www.uni.edu/its/support/article/1819
[2] https://mobileprint.uni.edu