Using the MobilePrint service

The ICT Services team have implemented new software to provide remote users, and users of the guest wireless, access to College printers. The new software will work on a variety of devices, and yes, you can even send print jobs from your iPad!

Currently the software is only able to work with *'PDF'* documents, which are easy to create using Microsoft Word, Excel and PowerPoint. If you need assistance producing a *'PDF'* please contact the Helpdesk using the contact details below.

What if I get stuck?

We're sure you're going to find it simple to use the MobilePrint service. However, from time to time you'll no doubt have questions or you'll come across a problem. The College's ICT team are available to answer your questions via the following methods:

- **Telephone:** 0151 353 4445
- **Email:** helpdesk@hughbaird.ac.uk

The ICT team are available at the following times:

- Monday, Tuesday & Friday: 0830 to 1700
- Wednesday & Thursday: 0830 to 1900

Please feel free to contact the helpdesk between these hours to discuss any problems or requirements.

System requirements

This guide has been prepared using Windows 10 and Internet Explorer. However, the software is supported on the following platforms:

- Windows 7 / 8 / 10
- Mac OS 10.8 upwards.
- IOS 9 upwards.
- Internet Explorer 10, Chrome & Firefox.

Before you start you need to ensure that your device is connected to a working Internet connection and you've converted any documents you wish to print into a PDF.

Okay, let's begin…..

Using MobilePrint

- Firstly, open your preferred browser.

- In the address bar enter *'https://mobileprint.hughbaird.ac.uk'* and press *<RETURN>.*

- You'll then be presented with the *'MobilePrint'* home page.

- To logon to MobilePrint enter your college username and password and click *'Login'*.

- You'll then be presented with a screen similar to that shown below. From this screen you can see your current print balance, query your print history and see the environmental impact of your printing.
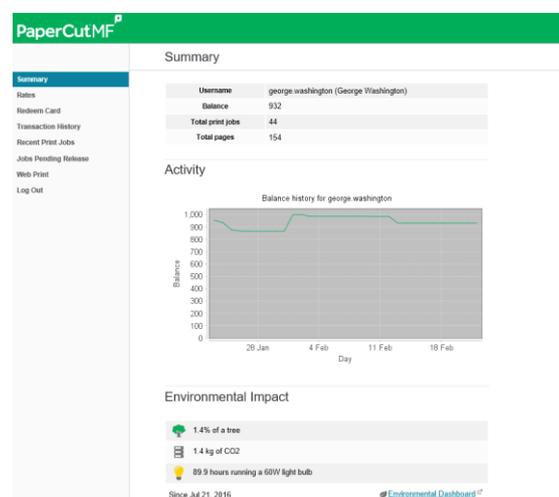
- To submit a print job firstly click the *'Web Print'* link.

Web Print

- Next select the *'Submit a job'* link.

Submit a Job »

- From the next screen choose the print queue you'd like to print from.

○ ps01\Colour (virtual)

○ ps01\Mono (virtual)

- Click *'Print Options and Account Selection'* to continue to the next step.

2. Print Options and Account Selection »

- From the next screen enter the number of copies required and click *'Upload Documents'* to continue to the next step.
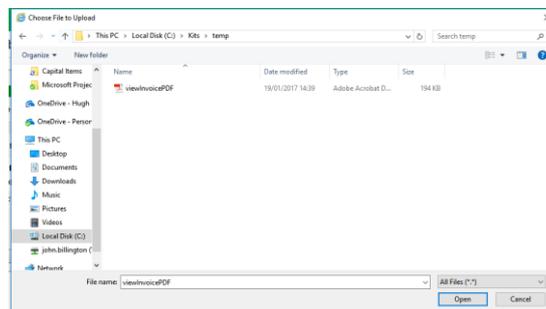
3. Upload Documents »

- Next click *'Browse'*.

Select documents to upload and print

Browse...

- Use the presented navigation screen to find the PDF you'd like to print. Once you've selected the document click *'Open'*.

- Then click the *'Upload & Complete'* button to submit your job.

Upload & Complete »

- Depending on the size of the selected document the upload process can take some time, so please be patient. Once the upload has successfully completed you'll be presented with a screen similar to the one shown below

- Your print job will then be submitted to the chosen job queue and held there for 24 hours. To print your job simply access one of the College printers as normal and select the job to print.

ICT Services
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