



# Printing Instructions for MobilePrint

## Using Web Release:

### Step 1: Navigate to the MobilePrint Portal

Visit <http://uoft.me/mobileprint> . Use a valid UTORid to login to the Portal and begin printing on your mobile device. This document will reflect whether you use a laptop or smart phone to print.



If you have trouble logging in with your UTORid, please visit the Student Helpdesk at any of their three locations across UTSC's campus (BV487, Library Commons, IC35) or send an email (with your UTORid and a brief description of your problem) to: [student-helpdesk@utsc.utoronto.ca](mailto:student-helpdesk@utsc.utoronto.ca)


### Step 2: Email or Upload your Document



MobilePrint using a laptop/notebook

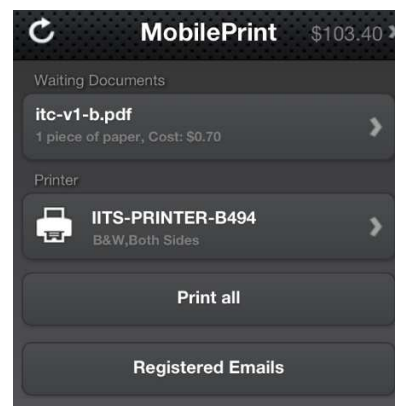
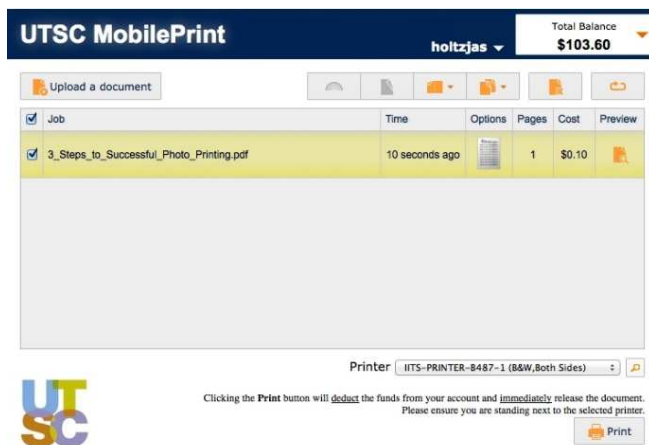


MobilePrint using a smart phone

If you are using a laptop or notebook, click on the “Upload a Document” button at the top left of the window and select the document you wish to print. To see your document in the list below, click on the refresh button 

If you are using a smart phone, login to your UTMail+ account, and send an email to either [printblack@utsc.utoronto.ca](mailto:printblack@utsc.utoronto.ca) (if you want to print in black & white) or [printcolour@utsc.utoronto.ca](mailto:printcolour@utsc.utoronto.ca) (if you want to print in colour). Be sure to attach the document you wish to print to the email. By default, MobilePrint should have your UTMail+ account on file. If your document doesn’t show up, refer to Step 3.

You should see your document in the Web Release window, as shown below. **DO NOT click print, or your document will be sent directly to the printer shown.**



### Step 3 – Optional: Registering an Email Address

By default, MobilePrint has your official UofT email address on file. If you send a file from an alternate unregistered address, you’ll get a message in your Inbox like the one below:



Please follow the instructions within the email and register your account with MobilePrint. If you have followed the instructions correctly, you should receive this email in your Inbox:



Follow the instructions in this email to confirm your address. You have now successfully registered your account on MobilePrint, and can now send documents from your mobile device.

**NOTE: After registering your email, you will have to re-send your document again for it to enter the queue. Documents sent from unregistered email addresses are deleted.**

## Step 4: Selecting Print Options

The images below display the various print options that are available for documents on MobilePrint. Depending on the type of mobile device you are using, the options may appear different:

- Colour vs. Black & White
- Single vs. Double sided printing (Duplex)
- Multiple pages per sheet
- # of copies
- Delete document from Queue
- Preview document
- Refresh document list

**If you are using a laptop/notebook**, the document options are located above the document list, and appear as the toolbar shown below.



**If you are using a smart phone**, the options window can be found by tapping any document that shows up on your main window, as shown below.



## Step 5: Printing your Document

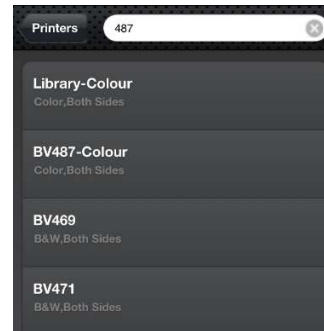
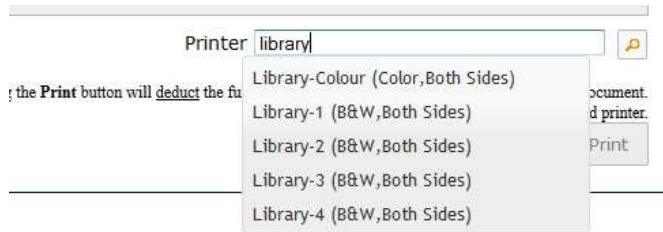
There are two ways to print your document from MobilePrint:

### Option 1: Use your TCard at any of the swipe print release stations around campus

If your document has been uploaded correctly and is in the queue (as shown in Step 2), then you can simply use your TCard at any of the swipe print release stations around campus to print your document.

## Option 2: Print your document using MobilePrint Web Release

Select the printer you wish to print to. By default, the last printer used (or your most-commonly used) printers are shown. To view more, click on the Magnifying glass and search the room number to find more available printers.



Select the correct printer you wish to release your document to and click "Print". This will automatically deduct funds from your account – no need to swipe your TCard! Be sure to be standing at the right printer or you may lose your document. The printer devices are clearly labelled with the correct name MobilePrint uses.

*If you have any trouble using MobilePrint, please visit the Student Helpdesk at one of three UTSC locations: the UTSC Library Commons, BV487 & IC35.*

*You can also contact them via email at [student-helpdesk@utsc.utoronto.ca](mailto:student-helpdesk@utsc.utoronto.ca)  
Or via phone at (416) 287-7391.*