

MOBILEPRINT PRINT FROM ANYWHERE

1. Visit uoft.me/mobileprint and sign in with your **UTORid credentials**
2. Click on **Upload** and select your document(s). It should automatically refresh once the upload has been successful, and your documents will be shown in the main window.

Not all file formats are accepted! If you are having difficulty uploading a file, try saving it as a PDF first, then upload it!

The screenshot displays the MobilePrint interface. At the top, there are tabs for 'Job List' and 'Activity'. Below the tabs are buttons for 'Refresh', 'Upload', and 'Delete'. The main area shows a table with columns for 'Type', 'Title', 'Print Preview', 'Pages', 'Pieces of Paper', 'Submitted Date', and 'Cost'. Two documents are listed: '09 - Complex Word doc - Letter.docx' (6 pages, 3 pieces of paper, \$0.30) and '20 - Presentation PDF - per slide.pdf' (39 pages, 20 pieces of paper, \$2.00). Below the table, there are navigation controls (back, forward, search, refresh) and a dropdown for '20 items per page'. At the bottom, there are three sections: 'Payment method' (My Funds: \$12.25, TBucks: \$12.25), 'Print options' (Color: Black & White, Pages per side: 1, Sides: Single Sided, Copies: 1, Page range: e.g. 1-5, 8, 11-13), and 'Destination' (Library-4 HP, LaserJet M606) with a 'Print' button.

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
	09 - Complex Word doc - Letter.docx		6	3	5 seconds ago	\$0.30
	20 - Presentation PDF - per slide.pdf		39	20	5 seconds ago	\$2.00

3. Select a document from the list above and modify your Print Options, shown at the bottom center of the screen. The available options are:
 - Colour* vs Black & White (* must have Colour printer selected)
 - # of Pages per Side
 - Single-sided (Simplex) vs Double-sided (Duplex)
 - # of Copies
 - Specify a Page Range (portion of the document to be printed)

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4. Select the printer you wish to print to, shown on the bottom right of the screen. The quick menu displays the previous four printers you have selected, but you can also search for a printer via location.

The screenshot displays the MobilePrint interface. At the top, there are tabs for 'Job List' and 'Activity'. Below these are buttons for 'Refresh', 'Upload', and 'Delete'. A table lists the jobs:

<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
<input checked="" type="checkbox"/>		09 - Complex Word doc - Letter.docx		6	6	9 minutes ago	\$0.60
<input type="checkbox"/>		20 - Presentation PDF - per slide.pdf		39	20	10 minutes ago	\$2.00

Below the table, there are navigation controls (back, forward, page 1, 20 items per page) and a 'Payment method' section showing 'My Funds : \$12.25' and 'TBucks : \$12.25'. The 'Print options' section includes:

- Color: Black & White
- Pages per side: 1
- Sides: Single Sided
- Copies: 1
- Page range: e.g. 1-5, 8, 11-13

On the right, a 'Recently Used Printers' dropdown menu is open, showing two options:

- Library-4 HP, LaserJet M606 (selected) (\$0.60)
- Library-3 HP, LaserJet E60065

Below the printers is a search bar with the text 'Start typing to search for a printer' and a 'Print' button. A hand cursor is pointing at the 'Print' button.

5. Verify your print options & make sure the pricing is proper. IITS charges \$0.10 for black & white per **Piece of Paper** and \$0.25 for colour per **Page**. Documents with a mixture of black & white and colour will have mixed pricing applied if you choose to print your document in colour.
6. Click on Print to release your document. No need to use your TCard! If you experience any issues, please contact the Student Helpdesk.