

iPrint Mobility Printing

Android

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Table of Contents

| | |
|--|----|
| Connect to the UofM Wi-Fi Network | 3 |
| Installing Mobility Print Printer Setup | 4 |
| Printing on an Android | 9 |
| Service Desk Request | 13 |
| Submitting a Ticket..... | 13 |
| Call the ITS Service Desk (901.678.8888) on a 24/7 basis | 13 |
| Email umTech | 13 |
| Important Links | 13 |

Purpose

This training material highlights how to install and use Papercut Mobility Printing on Android devices.

Audience

This training material is designed for university faculty, staff, and students.

Device Requirements

Mobility Print supports Android 4.4+. Supported devices includes Android phones and tablets from Google, Samsung, HTC, Lenovo, LG, Sony, Huawei among others.

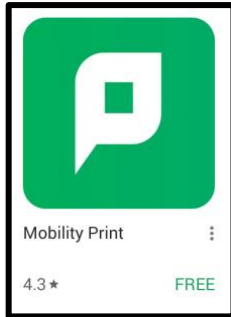
Connect to the UofM Wi-Fi Network

For instructions on how to connect to the **um** Wi-Fi network, [please see our umWireless documentation](#).

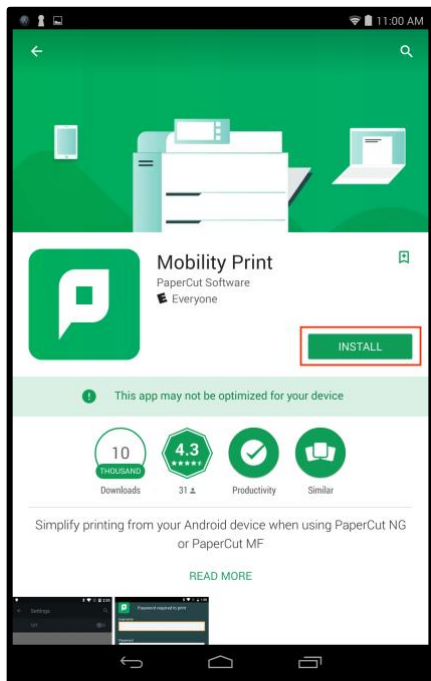
Note: It is recommended to connect to um, as these features are not available on um-guest.

Installing Mobility Print Printer Setup

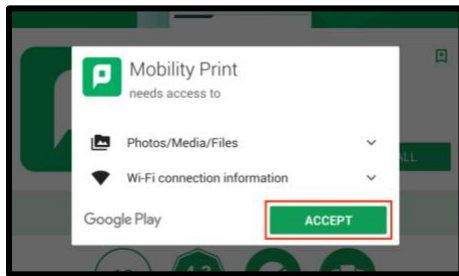
1. If this is your first time using Mobility Print, you will need to install the [Mobility Print app](#) from the Google Play Store. You can download the app using this link or you can search for it directly in the Google Play Store.



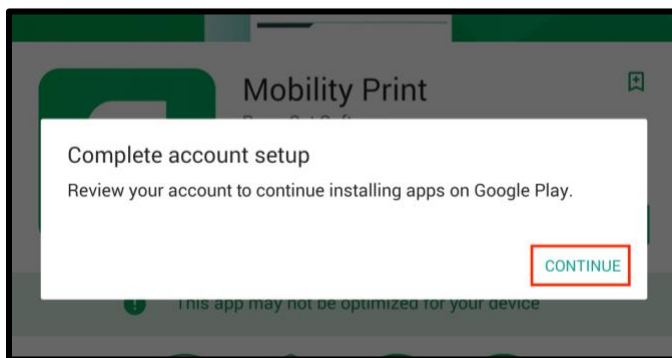
2. Tap Install.



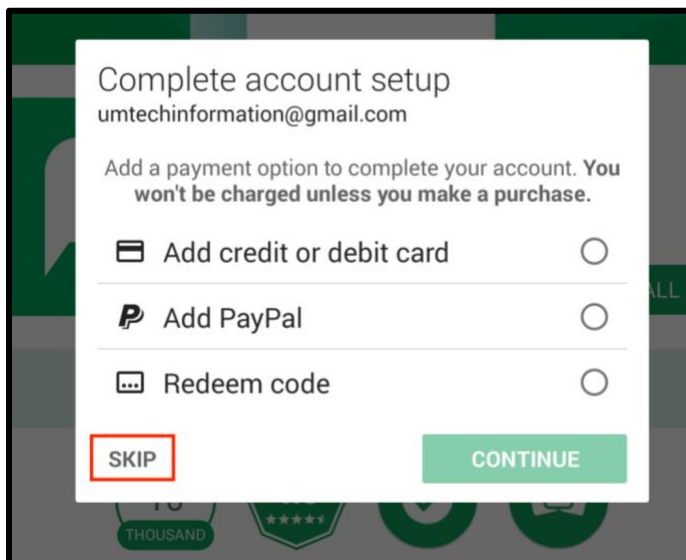
3. Next, **Mobility Print** may ask for access to **Photos/Media/Files**, if so, click **Accept**.



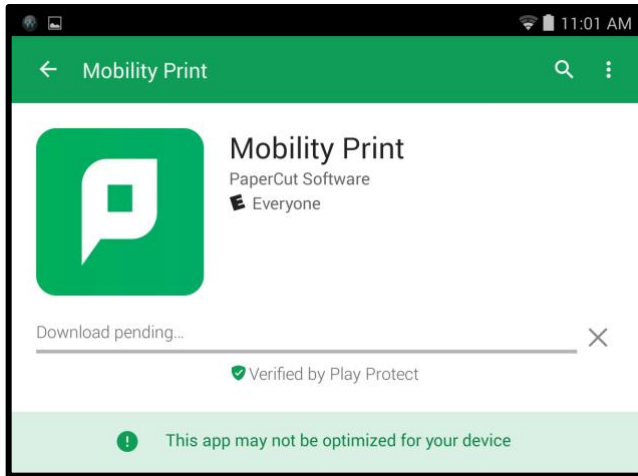
4. Google Play may ask you to complete account set up. Click **Continue**, to review your account and to continue installing apps on Google Play.



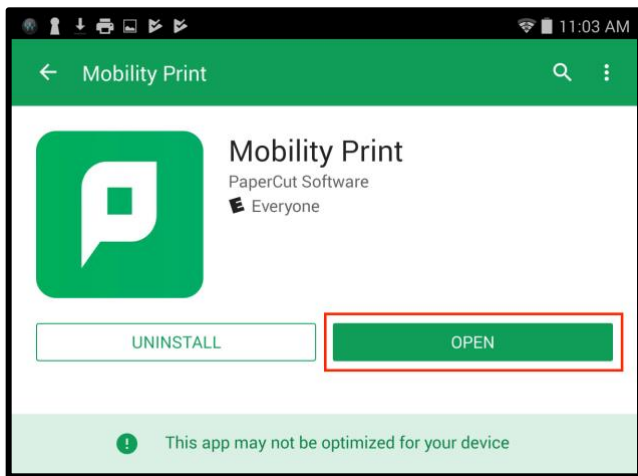
5. You can choose to skip this step. By clicking **Skip**.



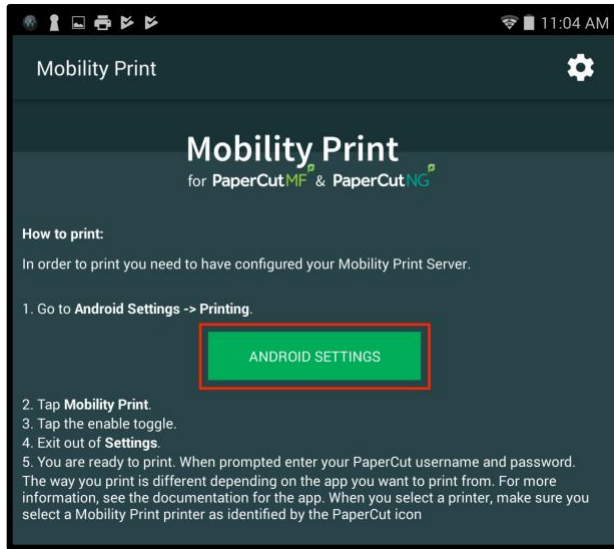
6. The software will begin to install.



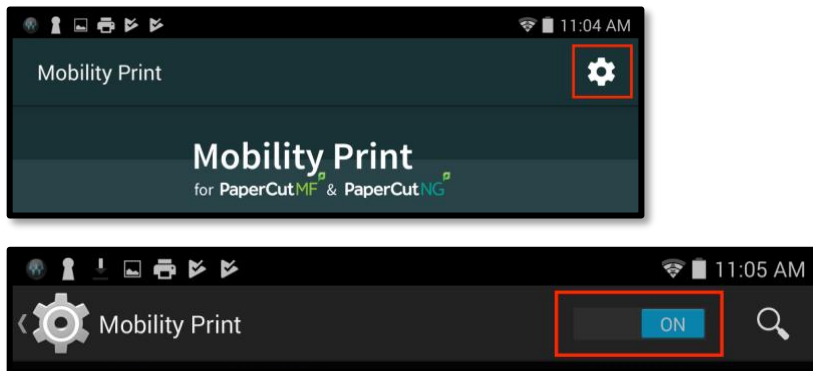
7. Tap Open.



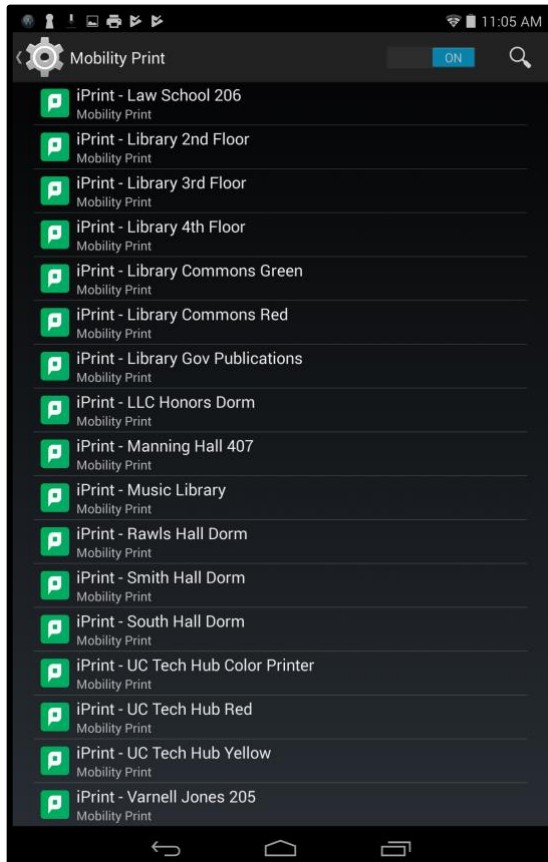
8. Next, tap **Android Settings**.



9. Select the **Mobility Print Settings** Button to enable the service. Tap on the toggle button in the top-right corner of your screen to **ON**.



10. A list of available printers should appear once Mobility Print has been switched to the on position.



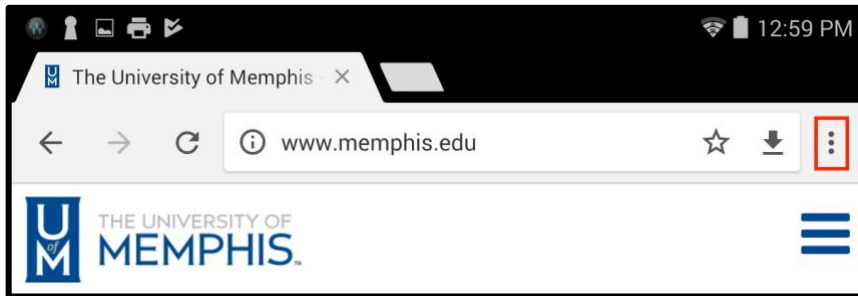
11. Exit settings.

Note: If you want to use more than one printer on campus, repeat these steps for each printer.

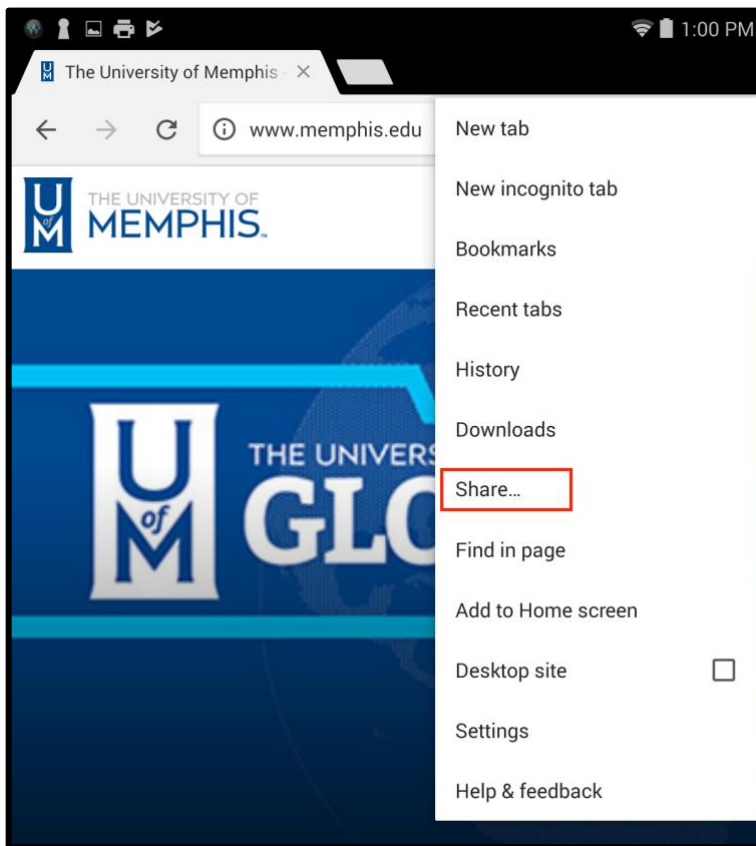
Printing on an Android

1. To print, open the content you want to print.
Note: Printing may vary from program to program.

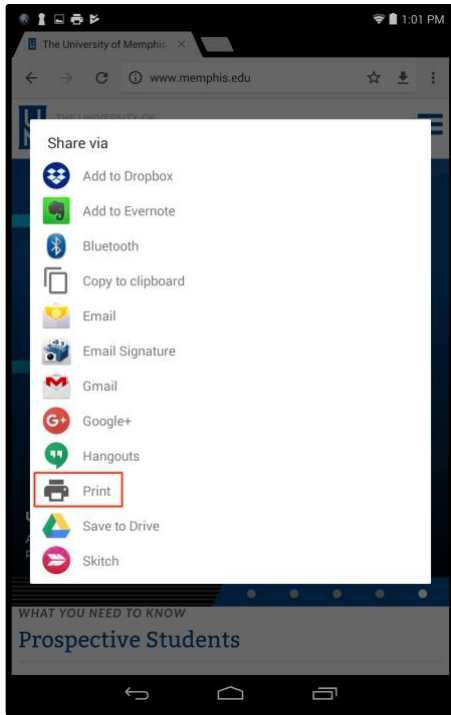
2. In Chrome, open the app menu.



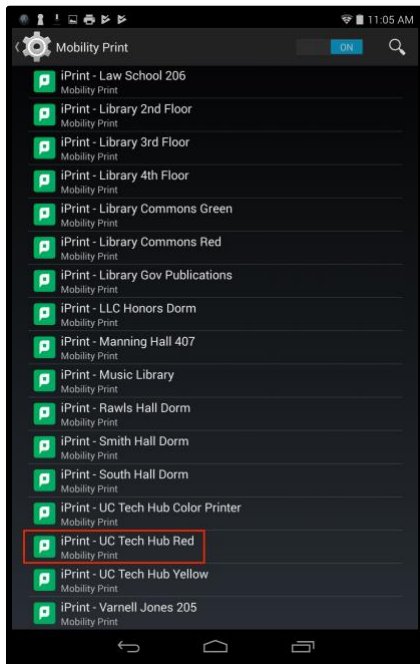
3. Tap Share.



4. Tap **Print** or the print icon to see a list of printers.

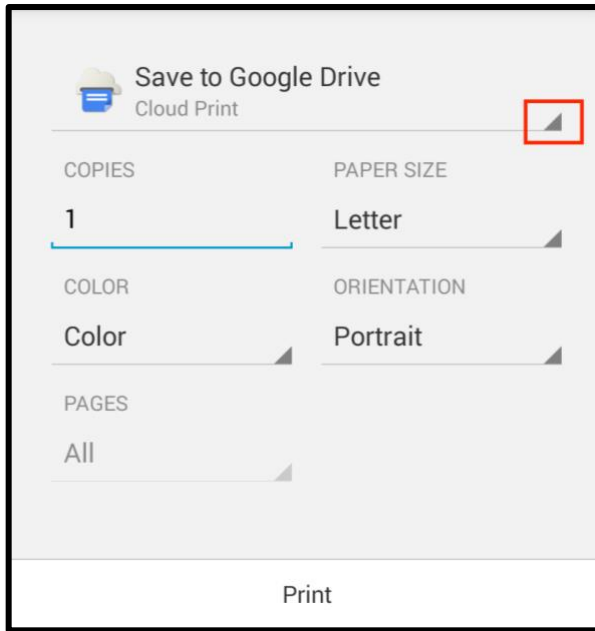


5. If you do not wish to use the default printer, tap the default printer and choose the correct one.

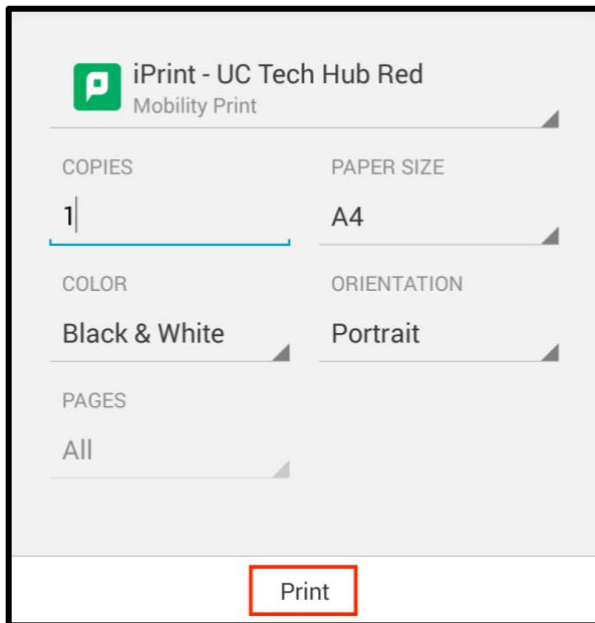


Note: Papercut printers have the Papercut logo  beside them.

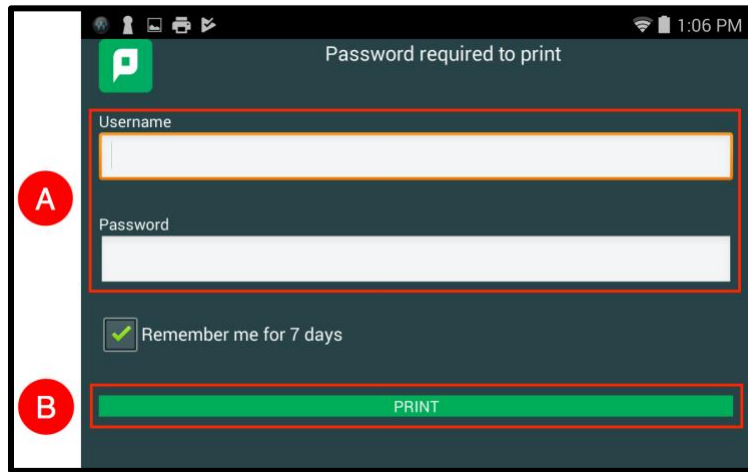
6. To change the print settings, tap the **down arrow** in the center of the screen.



7. Once you have chosen your settings, tap **Print**.

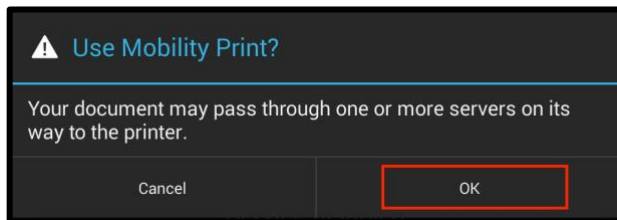


8. A) Authenticate using your UofM credentials. B) Tap **Print**.



*Note: If you select the **Remember me for 7 days** checkbox, your tablet will remember your login details for that printer for one week.*

You may receive this message once your item has been sent to print. Click, **OK**.



9. Pick up your print from the specified printer.

Locating Help Resources

umTech offers support to faculty, staff, and students. Upon completing the training covered in this course, faculty, staff, and students can receive additional training help and resources. Such help can be located as follows:

Service Desk Request

Submitting a Ticket

- Login URL:
 - [Here is a link to our service desk ticketing system](#)
 - After logging in, choose the link **Request Help or Services**.
 - Choose Request Help or Services.

Call the ITS Service Desk (901.678.8888) any day of the week! (Excluding Some Holidays)

- The ITS Service Desk hours will be as follows:
 - Monday - Friday 8:00 am - 8:00 pm
 - Saturday 10:00 am - 2:00 pm
 - Sunday 1:00 pm - 5:00 pm
- You can contact the Service Desk for assistance with technical login problems or issues. Incoming calls after hours will be handled by voicemail services. If you require assistance after 8:00 p.m., please leave a message or submit a service request.
- Messages will be checked regularly and receive priority response the following business day. You may also email umTech, umtech@memphis.edu (using this email will automatically generate a help desk ticket).

Important Links

- [Explore the umTech Website](#)
- [Search Our Solutions Page](#)