

# iPrint Mobility Printing

Android

## umTech

100 Administration Bldg., Memphis, TN 38152

Phone: 901.678.8888

Email: [umtech@memphis.edu](mailto:umtech@memphis.edu)

[umTech Website](#)

## Table of Contents

---

Connect to the UofM Wi-Fi Network .....	3
Installing Mobility Print Printer Setup .....	4
Printing on an Android .....	9
Locating Help Resources .....	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 include Android phones and tablets from Google, Samsung, HTC, Lenovo, LG, Sony, and Huawei, among others.

## Connect to the UofM Wi-Fi Network

---

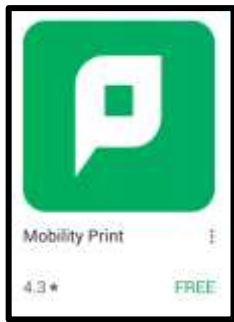
For instructions on how to connect to the **um** Wi-Fi network, [please see our umWireless documentation](#).

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

## Installing Mobility Print Printer Setup

---

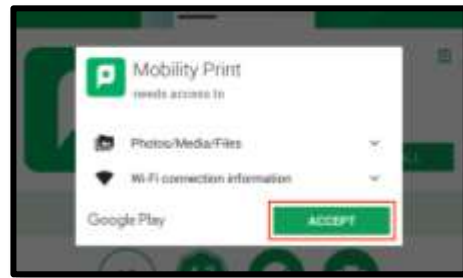
1. If this is your first time using Mobility Print, you will need to install the [Mobility Print app](#) from the Google Play Store. You can download the app using this link or you can search for it directly in the Google Play Store.



2. Tap **Install**.

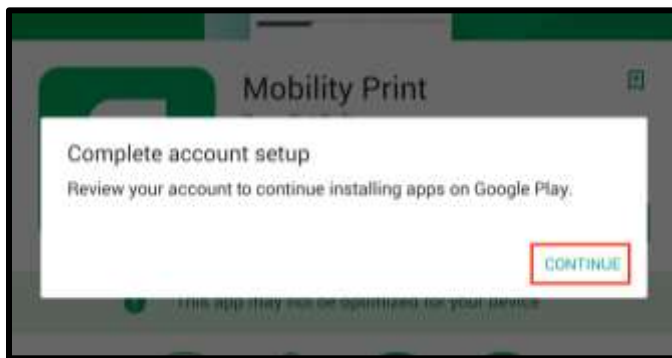


3. Next, **Mobility Print** may ask for access to **Photos/Media/Files**, if so,

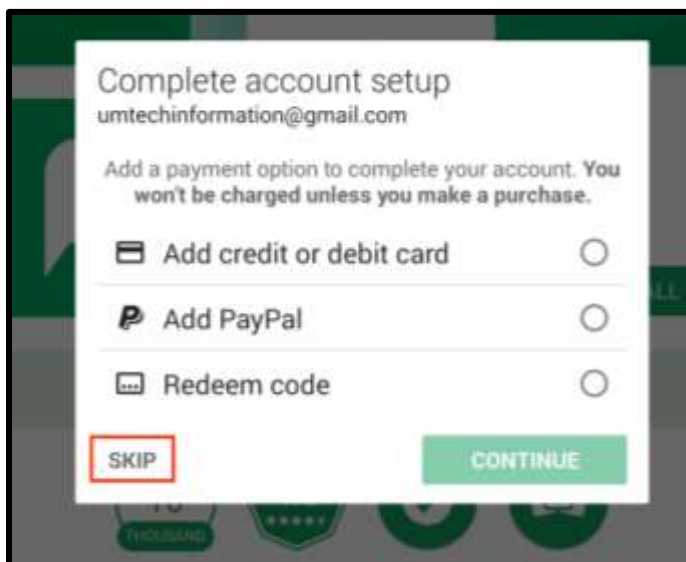


click **Accept**.

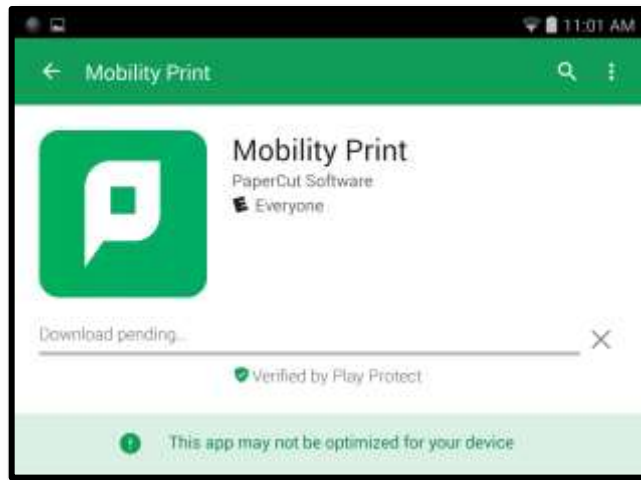
4. Google Play may ask you to complete account set up. Click **Continue**, to review your account and install apps on Google Play.



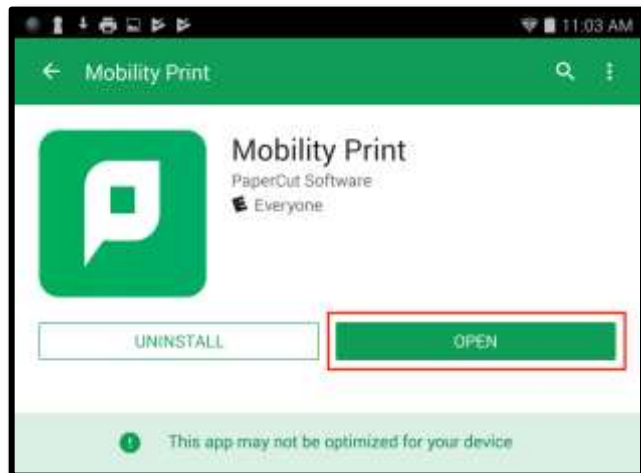
5. You can choose to skip this step. By clicking **Skip**.



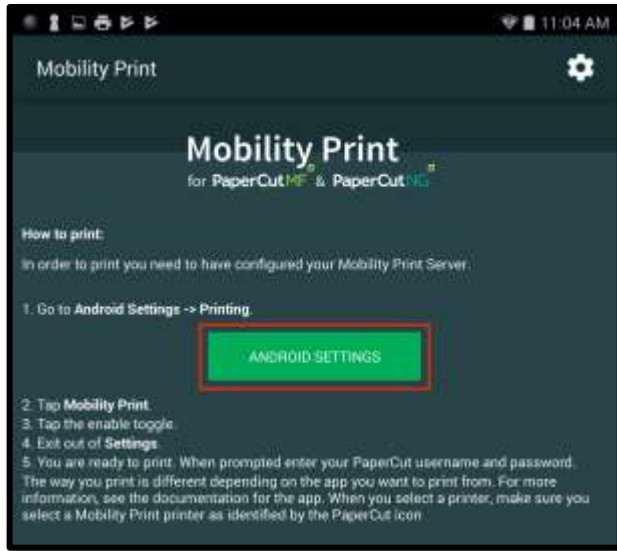
6. The software will begin to install.



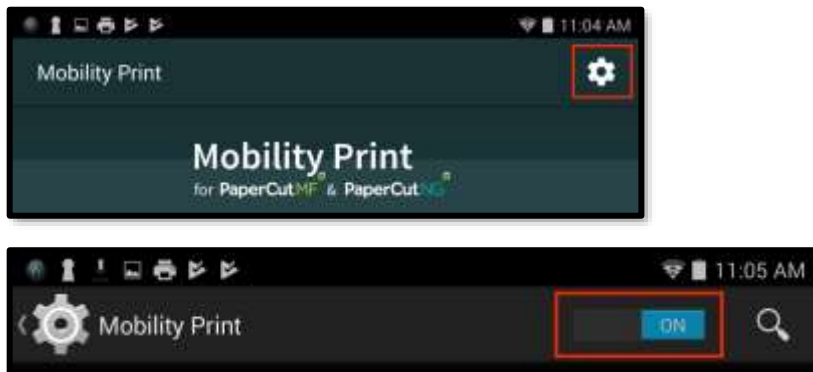
7. Tap **Open**.



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

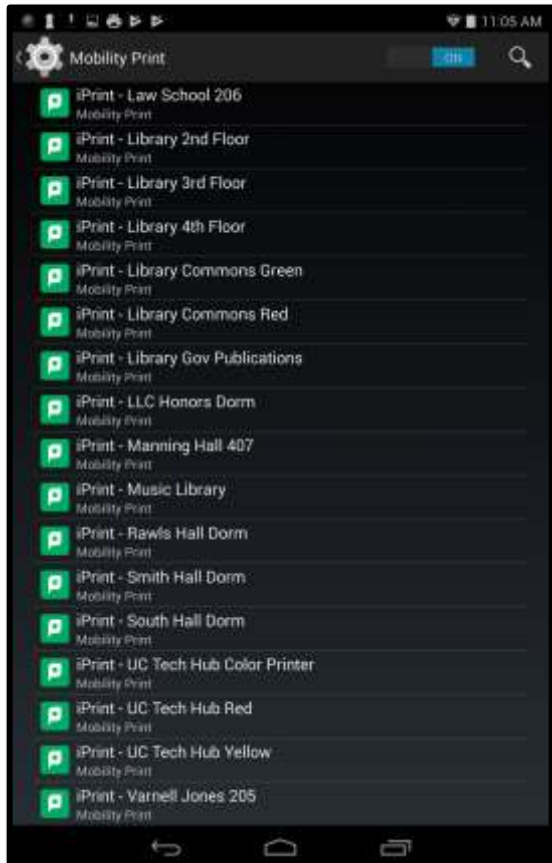


9. Select the Mobility Print Settings Button to enable the service. Tap on the toggle button in the top-right corner of your screen to **ON**.





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



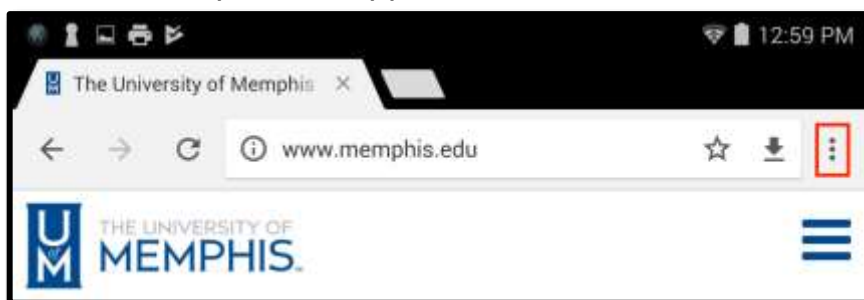
11. Exit settings.

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

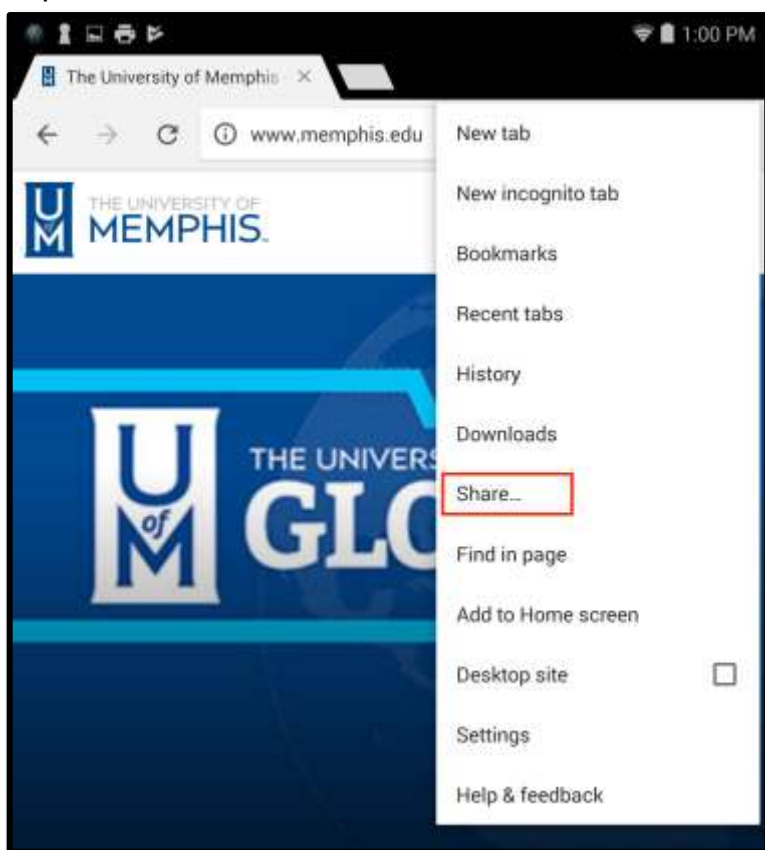
## Printing on an Android

---

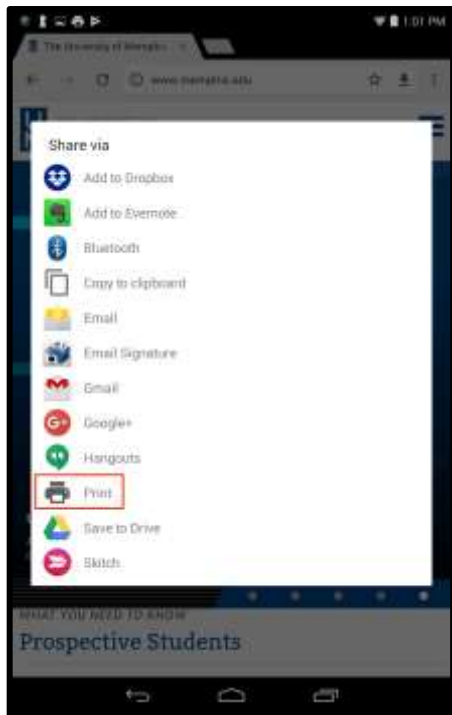
1. To print, open the content you want to print.  
*Note: Printing may vary from program to program.*
2. In Chrome, open the app menu.



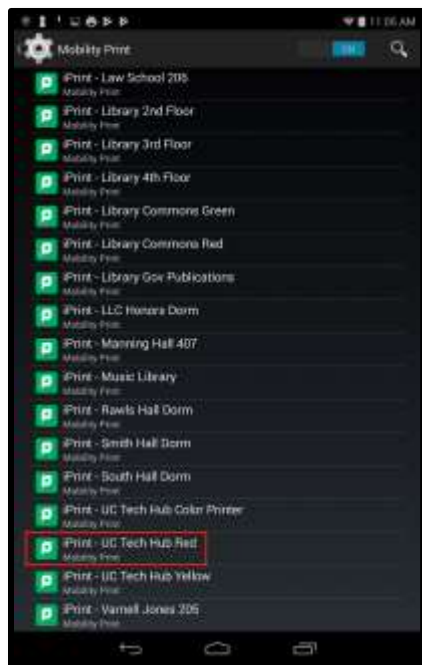
3. Tap **Share**.



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

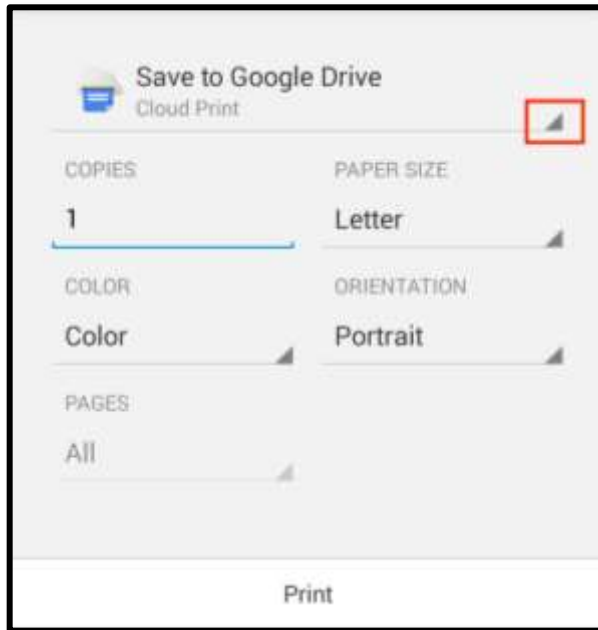


5. If you do not wish to use the default printer, tap the default printer and choose the correct one.

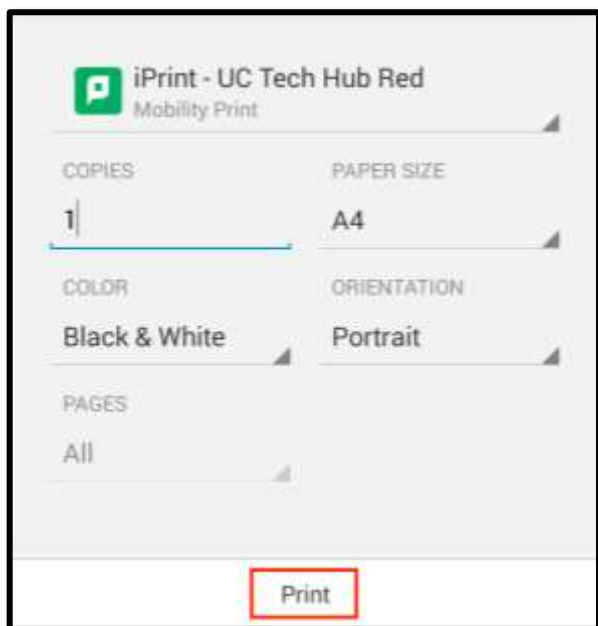


*Note: Papercut printers have the Papercut logo  beside them.*

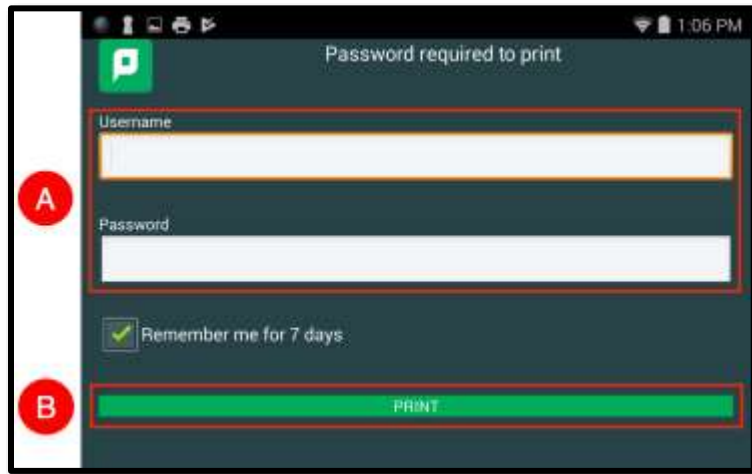
6. To change the print settings, tap the **down arrow** in the center of the screen.



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

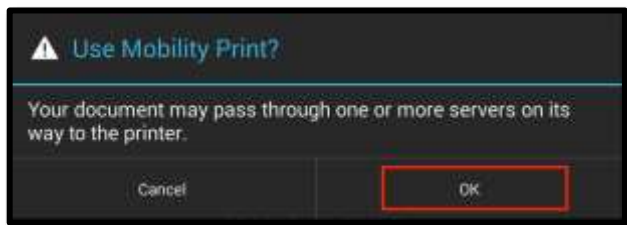


8. **A)** Authenticate using your UofM credentials. **B)** Tap **Print**.



**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.

**Note:** When printing multiple pages, keep your page amount below 50, or the print tab will reset.

# Locating Help Resources

---

umTech offers technical support and resources to faculty, staff, and students. Assistance can be found through any of the support services below:

## Submitting a Service Request

Login URL: [Click here to access our service desk ticketing system.](#) After logging in, choose the appropriate form to request services.

Contact the ITS Service Desk — 901.678.8888 any day of the week! *(Excluding Some Holidays)*

ITS Service Desk Walk-In hours (Admin Building Room 100):  
Monday – Friday 8:00 am – 4:30 pm

The ITS Service Desk Call Center hours:  
Monday – Friday 8:00 am – 8:00 pm  
Saturday 10:00 am – 2:00 pm  
Sunday 1:00 pm – 5:00 pm

Contact the Service Desk for assistance with technical login problems or issues. Voicemail services will handle ALL incoming calls after hours. If you require assistance after 8:00 pm, please leave a message or [submit a service request](#).

Voice messages will be checked regularly and will receive a priority response the following business day. You may also email umTech at [umtech@memphis.edu](mailto:umtech@memphis.edu). (**Note:** Using this email will automatically generate a service request.)

## Important Links

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