

# iPrint Mobility Printing

iOS (iPhone and iPad)

## 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
Papercut Mobility Printing iOS (iPhone & iPad) .....	4
Service Desk Request .....	6
Submitting a Ticket.....	6
Call the ITS Service Desk (901.678.8888) on a 24/7 basis .....	6
Email umTech .....	6
Important Links .....	6

## **Purpose**

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

## **Audience**

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

## **Device Requirements**

Mobility Print supports iOS 9.2+ On iPhones and iPads.

## 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.*

## Papercut Mobility Printing iOS (iPhone & iPad)

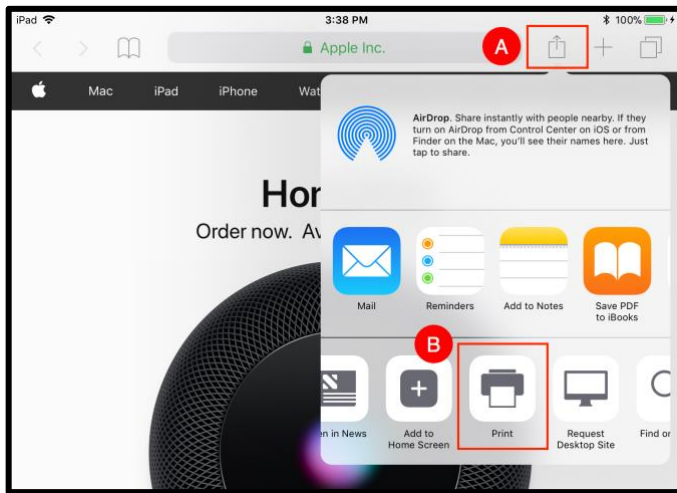
---

1. Open the content you want to print.

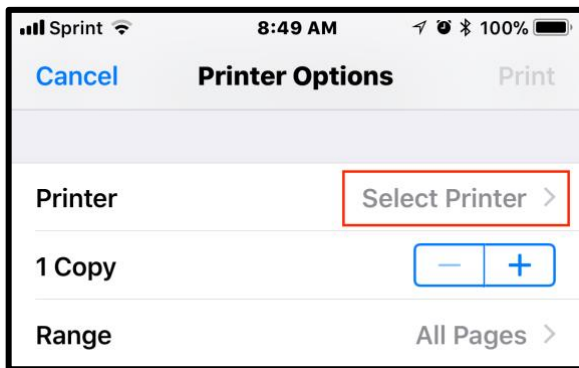
*Note: Printing may vary from program to program.*

2. Tap the (A) share icon —  —. Swipe left, then tap the (B) Print icon.

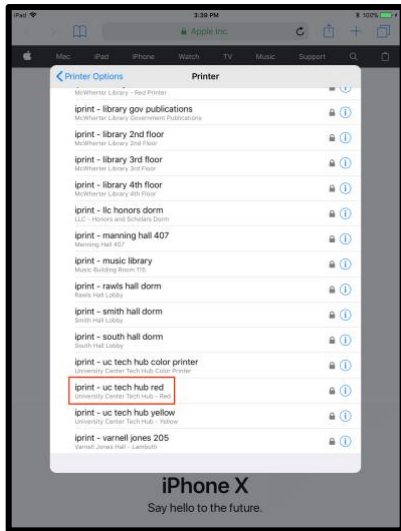
*Note: The share icon placement may vary based on updates.*



3. Tap Select Printer



4. Select a printer.

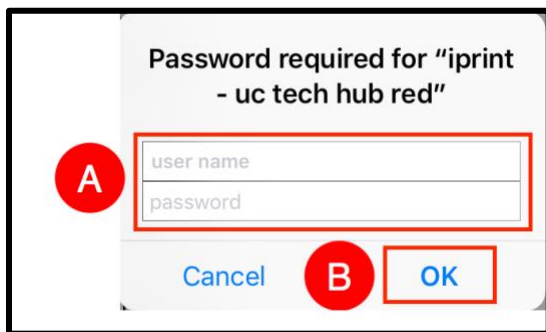


*Note: If you want to use more than one printer on campus, repeat these steps for each printer.*

5. To see the print settings, tap **Options** and choose your desired print settings. Tap **Print**.



6. A) Authenticate using your UofM credentials. B) Tap **OK**.



7. 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](mailto:umtech@memphis.edu) (using this email will automatically generate a help desk ticket).

## Important Links

---

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