

iPrint Mobility Printing

Windows OS

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Purpose

This training material highlights installing and using Papercut Mobility Printing on Windows devices.

Audience

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

Device Requirements

Mobility Print supports Microsoft Windows OS.



Connecting to the UofM Wi-Fi Network

For instructions on how to connect to the **um** Wi-Fi network, <u>please see our</u> <u>umWireless documentation</u>.

Note: You should connect to um, as these features are unavailable on umguest.



Installing Mobility Print Printer Setup

1. If this is your first time using Mobility Print, you must install an application to add the network printers. Click download and run *Mobility Print Printer Setup* (**pc-mobility-print-printer-setup.exe**).

PaperCut	Home	Producta	Tour	Solutions	Sapport	More +	Seech D	Free Trial
	Рар	erCu	t Mo	obility Dov	/ Prin vnloa	t Printer d	Setup	1
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2. Once downloaded, double click to run the mobility print printer setup program.





3. Click Run.



Note: You may be prompted to allow Mobility Print to change your computer. If so, click **Yes**. Depending on your settings, you may need to enter a username and password.

4. Select the language you would like to use during installation.

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Select the language installation:	je to use duri	ng the
English		
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5. Select **I accept the agreement**; then click **Next**.

Please read the following im	portant information before continuing.
Please read the following Li agreement before continuir	cense Agreement. You must accept the terms of this ig with the installation.
END	USER LICENSE AGREEMENT
1 AGREEMENT	
This End User License International Pty Ltd (AC Camberwell, Victoria, 3	Agreement is between PaperCut Software IN 124 440 400) of Level 1, 3 Prospect Hill Rd, 124, Australia (PaperCut), and:
I accept the agreement	
	ement
I do not accept the agree	



6. Select a printer, then click **Next**.

inter selection	
Select the printer you want to add to Windows:	
 iPrint - Library Commons Green [McWherter Library - Green Printer] iPrint - Library Commons Red [McWherter Library - Red Printer] iPrint - Library Gov Publications [McWherter Library Government Publications iPrint - Manning Hall 407 [Manning Hall 407] iPrint - Music Library [Music Building Room 115] iPrint - Rawls Hall Dorm [Rawls Hall Lobby] iPrint - Smith Hall Dorm [South Hall Lobby] iPrint - South Hall Dorm [South Hall Lobby] iPrint - UC Tech Hub Color Printer [University Center Tech Hub Color Printer] iPrint - UC Tech Hub Red [University Center Tech Hub - Red] iPrint - UC Tech Hub Yellow [University Center Tech Hub - Yellow] iPrint - Varnell Jones 205 [Varnel] Jones Hall - Lambuth] 	

7. Authenticate using your UofM credentials and click **OK**.





8. Click Finish.

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

Setup - Mobility Print Print	er 🖉 👘 👘 🐜
	Completing the Mobility Print Printer Setup Wizard
<u> </u>	Setup has finished installing Mobility Print Printer on your computer.
	Click Finish to exit Setup.
	Finish

- 9. To print, open the content you want to print.
 - **A.** For a website, right-click and select **Print**.
 - **B.** For a document, click **File** then **Print**.



10. Select a printer.



11. Select your desired print settings.



12. Finally, click **Print**.

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Info	Print
New	Copies: 1 🗘
Open	
Save	Print
Save As	Printer [®]
Save as Adobe PDF	iPrint - UC Tech Hub Red [U Ready
	Printer Properties
Print	Settings
Share	Print All Pages
Export	The whole thing
Close	Print One Sided Only print on one side of th

13. 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: <u>Click here to access our service desk ticketing system.</u> 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 <u>submit a</u> <u>service request</u>.

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

Important Links

Explore the umTech Website Search the Solutions Page