

## Mobile Printing on a Chromebook

UH students & staff can print to the ‘print, copy, scan’ devices from personal and UH Windows devices. These print jobs can be released to print within 72 hours with your UH ID card on any ‘print, copy, scan’ device on either campus.

**Important: Mobile printing requires your device to be connected to the UH network.**

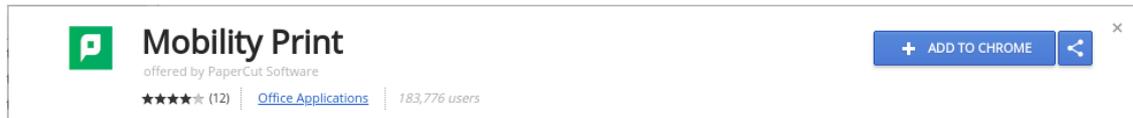
**On campus:** Connect either with a network cable or by WiFi (UHWifi or Eduroam but not \_The Cloud). For help see [ask.herts.ac.uk](http://ask.herts.ac.uk).

**Anywhere:** Connect with 3G/4G or any wired/WiFi network while running Pulse Secure. For help on Pulse Secure see [ask.herts.ac.uk](http://ask.herts.ac.uk).

UH students can only release prints if they have enough print credit. For information on how to check and credit your account see [ask.herts.ac.uk](http://ask.herts.ac.uk).

**Device requirements:** Chrome OS with Chrome version 43 onwards. Supported devices include Chrome Books from Acer, Asus, HP, Lenovo, and Toshiba.

1. Install the [Mobility Print](#) app from the Chrome Web Store. Please note that this only needs to be done once. When printing subsequently, start with step 2 below.



2. You are now ready to print. Open the document/email/webpage you wish to print.
3. Select **Print**. Depending on the app you are using, this option may be under the file menu (e.g. In Google Docs) or under the general menu (e.g. Chrome browser).
4. Click **Change** and select the appropriate printer. This choice depends on whether you are printing from a staff or a student account, and whether you want black and white (mono) or colour printout.

Account Type	Colour / Mono	Printer
Student	Colour	Student-Colour-Mobile-Printing...
	Mono / B&W	Student-Mono-Mobile-Printing...
Staff	Colour	Staff-Colour-Mobile-Printing...
	Mono / B&W	Staff-Mono-Mobile-Printing...

If you select the wrong staff/student option, you may get an error later when logging in.

*If you would like a copy of this document in a different format, please contact the Helpdesk on +44 (0)1707 284678 or ext. 4678 or email [helpdesk@herts.ac.uk](mailto:helpdesk@herts.ac.uk)*

5. Change the printer properties as appropriate to select paper size, pages required and number of copies. Check that you are using both the correct printer and settings, depending on whether colour or mono printout is required. It is your responsibility to check these settings are correct before printing.
6. When prompted, enter your UH **Username** (e.g. ab12cde) and the **Password**.
7. Click **Sign in and print**.

### **Releasing your print jobs at a 'print, copy, scan' device**

Once you have sent your jobs to print, you need to release them (within 72 hours). Locate your nearest 'print, copy, scan' device and hold your UH ID card against the card reader to login. Any pending jobs are list with the newest at the top. Select either **Print All**, or an individual print job followed by **Print**. You must logout when you have finished.