

Mobile Printing on an iPad or iPhone

UH students & staff can print to the 'print, copy, scan' devices from personal and UH iPads & iPhones. 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.

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

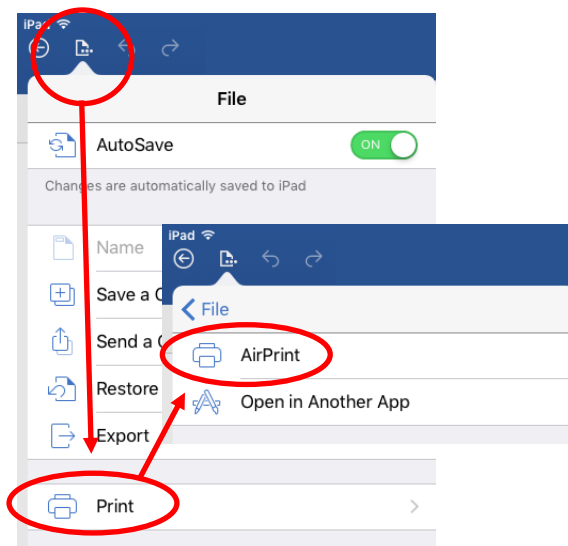
UH students can only release prints if they have enough print credit. For information on how to check and credit your account see ask.herts.ac.uk.

Device requirements: iOS 9.2 onwards

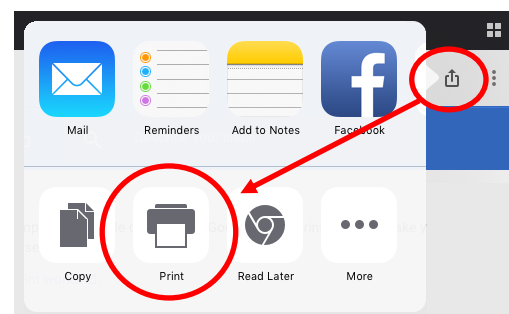
On iPads and iPhones, mobile printing works like AirPrint.

1. Open the email, website or document you wish to print.
2. The method of printing may vary depending on the App used. It may not be possible to print from some apps.

In Microsoft Office Apps, go to **File icon > Print > AirPrint**.



In other apps, use **Share > Print**. You may need to scroll to see the print icon (if you have many apps installed).



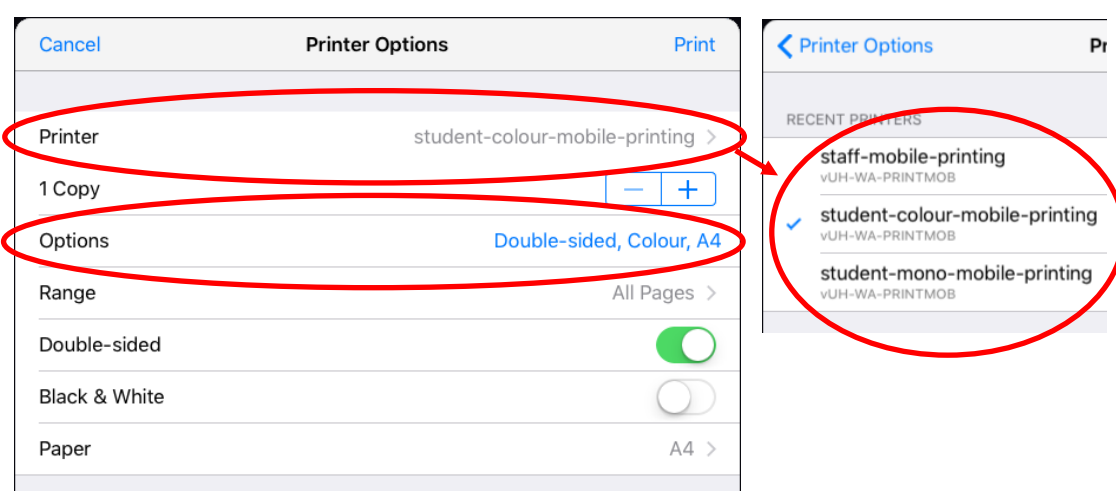
3. The **Printer Options** dialogue will open.

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

Select the appropriate printer depending 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 are unable to see these printer options, check you are either connected to the UH network, or logged in to Pulse Secure. If you are, try disconnecting and reconnecting.
- When you first select a printer, you will be prompted for your UH login details. Enter your UH username (e.g. ab12cde) and password.
- Back in the **Printer Options** window, you can see the default print settings. Remember to choose the correct mono or colour printer in step three. If choosing one of the colour printers, make sure the Black & White slider is off (to the left). Click on the **Options** entry to expand the menu. Change these settings with the toggle switches as required. It is your responsibility to check these settings are correct before printing.
- When happy with the settings, Click **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.