

Mobile Printing on an Android Device.

UH students & staff can print to the 'print, copy, scan' devices from Android 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 with a network cable or by WiFi (UHWifi or Eduroam but not _The Cloud). For help see <https://getconnected.herts.ac.uk/>.

Anywhere: Use the Ivanti Secure Access Client (previously called Pulse Secure). For more information see <https://vpnsetup.herts.ac.uk>.

UH students need sufficient credit to be able to release prints - <https://ask.herts.ac.uk/>.

Device requirements: Android 5.0 onwards.

1. Download the **Mobility Print** app from **Google Play Store**.



Mobility Print
PaperCut Software

2. Once installed, click **Open** and follow the instructions on the screen.

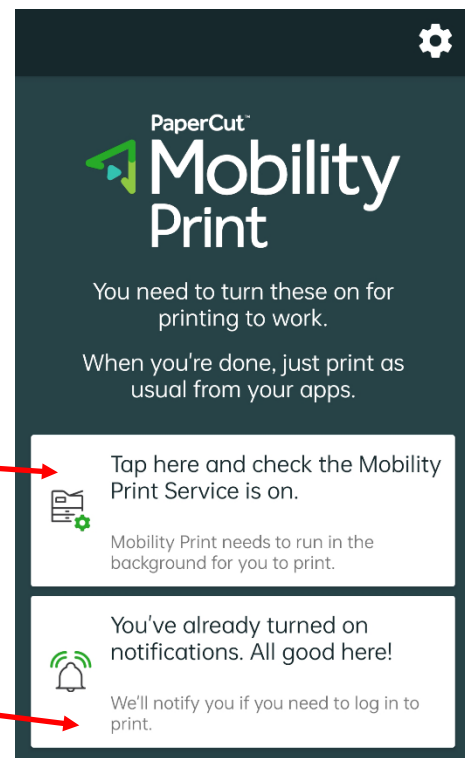
Press **Tap here and check the Mobility Print Service is on**. If necessary, slide the toggle switch to the right to enable (see below)

Mobility Print



Notifications **MUST** be enabled for Mobility Print.

Close **Settings**.



3. Open the appropriate app and the document/email/page you wish to print.
Click on the app's menu icon. This usually looks like a stack of three dots or horizontal lines at the top of the screen. Select **Print** from the menu. If **Print** isn't available, try selecting **Share** and then look for a **Print** icon. You can't print from all apps.
4. Your device will now search to find the available printers. This may take a few seconds. You may need to click the down arrow to expand the list to view all printers. You may also then need to select **View All Printers** at the bottom of the page.

For further help and information see AskHerts or contact the Helpdesk on +44 (0)1707 284678 or internal ext 4678, or email helpdesk@herts.ac.uk

Select the appropriate printer based on whether you are printing from a staff or student account, and whether you want black and white (mono) or colour printout. If you select the wrong staff/student option, you may get an error when logging in.

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...

- Expand the drop-down print settings menu and select the settings you require.

Copies: 01, 02, 03 etc.

Cancel

Preview

Print

Colour: Black & White / Colour.

Make sure you have selected the appropriate mono or colour printer in step 4.

Check that the Black & White / Colour drop down list matches your choice of printer. (E.g. Colour for the colour printer, Black and White for the Mono printer.)

Single-sided / Double-sided

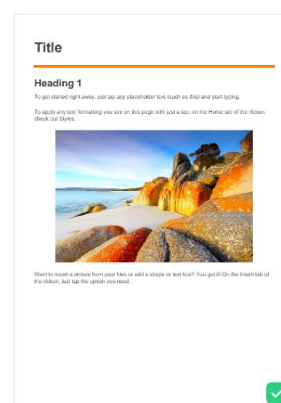
Paper size: A4 / A3 etc.

Pages: All pages / Select pages.

Orientation: Portrait / Landscape

- Select **Print** (top right). You may get a 'Use Mobility Print' alert, if so, click **OK**.
- You should get a **Your job needs authentication** notification and enter your UH login details. Use your username without the @herts.ac.uk (e.g. ab12cde) and password. If you Select **Remember me**, your login will be remembered for that printer for one week.
Click **SIGN IN AND PRINT**.

Student-Colour-Mobile-Printing
vUH-WA-PRINTMOB



Page 1/1

Print settings

Copies

1

Colour

Portrait

Double-sided

A4

All pa...

1

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

Once sent, you need to release prints within 72 hours at a 'print, copy, scan' device by holding your UH ID card against the card reader to login. Any pending jobs are listed with the newest at the top. Select either **Print All**, or an individual print job followed by **Print**. You must logout from the 'print, copy, scan' device when you have finished.

For further help and information see AskHerts or contact the Helpdesk on +44 (0)1707 284678 or internal ext 4678, or email helpdesk@herts.ac.uk