QUICK REFERENCE GUIDE

EMAIL PRINT SUBMISSION
1. Compose a new email or forward an existing email
2. Add attachments or content in email body
3. Send email to mobileprint@uta.edu
4. First time users, follow the detailed steps to register your account
5. See release a queued job to print

WEB PRINT
1. Login to https://pharosmobileprt.uta.edu/MyPrintCenter
2. Displayed is a list of submitted jobs ready to print and the available print balance
3. Refresh, if a submitted job is not displayed
4. Upload additional documents by clicking the "Upload a document" button
5. Click Refresh to add document to list

RELEASING A QUEUED JOB TO A PRINT
1. Locate an UTA Pharos Printer that supports printer type (B&W and/or Color)
2. Activate login screen with the mouse
3. Login using valid UTA NetID and password
4. Print queue will display current jobs pending and available balance
5. Click Print and collect document

SUPPORTED DOCUMENTS
Microsoft Word, Microsoft Excel, Microsoft Outlook, Adobe, Image formats
For a detailed list, please see supported document types

SUPPORTED EMAIL
Apple Mail, Microsoft Outlook, Gmail, Hotmail and Yahoo Mail
For a detailed list, please see supported email client

LIMITATIONS
1. Documents must contain at least 200 characters
2. Third party application can be used if mobile apps has an email option
3. Mobileprint will process only ten file attachment at a time
4. If system is busy, jobs can be resubmitted to MobilePrint or printed directly from OIT lab

PLEASE NOTE
1. Email registration is required only once for each user email account.
2. Your first email job will not be processed during the registration process and must be resubmitted

ABOUT

MobilePrint integrates with existing Office of Information Technology (OIT) printing system to enable user to print documents, images and email messages using email or a web capable devices, which includes smartphone, tablets, laptops, and desktop. It connects to the existing OIT printing system and your printing credits. MobilePrint supports color and black and white printing. It does not support plotting. To submit your print job through MobilePrint, send an email to mobileprint@uta.edu or login to the web version at https://pharosmobileprt.uta.edu/MyPrintCenter

REQUIREMENTS
1. UTA NetID Account
2. Printing account with sufficient printing credits
3. Mobile or tablet device (iOS, Android, Windows Mobile) with active email client

EMAIL PRINT
1. Compose a new email or forward an existing email with the content in the body or a file attachment to mobileprint@uta.edu.
2. MobilePrint will acknowledge the submitted print job by sending you an email showing a list of submitted documents and instructions on how to release the documents for print.
3. If your email address is not recognized or not registered in the system, MobilePrint will send an email response with detailed steps for registering your email account. (Please refer to email registration.)
4. Locate an OIT printing release station and follow the instructions on the screen. (Please refer to releasing a queued job to a printer.)

WEB PRINT
Web print is a web application that allows users to submit print jobs, release print jobs, and check account balance.
1. Login to the MobilePrint website at https://pharosmobileprt.uta.edu/MyPrintCenter
2. After logging in, you will see the list of submitted jobs that are ready to print and the available printing balance.
3. If a submitted job is not displayed, please click the "Refresh" button to see if it appears. Please resubmit if MobilePrint does not show your job.
4. To upload additional documents to print, click the "Upload a document" button and browse where the documents are stored. Then simply click the "Refresh" button to add the document to the list.

RELEASING A QUEUED JOB TO A PRINTER
A print job will be queued in the Pharos Printing System for up to 2 hours. Print jobs that are not released within 2 hours will be automatically deleted. Please use a print release station to release the print job(s).
1. Locate an UTA Pharos Printer that supports printer type (black and white and/or color)
2. Activate the login screen with the mouse
3. Login using an UTA valid NetID ID and password
4. After logging in, users will see their pending jobs in the print queue. Please note that some jobs are not seen at every location, because each location supports certain types of printing (black and white and/or color)
5. Click the available print balance to make sure the funds are available to print job.
6. Click "Print" and collect the printed document

EMAIL REGISTRATION

1. First time users who submit documents to print via email will receive a reply email that contains detailed instructions on how to register an email address with MobilePrint.
2. Clicking the "click to register your email address" link will open the MobilePrint web release website.
3. Please enter your valid UTA NetID and password
4. Your "user profile" will open, displaying the email address of the submitted print job. This email address will automatically be added the list of registered email addresses.
5. Please click "+" sign to add additional email addresses.
6. A confirmation email will be sent to verify the registration request to MobilePrint.
7. After clicking the confirmation link within the email message, you will immediately be redirect to the Mobileprint Web Release website.

Please note:

1. Email registration is required only <u>once</u> for each user email account.
2. Please note that your first email job will not be processed during the registration process and must be resubmitted.

SUPPORTED DOCUMENT TYPES

The supported documents type that can be sent for printing are listed below.

Microsoft Word	.doc, .docx, .dot
Microsoft Excel	.xls, .xlt, .xlsx, xltx, .xltm, .xlsm
Microsoft Outlook	.msg, .eml
OpenDocument	.odt, .ods, .ott, .odp, .odg, .odf
Comma Separated	.cvs
Adobe	.pdf
Rich Text format	.rtf Test

SUPPORTED EMAIL CLIENT

Mobileprint has been tested on the following email clients:

- Apple Mail (for iPhone and iPad). iOS 4.x, 5.x, 6.x, 7.x
- Android versions 2.x, 3.x and 4.x
- Microsoft Outlook 2003, 2007, 2010 and 2013
- Google's Gmail
- Microsoft Hotmail
- Yahoo! Mail

LIMITATIONS

1. Mobileprint will ignore email messages with a body containing fewer than 200 characters. These jobs will be discarded.
2. Third party applications: users can email a document directly for printing if the mobile app has an email option.
3. Each email submission supports a maximum of ten file attachments. Only the first 10 attachments will be processed. MobilePrint will discard additional attachments.
4. Each user can submit a maximum of 100 email print submissions per day.
5. Based on the printing system load, users might receive an email stating that the system is too busy. In this case, users should either resubmit their jobs to MobilePrint or print their jobs directly from an OIT Lab.

QUESTIONS

If you have any further questions or issues using Mobileprint, please contact the OIT Help Desk by emailing helpdesk@uta.edu or calling 817-272-2208.