Mobile Printing on an Android Device.

UH students & staff can print to the ‘print, copy, scan’ devices from mobile 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 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: Android 4.4 onwards.

1. Go to the Google Play Store, search for, and install the Mobility Print app.

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

   Go to Android Settings > Printing by clicking on the green Android Settings button.

   Tap on Mobility Print to enable this service by sliding the toggle switch to the right.

   Exit out of the 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 grey 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.
Select the appropriate printer using the drop-down list at the top of the screen, (select ‘All Printers…’ to see the full list). This choice depends on whether you are printing from a staff or student account, and whether you want black and white (mono) or colour printout.

<table>
<thead>
<tr>
<th>Account Type</th>
<th>Colour / Mono</th>
<th>Printer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td>Colour</td>
<td>Student-Colour-Mobile-Printing…</td>
</tr>
<tr>
<td></td>
<td>Mono / B&amp;W</td>
<td>Student-Mono-Mobile-Printing…</td>
</tr>
<tr>
<td>Staff</td>
<td>Colour</td>
<td>Staff-Colour-Mobile-Printing…</td>
</tr>
<tr>
<td></td>
<td>Mono / B&amp;W</td>
<td>Staff-Mono-Mobile-Printing…</td>
</tr>
</tbody>
</table>

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

5. Expand the drop-down staff/student option, you may get an error later when logging in.

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

Copies: 01, 02, 03 etc.
Colour: Black & White / Colour.

**Make sure you have selected the appropriate mono or colour printer in step 4.** Having done this, 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.)

Two Sided: None / Long Edge / Short Edge
Paper size: A4 / A3
Orientation: Portrait / Landscape
Pages: All (or selected range)

6. Select the yellow **Print** icon. You may get a ‘Use Mobility Print’ alert, if so, click **OK**.

7. You will be prompted to enter your UH login details.

Enter your UH username (e.g. ab12cde) and password. If you select the **Remember me** checkbox, your login details will be remembered, for that printer for one week)

Click **Next >**.

**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.

For further help and information please see Ask Herts ‘Print, copy and scan on campus’ or contact the Helpdesk Tel. +44 (0)1707 284678, internal ext. 4678 or email helpdesk@herts.ac.uk