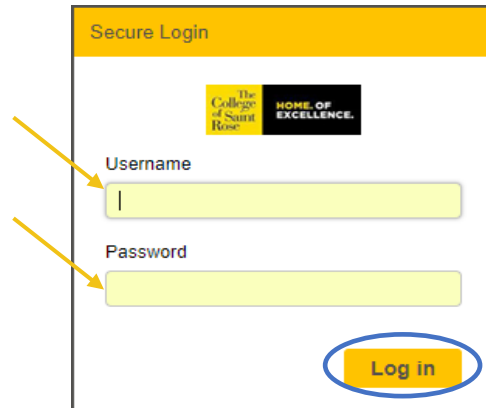


Mobile Print Instructions for Web Browser

How to use Mobile Print

Mobile print is available campus wide.

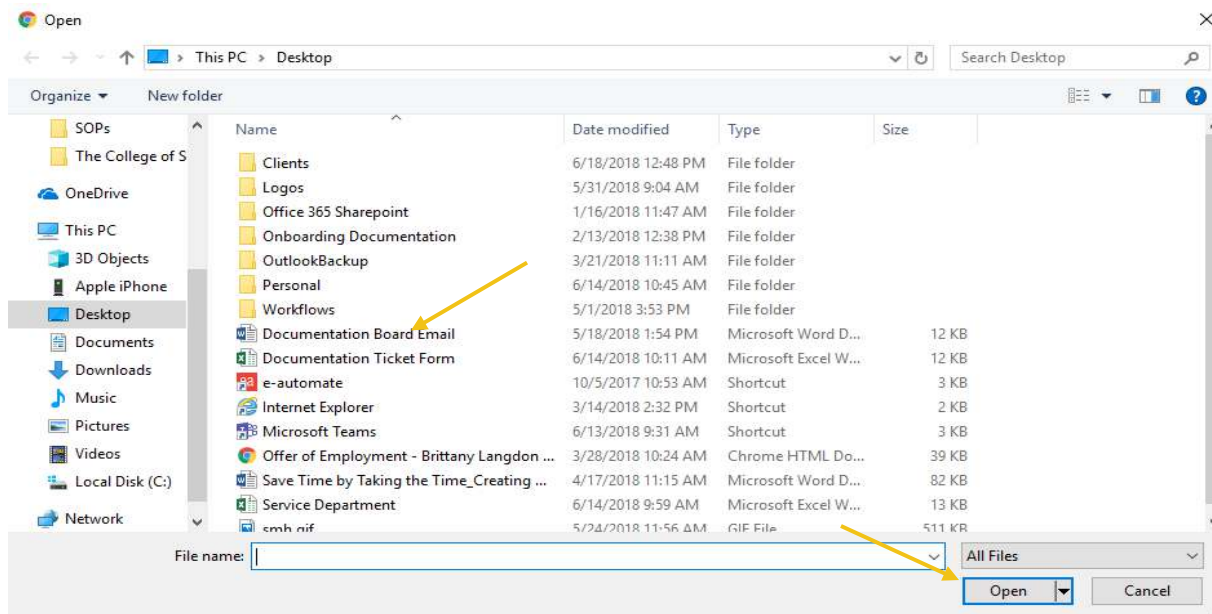
1. Enter mobileprint.strose.edu into the address bar on your web browser.
2. Enter your College of Saint Rose username & password into the appropriate fields, and select **Log In**.



3. Click on **Upload**.



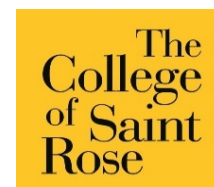
4. Select the file(s) you wish to print and select open.



Only one file can be selected at a time

Accepted File Types: Text (CSV, RTF, TXT) **Maximum file size:**
Microsoft Word® PDF 10MB/10000kB
Powerpoint® Images



Please contact the print center with any questions
518-337-4820




Mobile Print Instructions for Web Browser

How to use Mobile Print (continued)

The file will appear in your Print Center:





Job List		Activity			
Refresh		Upload		Delete	
<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper
<input type="checkbox"/>		Documentation Board Email.docx		1	1

5. Select the document(s) you wish to print by placing a check mark in the white box associated.

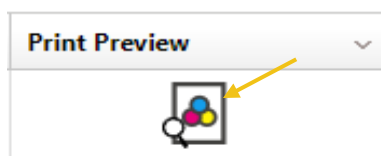
<input type="checkbox"/>	Type	Title
<input checked="" type="checkbox"/>		Documentation Board Email.docx

6. If you need to change any of the default print options, you can do so by utilizing the **Print options** section on the bottom right-hand side of the screen.

Print options :

 Color:	Black & White	 Pages per side:	1
 Sides:	Single Sided	 Copies:	1 + -
Page range:	e.g. 1-5, 8, 11-13		

You can preview the document if needed by click on the icon located in the *Print Preview* column.



7. The document(s) are now ready to print. Go to any printer on campus to release your print job.

***Documents will be available in your print queue for 48 hours.**

**Please contact the print center with any questions
518-337-4820**