

6e - Printing - Mobile Print

How to use Mobile Print



Mobile Print is a way to send documents to print whilst on the go and have it ready to collect when you next visit a Kyocera printer.

How to print from iOS

Option 1 Print directly from an iOS device (iPhone or iPad)

Connect your iOS device to the hotspot-secure wireless network

Select the application you'd like to print from

Tap  or  at the bottom of your screen

Tap  print

Choose the printer; either Kyocera_Mono or Kyocera_Colour

Enter your IT Services username and password when prompted

Choose the number of copies and tap print

Collect your print jobs from a **Kyocera** printer

Option 2 Upload documents directly to the MobilePrint webpage

Visit the webpage go.warwick.ac.uk/mobileprint

If prompted, log in using your IT Services username and password

Add documents through the web page

Track the progress of the file and know when it is ready to be printed

Collect your print jobs from a **Kyocera** printer

Option 3 Send an email to mobile.printing@warwick.ac.uk

Email the document as an attachment to the following address:
mobile.printing@warwick.ac.uk

The Mobile Print application will only accept emails sent from a warwick.ac.uk email address

The **default print options are set to single-sided, mono (black & white)**
- these options are not user editable

Collect your print jobs from a Kyocera printer

Supported file types

Before you forward an email to mobile print, you must ensure the **attached document is one of the supported file types; DOCX, XLSX, PDF, JPG, GIF, PNG, TIF and BMP**

How do I print my Mobile Print jobs?

You need to have **sufficient printer credits** on your account to be able to print. Add printer credits via go.warwick.ac.uk/printercredits

You can print your jobs on any Kyocera printer

Go to the printer and swipe your University card

Press Pull Print to see the list of jobs you have sent to the printer

Kyocera printers can be found in most IT Services work areas, please see leaflet 6b for more detail

For a full list visit the webpage: go.warwick.ac.uk/findprinter

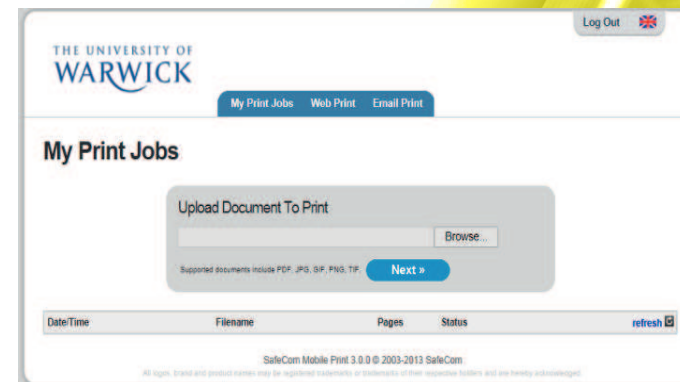
If you are using a Kyocera printer for the first time, please see **leaflet 6a** for more information

go.warwick.ac.uk/mobileprint

You may only be prompted to log in the first time you use the printer or when you have changed your password.

You will need to use the [VPN service](#) if you are off campus

<https://warwick.ac.uk/services/its/servicesupport/networkservices/vpn>



IT Services Help Desk

 helpdesk@warwick.ac.uk

 warwick.ac.uk/its

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