Touchless Printing Release with MobilePrint

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Overview

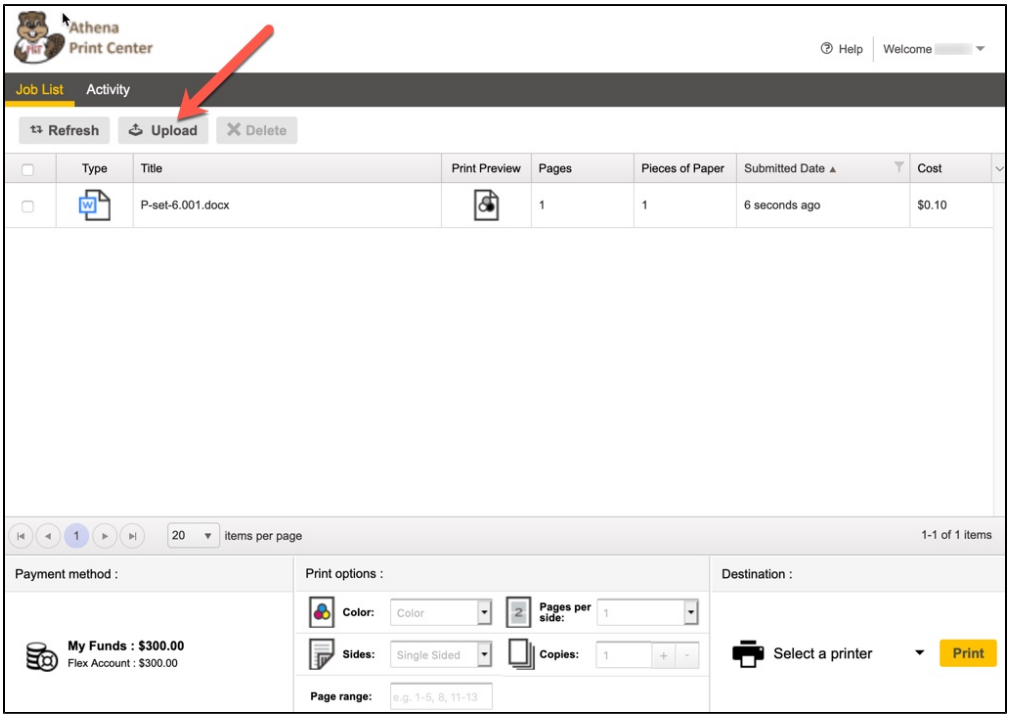
MobilePrint is a fully-responsive web interface that allows you to upload documents to the central Pharos printing queue and touchlessly release print jobs to Pharos printers. This means you can send your print jobs from your devices and release them to print once you're at the printer via the web or a mobile device without having to swipe your MIT ID or come into contact with any touchscreens. Printers that offer MobilePrint printing release are located in dorms and additional locations. MobilePrint is available both on web and mobile devices (via responsive pages) at https://print.mit.edu.

Sending Your Print Job

Print jobs sent to the queue using https://print.mit.edu can be released to any Pharos printers. This means you can print them on the Pharos printers that have MobilePrint release or any other Printers printers that still use the card readers/touch screen system.

You can also send your print job using Pharos printing. There is one queue that both Pharos and MobilePrint share.

1. Login to https://print.mit.edu.
2. Authenticate with MIT Touchstone.
3. Click **Upload**



Result: You are prompted to select a file from your device to upload.

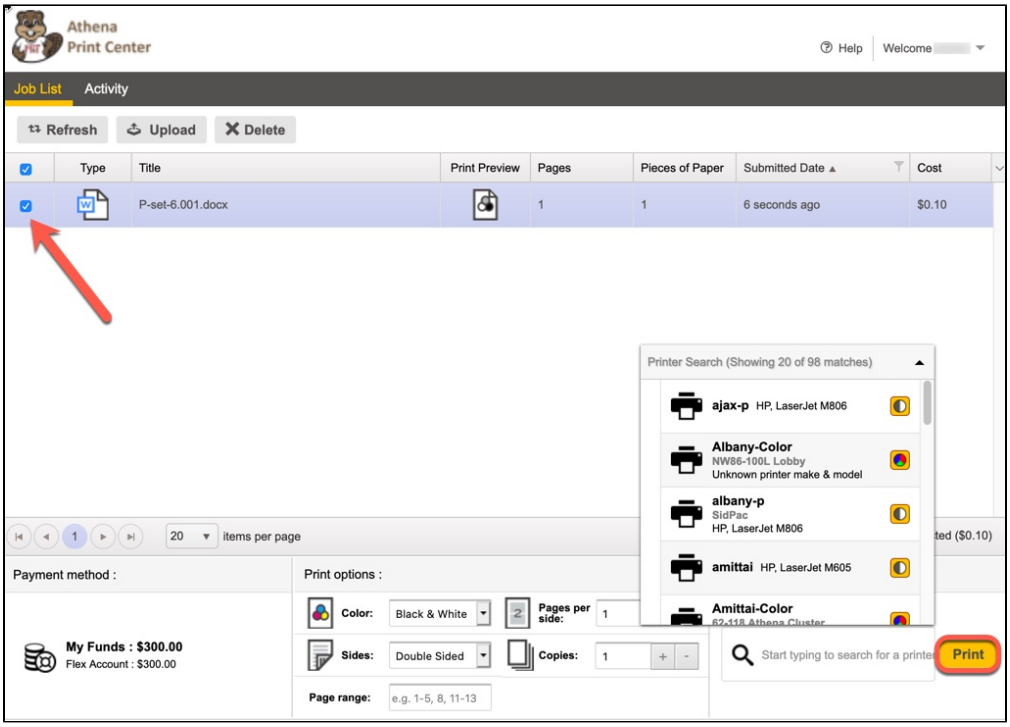
4. Select the file to upload.
   Result: Your file is uploaded and appears in the list below the upload button.

Releasing Your Print Job

Jobs uploaded via MobilePrint or Pharos can be printed on any Pharos printer regardless of card reader/release station equipment being present. MobilePrint and Pharos share the same queue.

To release your print job to a printer using MobilePrint:

1. Login to https://print.mit.edu.
2. Authenticate with MIT Touchstone.

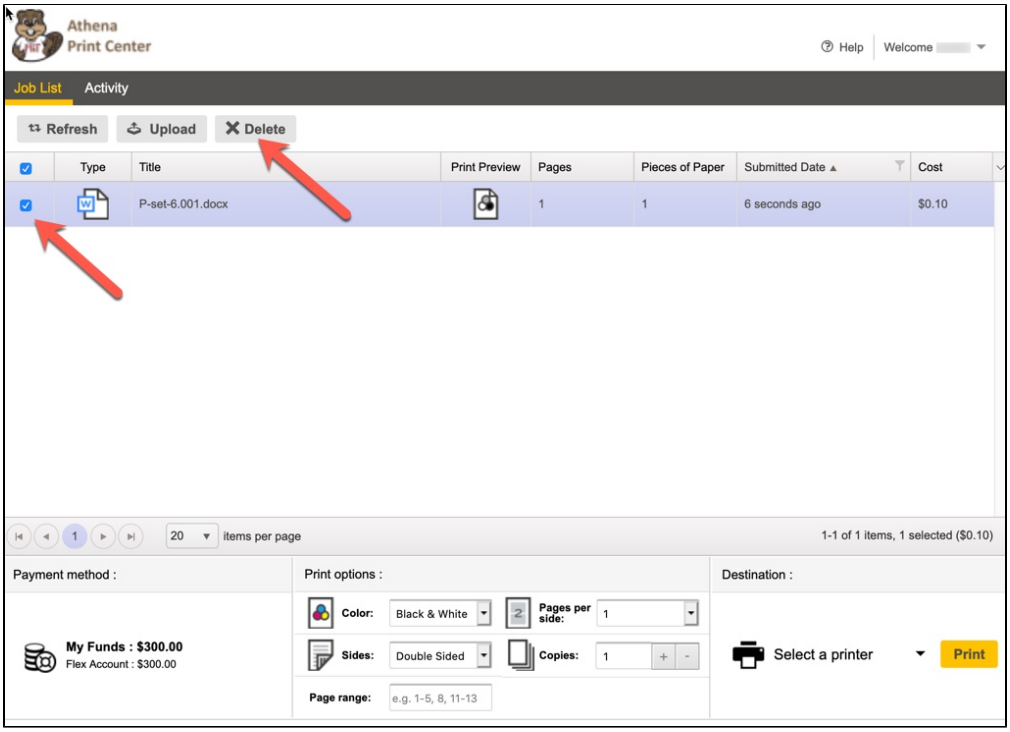


3. Click the checkbox next to the print job you wish to release.
4. Select the printer you want to use from the drop-dorn menu.
5. Adjust any of the printing options to the left of the printer selection you wish. To conserve resources, we recommend printing double-sided and using black-and-white printing whenever possible.
6. Click **Print**
   Result: Your print job is released to the printer and printed after any other jobs that arrived before it. If the printer is not currently in use, it prints immediately.

Canceling Your Print Job

If you've submitted a print job that you no longer want to print, you can cancel it in MobilePrint.

1. Login to https://print.mit.edu.
2. Authenticate with MIT Touchstone.
3. Select the checkbox next to the print job you wish to delete, then click the **Delete** button.



Result: Your print job has been removed from the queue and is no longer avilable to be released for printing.

FAQs

- **What file types can I upload using MobilePrint?**
  The file types accepted are:
  - Microsoft Word
  - Microsoft Excel
  - Microsoft PowerPoint
  - PDF
  - Images
  - Text

- **What's the "My Funds" and "Flex Acount" amount mean?**
  That is what MobilePrint calls your printing quota. For more information on printing quotas, see: Is there a print quota or charge for printing?

- **How do I print password protected print jobs?**
  Password-protected jobs are displayed with a 'lock' icon. After you select your options and click **Print**, you will be prompted to enter your password. Once you submit your password, the job will print.

See Also

- Printer Locations
- Pharos Printing Landing Page
- Printers and Printing