Mobile Printing

You can easily print from mobile devices, such as laptops, tablets or phones, using PaperCut Mobility Print and Mobile Release.

Printing from Your Personal Device

To access PaperCut, your personal device will need to be on the UHGuest or UHSecure Wi-Fi or using the UH VPN.
View further information on UH's VPN service here: **UH VPN Service**

Next, download **PaperCut Mobility Print** on your device. It can be downloaded on Chromebooks, iPads, iPhones, Macs, Windows, and Android devices.
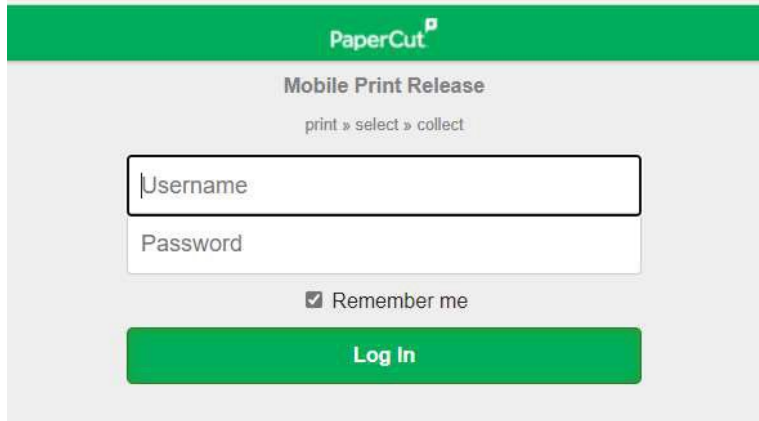
With PaperCut Mobility Print you can print Word documents, Excel spreadsheets, PDFs, PowerPoint slides, and images. You can change your print settings to print single-sided or double-sided (duplex)

1. **Download PaperCut Mobility Print**

2. **Follow the steps to run the Mobility Print installer which will install the following print queues on your device:**
   1. **LAB272-BW (Mobility)**
   2. **LAB272-COLOR (Mobility)**
   3. **MBA-UCBB-1 (Mobility) *only for MBA Students**
   4. **MBA-UCBB-2 (Mobility) *only for MBA Students**
   5. **EMBALounge (Mobility) *only for EMBA Students**

3. When asked to authenticate, use your Bauerlab Login and password.

If you need any assistance, please visit our Bauer Computer Lab located in Melcher Hall 272 during staffed hours: **Bauer Computer Lab Hours**
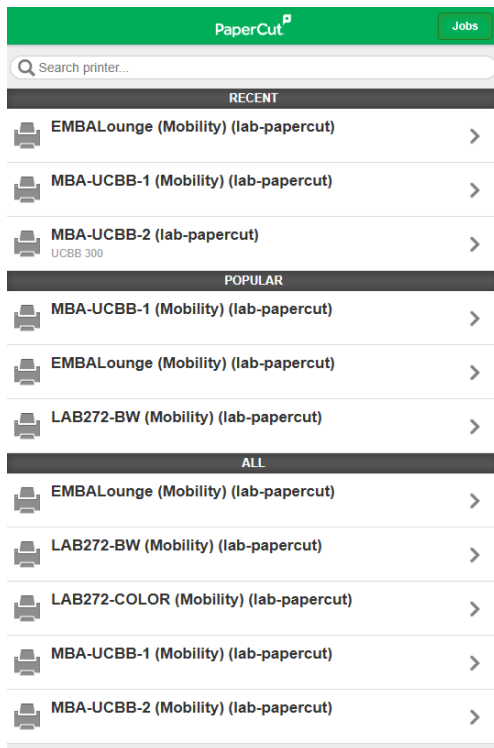
Releasing Your Print Job

1. **Log into <u>PaperCut</u> with your Bauerlab login and password.**
   (*You must be on a UH Wireless Network, or the UH VPN to access PaperCut.*)
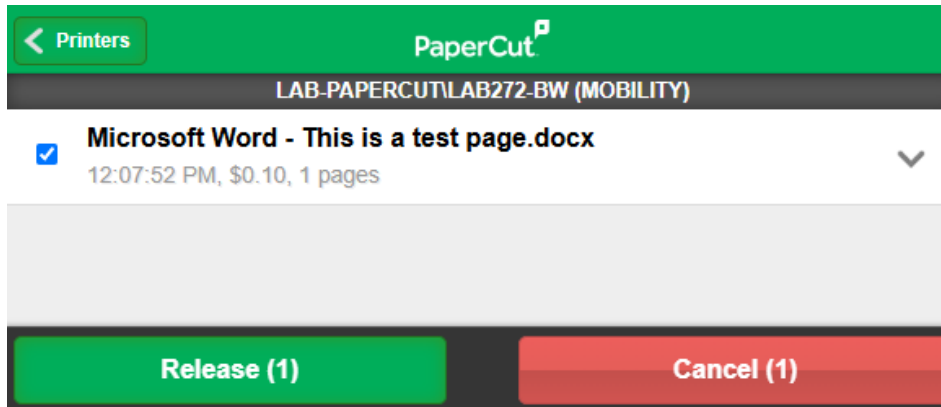

2. **Select your printer.** You can view your recent and popular printers along with all printers, listed alphabetically by building/printer location.

3. You will then see the option to **Release** your print job(s).

How long does a job stay in the print release queue?

A job is purged from the release queue after 4 hours if it has not been released to a printer.