

## Mobile/Remote Printing

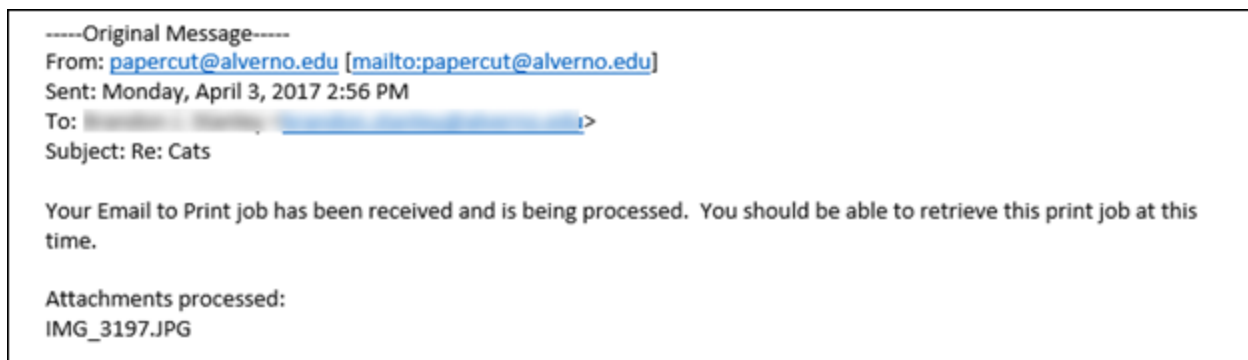
You can now print to the Alverno Campus Print queue from mobile devices, including personally-owned smartphones, tablets, and laptops, **and** you can send your print job from on or off campus!

Simply send an email to [mobileprint@alverno.edu](mailto:mobileprint@alverno.edu) with the file you want to print attached.

### REQUIREMENTS:

1. The print job must be in one of the following file formats:
  - a. .pdf (Adobe's portable document format)
  - b. Microsoft Office (Word, Excel, OneNote, Outlook, PowerPoint, Publisher, Access)
  - c. an image file (.jpg, .png, .tif, or .gif)
2. The email must be sent from your Alverno account – not a personal email account.
3. You must retrieve your print job within 24 hours, or it is automatically deleted from the Alverno Campus Print queue and you'll have to resend it.

Once your email is processed, you will receive a reply from PaperCut (our print management software) letting you know your print job is queued and ready for pickup (see sample below).



After you receive this email, you may retrieve your mobile print job exactly the same way you would any other print job sent to the Alverno Campus print queue. Simply go to the Canon multi-function device (MFD) or network printer with an attached card reader, swipe your card, and release your print job(s). Of course, if you don't have your Alverno ID with you, you may always log into the device with your Alverno network username and password to release your print job(s).

**NOTE: Print pages are deducted from your print quota the same way they would be if you were printing from a campus computer.**

We hope you enjoy this new printing feature! Please submit an [Alverno Service Desk](#) request if you have any questions or difficulties.