

# MOBILE PRINTING INSTRUCTIONS

Mobile Printing service is available at Homewood, SAIS, and Carey Business School.

The Mobile Printing allows JHU students to print documents and emails from any e-mail or web-enabled device, on or off-campus; the system supports most commonly printed file formats.

## Using Mobile Printing

**Note: before using, one time e-mail address registration must be performed. Please see instructions on page 2.**

To print, you can send the documents to the below email addresses at the following prices per page:

Black and White Single Sided Printing: [jhubwmobile@jhu.edu](mailto:jhubwmobile@jhu.edu) 7 cents per page

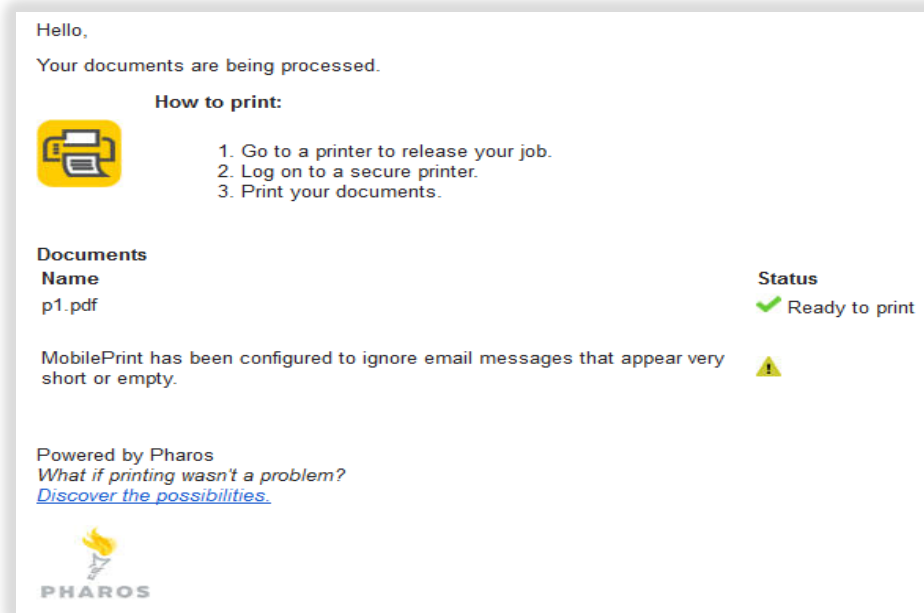
Black and White Double Sided Printing: [jhubwdsmobile@jhu.edu](mailto:jhubwdsmobile@jhu.edu) 7 cents per page on single or double sided

Color Double Sided Printing: [jhucolordsmobile@jhu.edu](mailto:jhucolordsmobile@jhu.edu) 40 cents per page

Color Single Sided Printing: [jhucolormobile@jhu.edu](mailto:jhucolormobile@jhu.edu) 20 cents per page

*(Pricing is subject to change at the end each academic year)*

After you have completed the setup process, every time you print, you will receive an email confirmation.



Once you have registered your email account(s), **you will never need to access the Pharos web release link, print jobs will not be processed there.** Once you get an email confirmation like the dialog box above, just go to a printer/multifunction device near you and swipe your J-card to collect your print job.

### Available Print Stations to swipe your J-Card :

SAIS - Nitze Building (1740 Massachusetts Ave NW): Mason Library – 6th floor

SAIS - BOB Building (1717 Massachusetts Ave NW): Economics Lab 7th Floor, Room B750

SAIS - Rome Building (1619 Massachusetts Ave NW): Language Technology Center: 3rd Floor, Room R329

SAIS - 1717 Massachusetts Avenue, 3rd floor: One Black and White multifunction, One Color multifunction

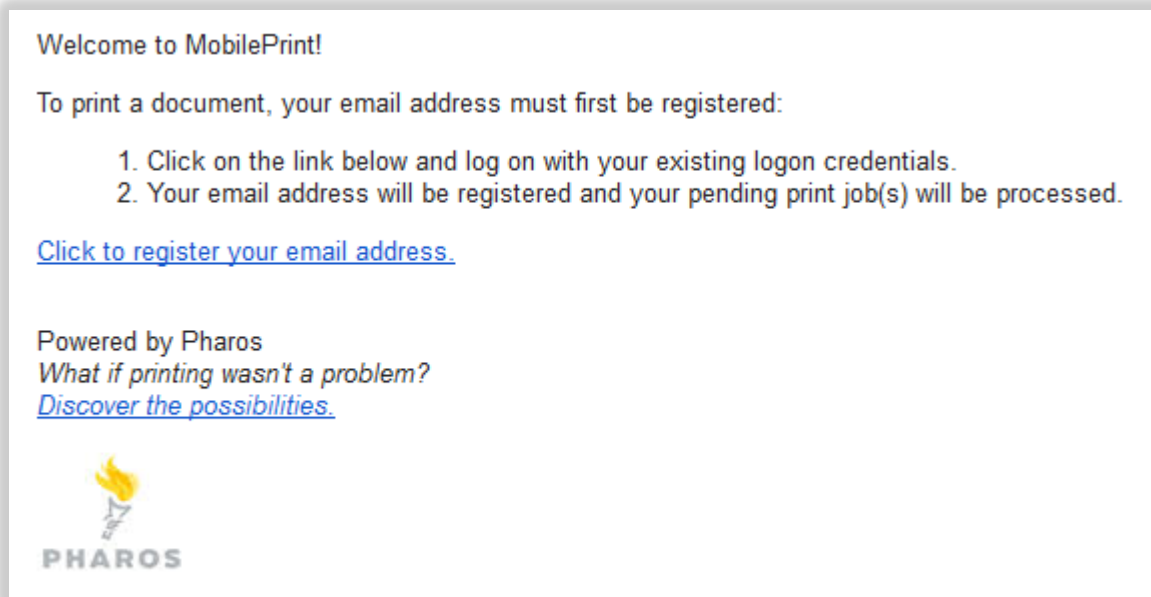
Homewood – all machines in the MSE Library, Brody Learning Commons and the Hut

Carey - 1625 Massachusetts Ave NW: Student Lounge Area

Carey - Harbor East: 2nd Floor Student Business Center, 6th Floor Student Learning Commons

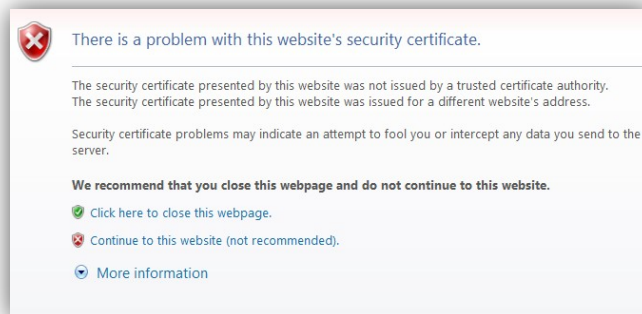
## One Time Setup Process

- 1) Prepare an email to jhubwdsmobile [jhubwdsmobile@jhu.edu](mailto:jhubwdsmobile@jhu.edu). Attach, or forward the document you wish to print to the email.
- 2) You will receive an email response back. Click on the link to register your email address.



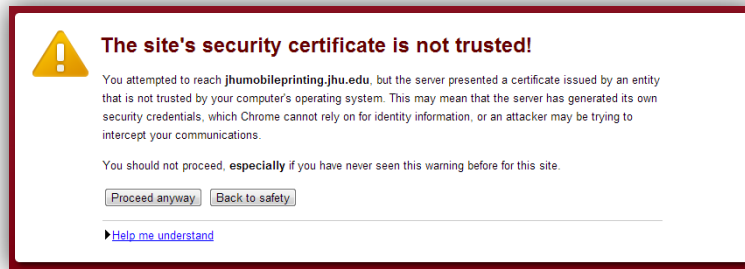
- 3) You will be directed to your browser and may receive a message indicating that there is an untrusted connection/certificate. You may proceed – this is a trusted JHU website. Some examples of what this may look like from various browsers are shown below.

### Internet Explorer



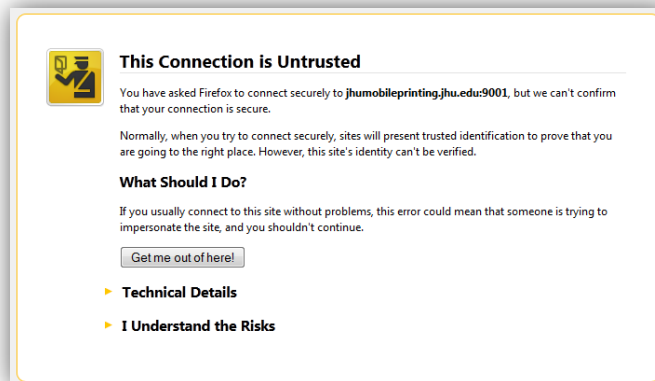
Select **Continue to this website**

## Chrome



Select ***Proceed anyway***

## Firefox



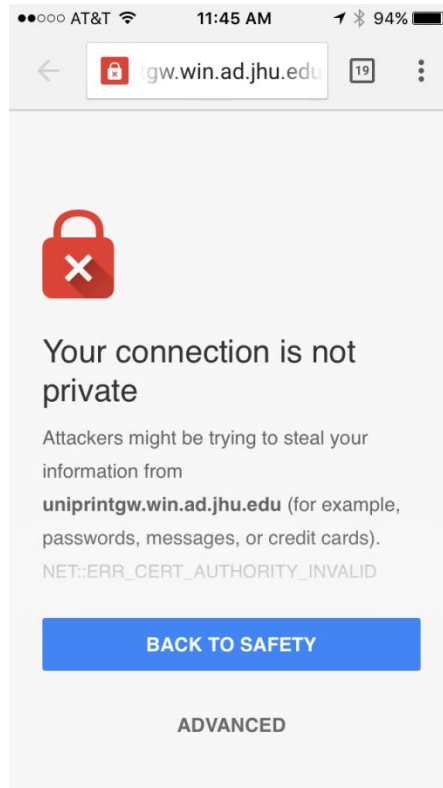
Select ***I Understand the Risks***, and then ***Add Exception***, and then ***Confirm Security Exception***

## Safari

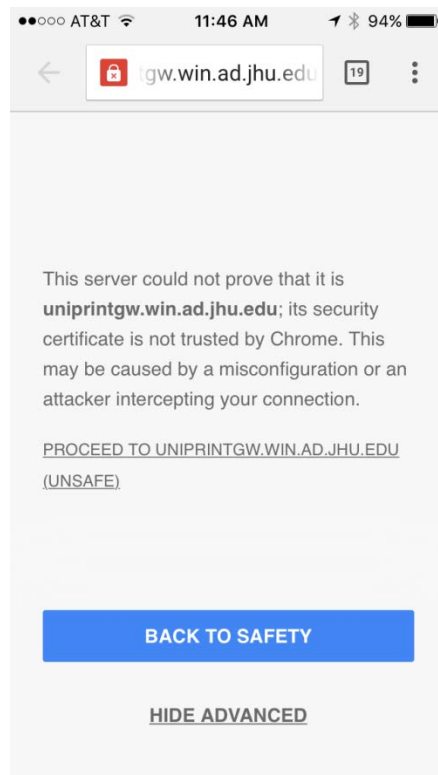


Select ***Continue***

## Mobile

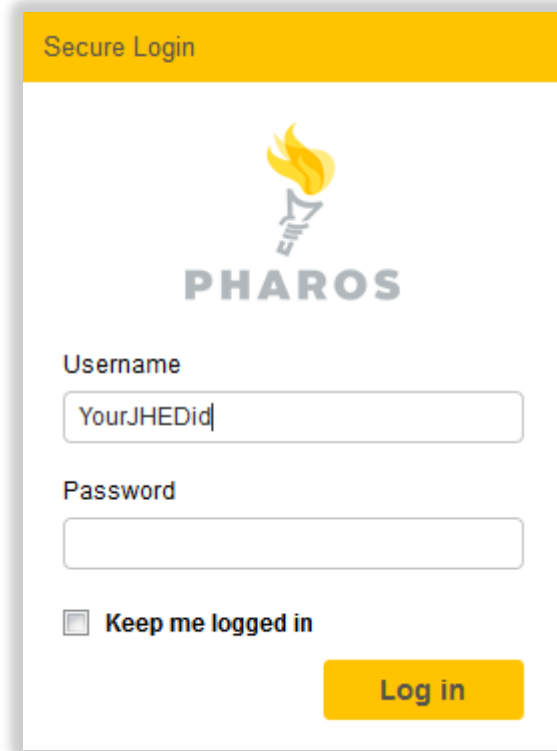


Select **Advanced**



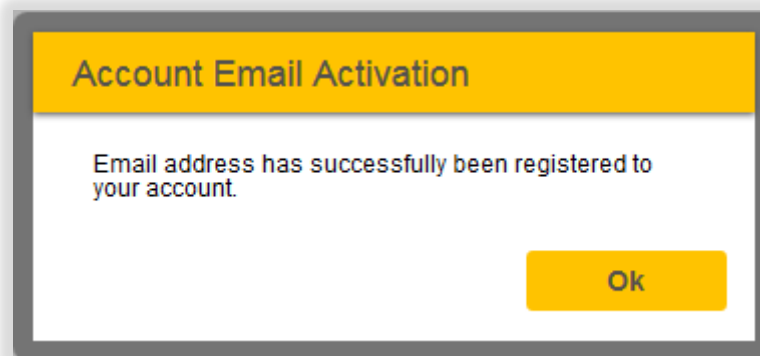
Select **PROCEED TO UNIPRINT.WIN.AD.JHU.EDU (UNSAFE)**

- 4) The next screen will ask you to log in to release your print job. In the first field it asks for User ID. **You must use your JHED ID and password.** Your JHED ID is what you use to log into the portal to get to blackboard, ISIS and email. It is usually your first initial, some or all of your last name and a number. Then tap Log on.



The image shows a mobile application login screen titled "Secure Login". At the top is a yellow header with the text "Secure Login". Below the header is the PHAROS logo, which consists of a stylized torch with a flame above the word "PHAROS" in a bold, sans-serif font. Underneath the logo are two input fields: "Username" with the placeholder text "YourJHEDid" and "Password". Below the password field is a checkbox labeled "Keep me logged in". At the bottom right is a yellow button with the text "Log in".

- 5) Your email activates automatically, and you will see the message below.



The image shows a message box with a yellow header containing the text "Account Email Activation". Below the header, the text reads "Email address has successfully been registered to your account." At the bottom right of the message box is a yellow button with the text "Ok".

- 6) Once you have clicked OK, you will be redirected back to the Web Release page. Please exit and go back to your email for confirmation email. Please do not pick a job or a printer to print at the registration link.
- 7) You have completed the first time user set up, and registered your email account. **Please do not use the print center web site to print a job; use instructions provided on page 1 to print.** *Note: if you want to print from a different email account, you will have to repeat these registration steps.*