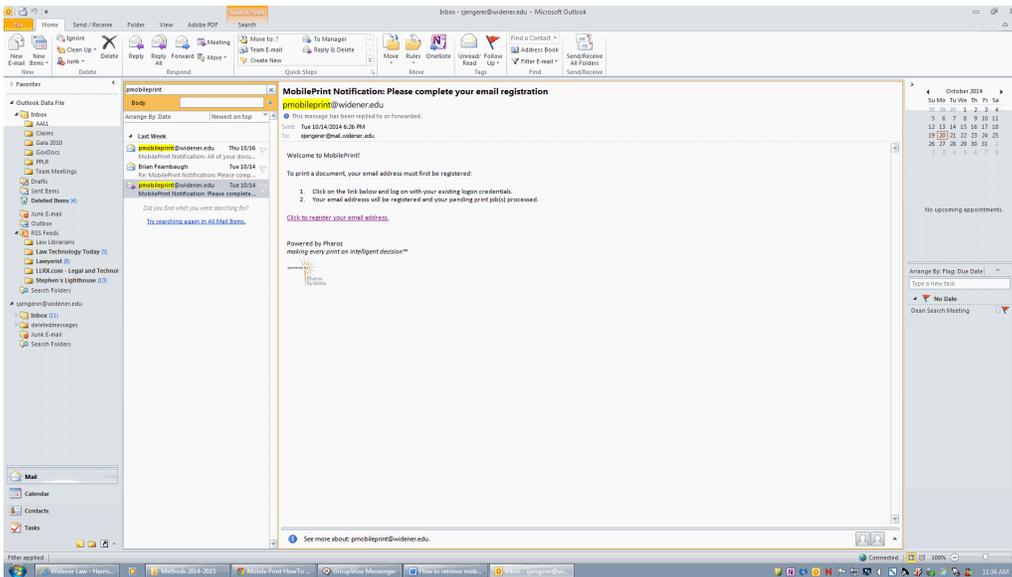


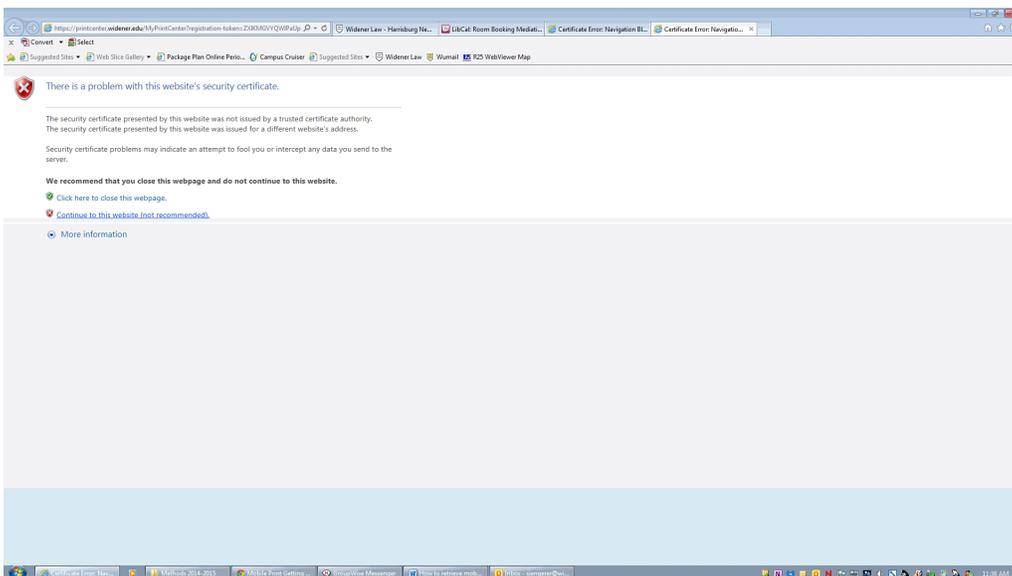


## Register Your Email Address

- Once registered, you can email print jobs to [pmobileprint@widener.edu](mailto:pmobileprint@widener.edu) and retrieve hard-copy print-outs by "Releasing" each print job at either the First Floor or Second Floor computer lab Print Station
- (You may register up to nine email addresses)
- Send an email to [pmobileprint@widener.edu](mailto:pmobileprint@widener.edu) from the email address you wish to register with Mobile Print
- You will receive an email response. Click on the link to register your email address



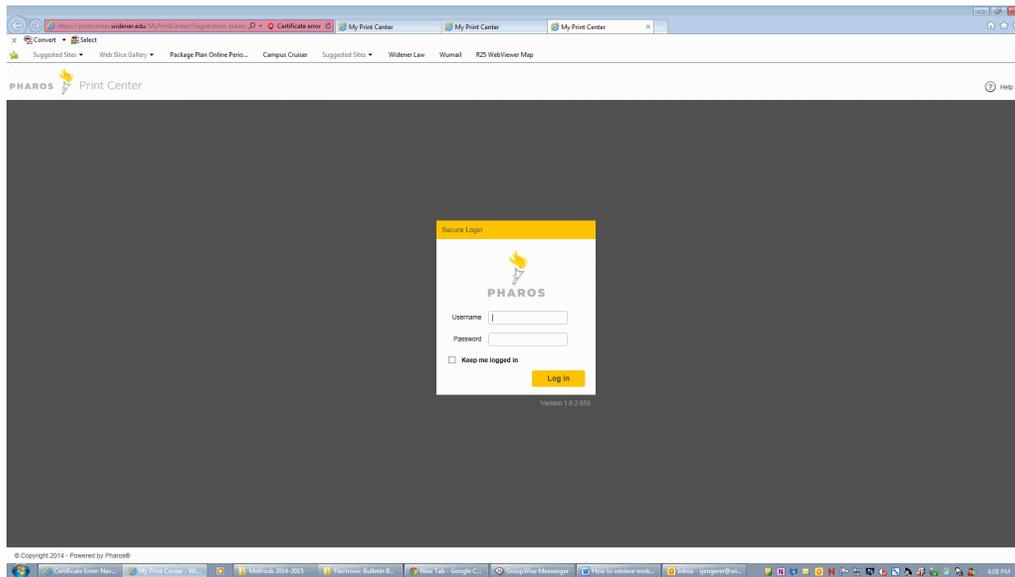
- You may get a security warning. Continue to the website



Submit a HelpDesk ticket by visiting the ITS Blog

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- Enter your Widener University user ID (prefix of your widener.edu email) and Password (case sensitive) when prompted for a Username and Password

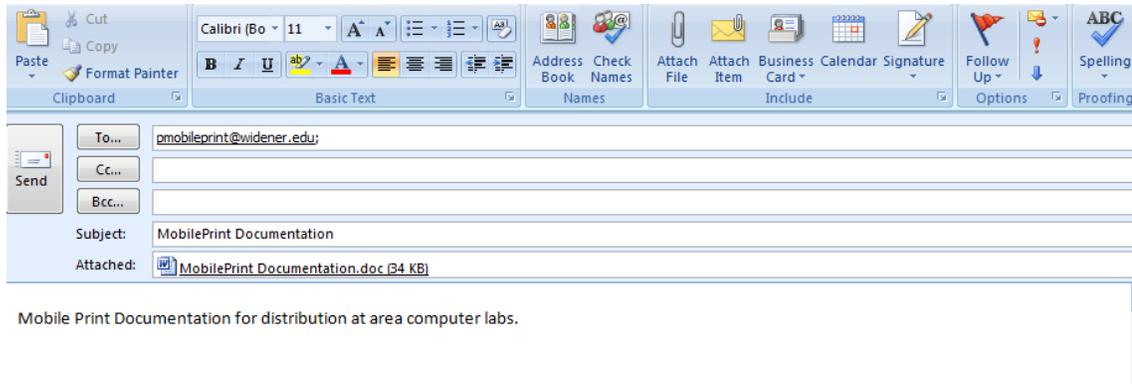


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# Send Print Jobs

- From your registered address, email what you want to print



- In order to print any formatting, you must email your print job as an attachment
- If formatting is not required, you may write inline in the email you send
- You will receive a confirmation email like this screenshot

## MobilePrint Notification: All of your documents are ready for release

pmobileprint@widener.edu

[If there are problems with how this message is displayed, click here to view it in a web browser.](#)

Sent: Mon 10/21/2013 2:03 PM

To: @widener.edu

Hello,

Your documents have been processed.

### How to print:



1. Go to a printer to release your job.
2. Log on to a secure printer.
3. Print your documents.

### Documents

Name	Status
Email: FW: MobilePrint Notification: All of your documents are ready for release	Ready to print

Powered by Pharos  
making every print an intelligent decision™



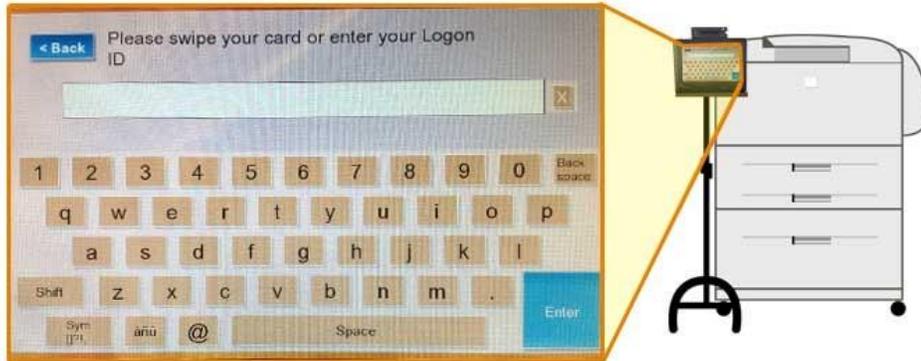
- Follow the email's directions and go to any Print Station to print
- Reach a Print Station within 30 minutes of the confirmation email or it will be deleted from queue
- If print job deletes, simply re-email again to [pmobileprint@widener.edu](mailto:pmobileprint@widener.edu)

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# Print Your Job

- Log in to either the First Floor or Second Floor computer lab Print Station touch screen terminal
- Swipe your ID-Card at the Print Station; the system auto-redirects already registered ID-cards



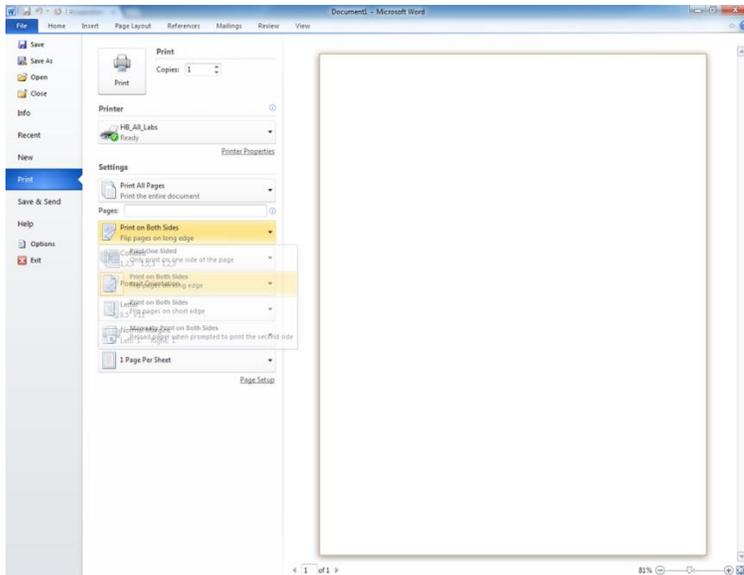
- Scroll through the Job Queue & Release Your Print Job(s)
- Once finished at the Print Station make sure to Click the blue [\[EXIT\]](#) button

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# Printing From Widener Computers

- Widener computers allow you to print to a laser printer in the Second Floor Computer Lab or to a laser printer or Xerox copier on the First Floor of the Library
- Print your document
  - The default printer is HP Labs
  - If desired, change the setting for single or double sided

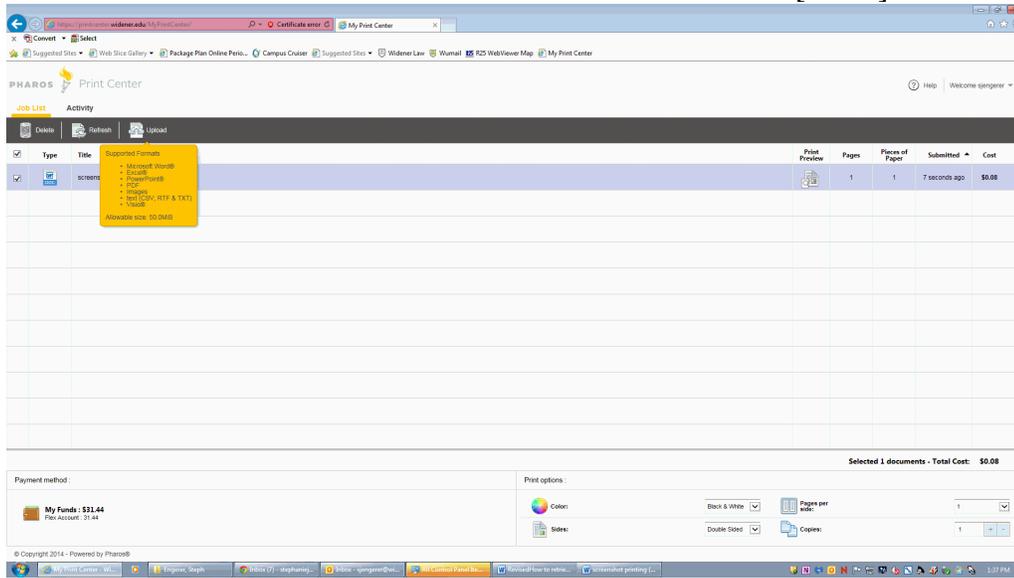


- When prompted, enter in your Widener University user ID (prefix of your widener.edu email) and password (case sensitive)
- Reach a Print Station within 30 minutes of sending the print job to the queue
- Proceed to a Print Station touch screen terminal
- Swipe your ID-Card at the Print Station; the system auto-redirects already registered ID-cards
- Scroll through the Job Queue & Release Your Print Job(s)

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- Once finished at the Print Station make sure to Click the blue [EXIT] button



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