Widener University

Register Your Email Address

- Once registered, you can email print jobs to 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 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

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



Submit a HelpDesk ticket by visiting the ITS Blog

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



Submit a HelpDesk ticket by visiting the ITS Office in the ITS Blog

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

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- 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

Submit a HelpDesk ticket by visiting the ITS Office in the ITS Blog

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

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)

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

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