# STUDENT MOBILEPRINT

## ABOUT STUDENT MOBILEPRINT

MobilePrint is a web portal which enables registered credit students to submit documents from any desktop/laptop web browser to the Harper College open labs or library. Print jobs can then be released at a release station using your HarperCard ID or a pay station using your HarperCard ID or Print and Debit card. Unreleased print jobs are deleted after 12 hours.

### **G**ETTING **S**TARTED

Go to labprint.harpercollege.edu.

- Enter your Username and Lab Password. The same used to log into a lab computer.
- 2. Click Log in.

If you need assistance logging in, please contact the Harper College Student Service Desk by phone at 847.925.6866 or email at <u>studentsd@harpercollege.edu</u>.



# VIEW ACCOUNT ACTIVITY

Click on the **Activity** tab to view your activity history. It shows information such as date/time of print jobs and student allocation credit or debits.

# VIEW AVAILABLE PRINT CREDITS

The amount displayed next to **My Funds** is your remaining print credit balance. As part of Harper College's ongoing green initiative and to reduce costs, credit students receive a print allocation of 500 pages per semester for printing in the open labs and Library.

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# SUBMITTING A DOCUMENT

- 1. Click on the **Upload** button.
- 2. Browse to the location of your document and click **Open**.

Your document is now ready to be released at a print release or pay station.

 Preview your print job by clicking the Print Preview icon.

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### CHANGING PRINTING OPTIONS

The following printing options can be changed within the MobilePrint web page:



- a. Color: <u>Default is set to black & white</u>. You must switch this option to Color if printing to the color printer. A color printer is located in Y203. The cost is **\$.50** per page and must be released using a pay station.
- b. Sides: Choose single or double sided printing.
- c. Pages per side: Choose number of pages per side.
- d. Copies: Choose the number of copies for your print job.

#### To change printing options:

- 1. Select the checkbox next to the print job you wish to modify.
- 2. Under **Print options**, select the options you want to apply to your print jobs.

#### To delete a print job:

- 1. Select the checkbox next to a print job.
- 2. Click the **Delete** button.



For more information, visit <u>harpercollege.edu</u> and use keyword search, **Printing and Copying**