

STUDENT MOBILEPRINT

ABOUT STUDENT MOBILEPRINT

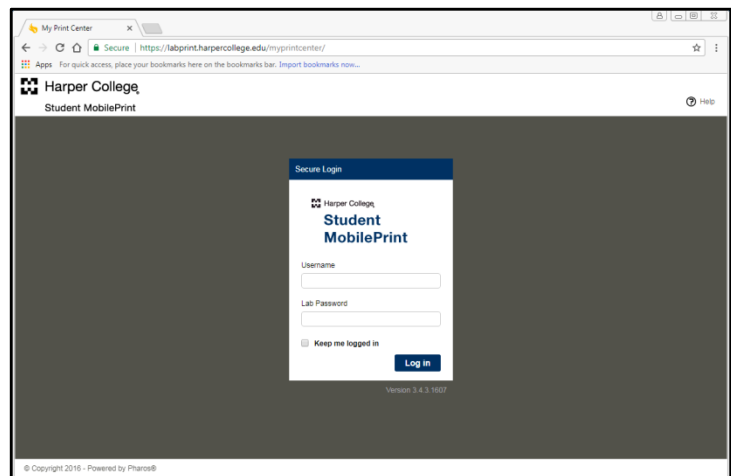
MobilePrint is a web portal which enables registered credit students to submit documents from any desktop/laptop web browser to the Harper College open labs or library. Print jobs can then be released at a release station using your HarperCard ID or a pay station using your HarperCard ID or Print and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

GETTING STARTED

Go to labprint.harpercollege.edu.

1. 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 studentsd@harpercollege.edu.

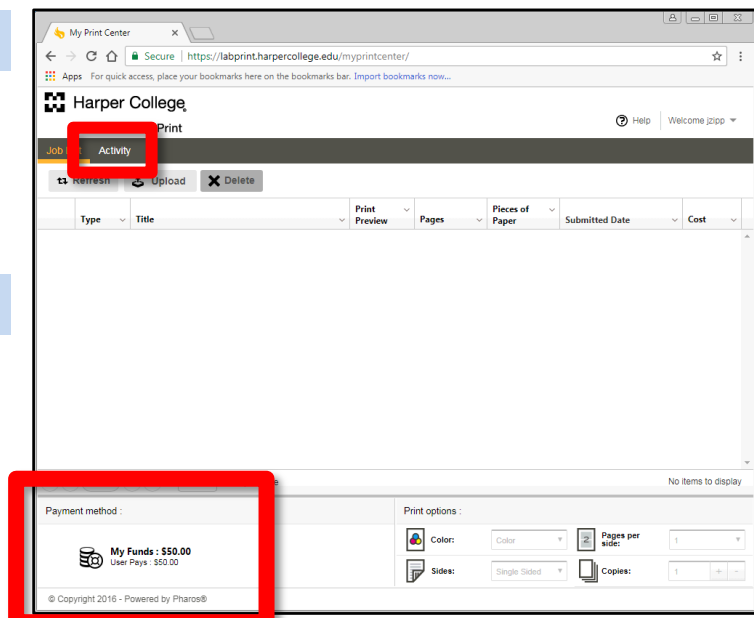


VIEW ACCOUNT ACTIVITY

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.

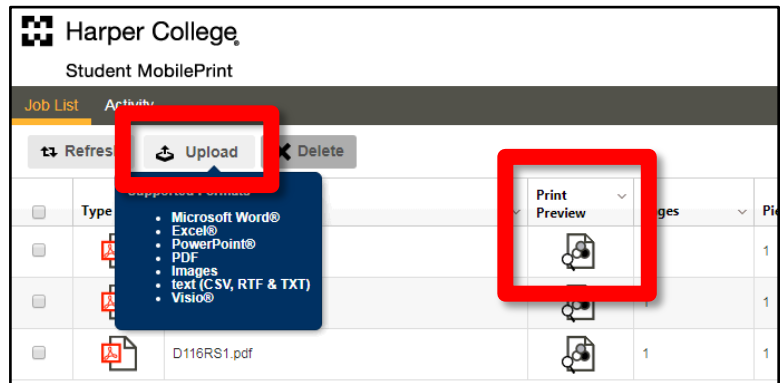


SUBMITTING A DOCUMENT

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

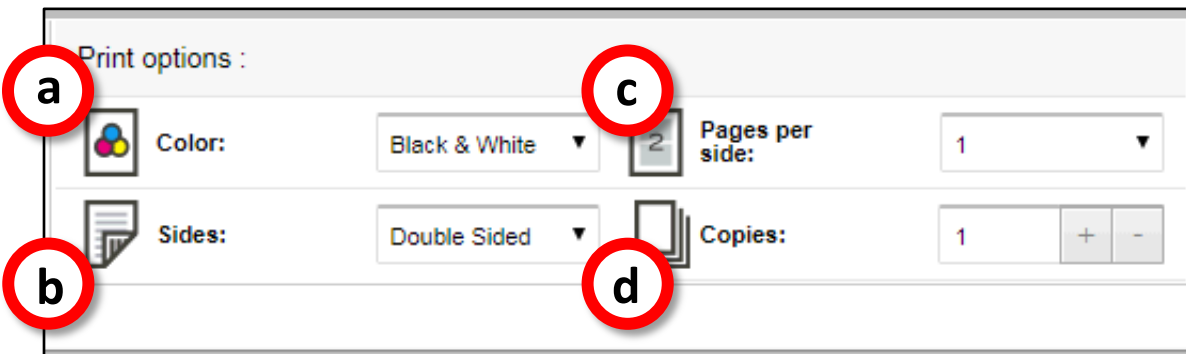
Your document is now ready to be released at a print release or pay station.

3. Preview your print job by clicking the **Print Preview** icon.



CHANGING PRINTING OPTIONS

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



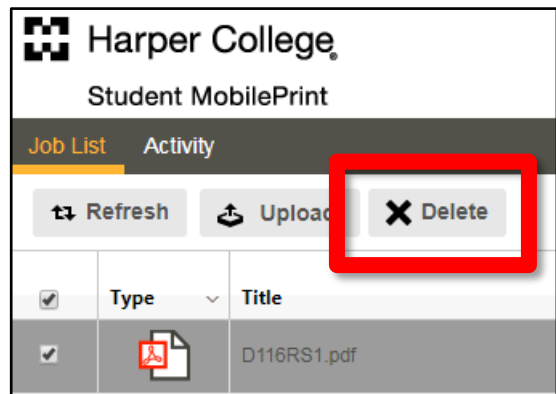
- a. Color:** Default is set to black & white. You must switch this option to **Color** if printing to the color printer. A color printer is located in Y203. The cost is **\$.50** per page and must be released using a pay station.
- b. Sides:** Choose single or double sided printing.
- c. Pages per side:** 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 harpercollege.edu and use keyword search, **Printing and Copying**