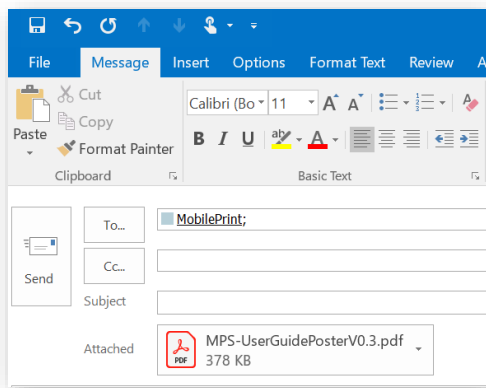


Printing from any device

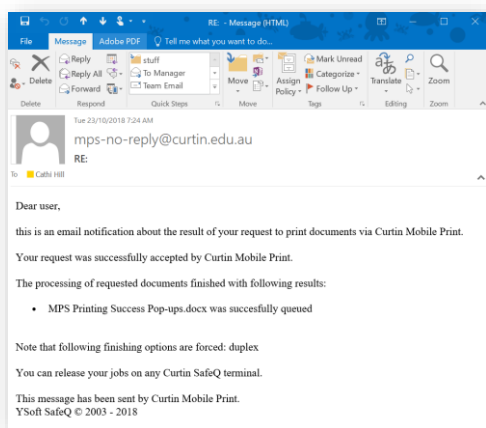
When you're on or off campus, but working from a personal device like a laptop, tablet or phone, you can now print to Curtin Managed printers by emailing from your Curtin email account to Curtin Mobile Print (MobilePrint@curtin.edu.au).

How do I print from my device?

1. Open your Curtin email client, create a new message and attach your document/s and send to MobilePrint@curtin.edu.au.



2. You will receive an email acknowledgement that your document/s have been successfully queued.

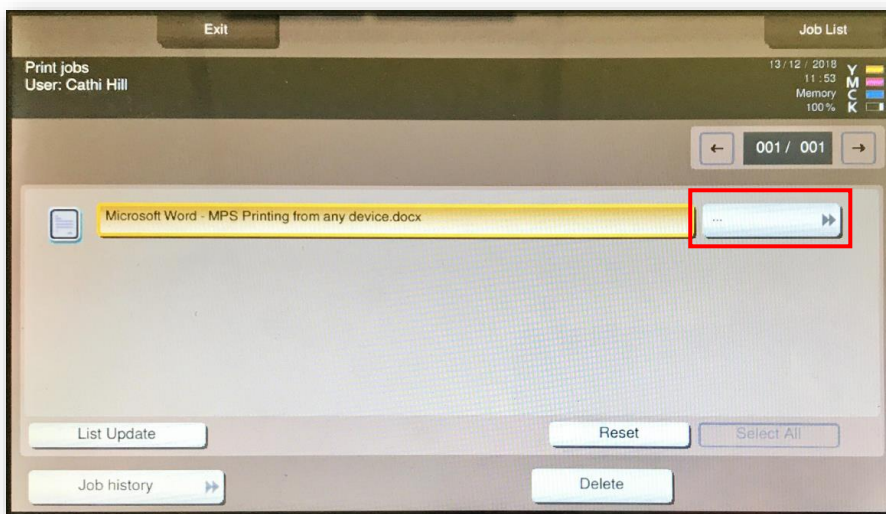


3. Your document/s have been sent to all Konica Minolta printers and you have up to **two days** to release your document for printing as per normal when printing on Curtin campus.

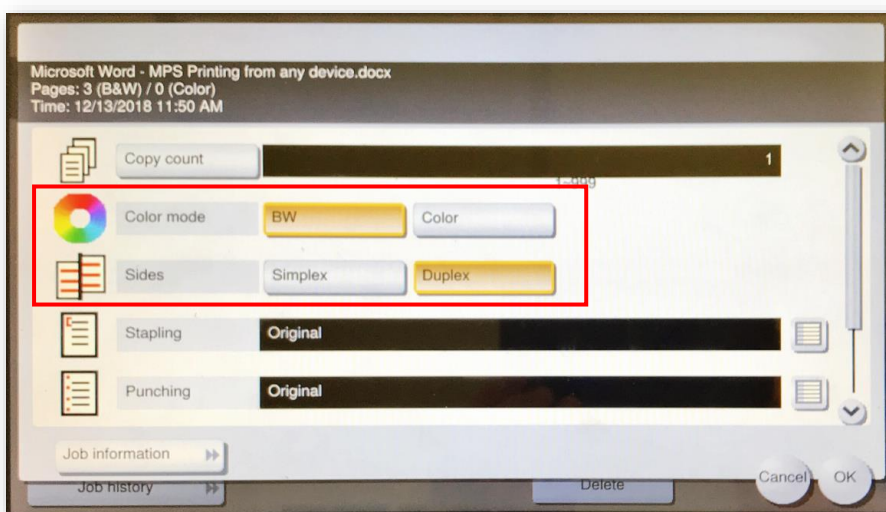
What are the default settings for Curtin Mobile Print?

The default settings are **Black & White** and **Double-sided (Duplex)**, however, once your document/s is queued for printing, you will be able to adjust to **Colour** and **Single-sided (Simplex)** at the printer prior to release.

1. Select print job prior to releasing and select the box next to the file title as indicated:



2. Change to **Colour** or **Single-sided**, add **Stapling**, no of copies required etc. **Note:** you can only add stapling or other finishing to the print job prior to printing if that particular device has the capability installed. Click **OK** to accept changes and press the blue highlighted **Start** button to release print job. Please **Access** button to log off.



Why won't my document print?

There are many reasons why a document may fail, but the most common reasons are:

- **Length of the file name.** Long document names can be complicated. Try to keep your file name under fifty characters when saving.
- **Type of document.** Although every attempt has been made to support the most popular formats (PDF, Outlook, Word, Excel, PowerPoint or Image files), we cannot guarantee all document types will be supported.
- **Size of document.** Documents over 20MB may be too large for email. Try to keep your documents as small as possible before emailing.