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:

![Image of print job selection]

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.

![Image of print job settings]
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.