

Web Upload from a Mobile Device or Laptop

First go to our homepage and click on **Mobile Printing** to get to the upload page.

2. Click "Select Files" button

Select File ^

Currently supported file types: .pdf, .jpg, .jpeg, .png, .gif, .bmp, .tif, .tiff, .doc, .docx, .pub, .rtf, .htm, .txt, .html, .xlsx, .xls, .pptx, .ppt, .odt, .xps, .ods, .odp

Cost Per Page: Color: \$0.50 Grayscale: \$0.15

Max File Size: 100 MB

Drop files anywhere to upload:
or
Select Files

3. Select the file you want printed and click 'Open'. Repeat Steps 2-3 to upload multiple files at once

4. Configure how you would like your document(s) to be printed, each one can be configured separately

Copies:

Color:

Duplex:


Paper Size:

Layout:

Page Range: All: Pages:

5. Required: Enter a Phone Number or Library card

User Information

 Enter a Phone Number or Library Card Number *

Required*

Enter email address for receipt of submission

Optional

Enter mobile number for text message receipt

Optional


Submit

6. Optional: Enter an email address and/or a mobile number for a confirmation receipt

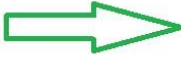
User Information

Enter a Phone Number or Library Card Number *

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 Enter email address for receipt of submission

Optional

 Enter mobile number for text message receipt

Optional

Submit

7. Click the 'Submit' button

8. You should see a pop up that says: 'Job Submission Successful!' with your name/library card number

9. Now proceed the Computer Resource Center (CRC) to pay and pickup your prints.