How to print and release using your cell phone or mobile device to any printer on campus

- 1. Send your file(s) by email to one of the following email addresses.
 - a. mobileprint@chapman.edu BW, one-sided printing
 - b. <u>colorprint@chapman.edu</u> Color, one-sided printing
 - c. <u>duplex@chapman.edu</u> BW two-sided printing
 - d. <u>colorduplex@chapman.edu</u> Color, two-sided printing
- 2. Once you receive an email confirmation, your print is ready.
 - a. Go to one of several public printers available on campus. Visit <u>chapman.edu/printing</u> for a complete list of public printing locations.
- 3. Scan the QR code attached to the printer with your cell phone camera, mobile device camera, or QR code scanning app.
 - a. The QR code will take you to <u>http://mobileprint.chapman.edu</u>
 - b. Log in with your Chapman University username and password.
- 4. Select the file(s) you wish to print.

Job List	Activity				
		Cupload	t] Refresh	Delete	D Preview
• w	Mobile QR Printing.docx \$0.10		Pages: 1	2s 🕚 Paper: 1	

5. Confirm the correct printer is shown and sufficient credit available to pay for printing.

Pa	ayment method :	ŝ	Print options	:
My Fund -\$2	9.95 User Pays : -\$29.95			
: 🖶	AFCOLOR-Printer Argyros Forum, Mobile Print DELL, Color Laser 5110cn			Print

a. To change printers, the select the current printer E.g. AFCOLOR-Printer and search for the printer shown on the QR code attached to the printer.

Printe	er Search (Showing 0 of 0 matche	s) 🔺
No	matching printers	
_		
0	Starbucks	(J

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6. Click print and confirm your printing.

Confirm payment and print		
1 documents, 1 pages in total		
Payment method		
My Funds \$0.10		
Total: \$0.10		
Please proceed immediately to AFCOLOR-Printer after selecting Confirm to pick up your print.		
Cancel Confirm		

Notes: Ensure your mobile device is connected to EDURoam wireless network



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Chapman MobilePrint Release (touchscreen) Stations			
Building	Location		
Henley Residence Hall	1st Floor Study Room		
Leatherby Library	1st Floor Copy Alcove		
Leatherby Library	Rotunda		
Argyros Forum	1st Floor Amazon Lockers		
Argyros Forum	Student Union		
Beckman Hall	Jazzman Cafe		
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Alternative: Download "Pharos Print" from the app store on your cell phone or mobile device.