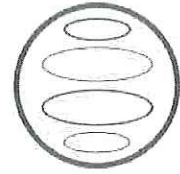


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MobilePrint



MobilePrint

MobilePrint enables you to print from your personal device without requiring print drivers to be installed.

Who Can Use It?

MobilePrint is available for all users that have a current College network user account.

Using MobilePrint

Make sure you are connected to the guest network, then using a web browser enter the following web address:

1. <http://mobileprint.hastings.ac.uk/cps/>
2. Click on PRINT.

Welcome to our Corporate Printing Service

Online Printing

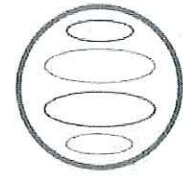
Use your web browser to upload and print a document to one of the supported corporate printers.

The Corporate Printing Service allows Members and Guests to print documents to selected printers on the corporate network. You do not need to install any print drivers to use this service.

Advanced Windows Printing

Frequent print users may wish to install PrintWhere™ on their PCs. PrintWhere gives you complete printing control from your Windows applications.





3. Enter your network username and password.

Log In

Enter Network Login ID

Login ID

Password

v2.0.17

Do you print often? [Bookmark this page.](#)

PRINTERON

4. Select the printer based on site location and if you require colour or black and white.

Step 1 - Choose a Printer

Default

B&W Ore Valley	MPrint BW OV	Details
B&W Station Plaza	MPrint BW SP	Details
Colour Ore Valley	MPrint Colour OV	Details
Colour Station Plaza	MPrint Colour SP	Details

Select a link above to set your print location. The "Details" link shows additional information about each printer.

[Log Out](#)

PRINTERON



5. Upload a document to print using the Browse button and the amount of copies required and then click CONTINUE.

Step 2 - Document Information

Select your document and options

Document Press browse to find a file on your computer or enter the URL of a web page in the appropriate box.


or
Web Page

Copies Default is 1 copy, maximum 10

Page range - Default is all pages. Enter a range in the format (x-y) e.g. 3-3 or 5-8

Selected printer: **B&W Station Plaza**

[Another Printer](#) [Log Out](#)



6. Select the required Print options and then click CONTINUE.

Step 3 - Print Options


Page Settings

Paper Duplexing options and multiple paper sizes are not available for all printers. Duplex printing may not be supported for larger paper sizes.

Duplex


Orientation As Saved - Orientation as found in the saved document.
Best Fit - Shrinks graphic images if larger than the page.

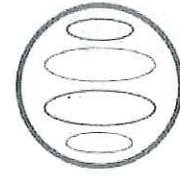
Preview



Selected printer: **B&W Station Plaza**

[Another Printer](#) [Log Out](#)





7. The Print job will then be submitted to the Print Queue.

Job Submission

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing.

mprintbwsp
New Text Document.txt

Processing Job	Time Elapsed 00:02
-----------------------	------------------------------

Your request is currently being processed.



Job ID 208501151

[Another Job](#)

Print another document to the same printer.

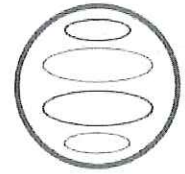
[Another Printer](#)

Print a document to a different printer.

[Log Out](#)

If you have no more print jobs, be sure to log out to protect your account.





8. Once the job has been submitted it is ready for collection at any printer/copier and your account will be charged at the point of collection.

Job Submission

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing.

mprintbws

New Text Document.txt

Complete	Time Elapsed 00:17
-----------------	-------------------------------------

Job complete. Please select a link below.

Job ID 208501151

[Another Job](#)

Print another document to the same printer.

[Another Printer](#)

Print a document to a different printer.

[Log Out](#)

If you have no more print jobs, be sure to log out to protect your account.





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Support.

IT staff will be able to answer basic queries on access via helpdesk@sussexcoast.ac.uk and on extension 8382.

helpdesk@sussexcoast.ac.uk or <http://whd.hastings.ac.uk>

