

## Mobile Printing at Ara

Ara Mobile Printing is a solution that enables you to print to any Ricoh Multifunction Device on our network across the campus. You may print to these devices from any internet/Wi-Fi enabled mobile device (smartphone, notebook or laptop computer). Currently, ARA Mobile Printing **supports only PDF files**.

### Printing Costs are

#### **Black and White**

A4: \$0.05/page

A3: \$0.10/page

#### **Colour**

A4: \$0.15/page

A3: \$0.30/page

Please ensure that you have sufficient print credit before attempting to use Mobile Print. If you have insufficient funds you will be unable to use this functionality.

### A) Converting document into PDF file

If your document is not in PDF format, you'll need to convert it into PDF. Most of software programs (Word, PowerPoint etc.) allow you to save your document as PDF.

Usually you can open the document and go to **File** → **Save as** → select **.pdf**

### B) Sending a document into a printer

- 1) Open your browser and go to <https://mobileprint.ara.ac.nz>
- 2) Type your **username** and **password** and click **Log in**
- 3) From the menu on the left, select **Web Print**
- 4) Click **Submit a job**



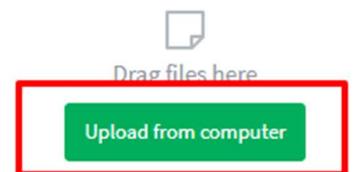
5) Select a printing queue:

- **prnsvr1\FollowMe-BW-Double-Sided (virtual)** (black and white, A4, double sided print)
- **prnsvr1\FollowMe-BW-Double-Sided-A3 (virtual)** (black and white, A3, double sided)
- **prnsvr1\FollowMe-BW-Single-Sided (virtual)** (black and white, A4, single sided)
- **prnsvr1\FollowMe-BW-Single-Sided-A3 (virtual)** (black and white, A3, single sided)
- ... [other printing queues are for colour print]

...and click **Print Options and Account Selection**

6) Select number of copies of your document that you wish to print and click **Upload Documents**

7) Click **Upload from computer** and select a file you wish to print. This file must be in PDF format. You can select more than one file at a time.



**TIP:** Drag and drop a file instead of manual selection.

8) After you finished uploading your documents, click **Upload & complete**.

When you see that your document is **Held in a queue**, it has been sent to a printer and you can go to release it.

SUBMIT TIME	PRINTER	DOCUMENT NAME	PAGES	COST	STATUS
Oct 5, 2019 3:09:48 PM	prnsvr1\Mobile-Print-BW-SS	AraWiFi-iOS.pdf	1	\$0.05	Held in a queue

## C) Releasing a document from a printer

To release a document from a printer:

- 1) **Wave your ARA ID card** near the ID facility on the right side of any printer / copier on campus. If you don't have your ID on you, login with your username and password
- 2) Click **Print Release**
- 3) **Select the document(s)** that you wish to release and then **Print**

If you require further assistance please contact the ICT Service Desk on 03 940 8800 or [ICTServiceDesk@ara.ac.nz](mailto:ICTServiceDesk@ara.ac.nz)