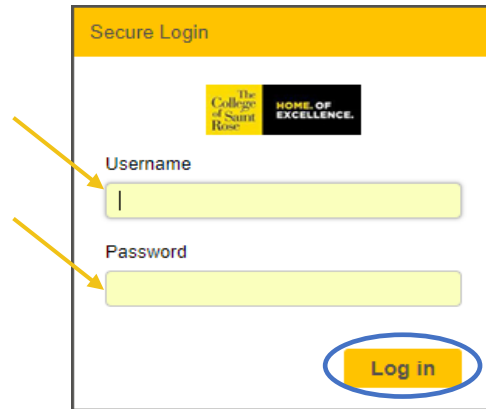


# Mobile Print Instructions for Web Browser

## How to use Mobile Print

Mobile print is available campus wide.

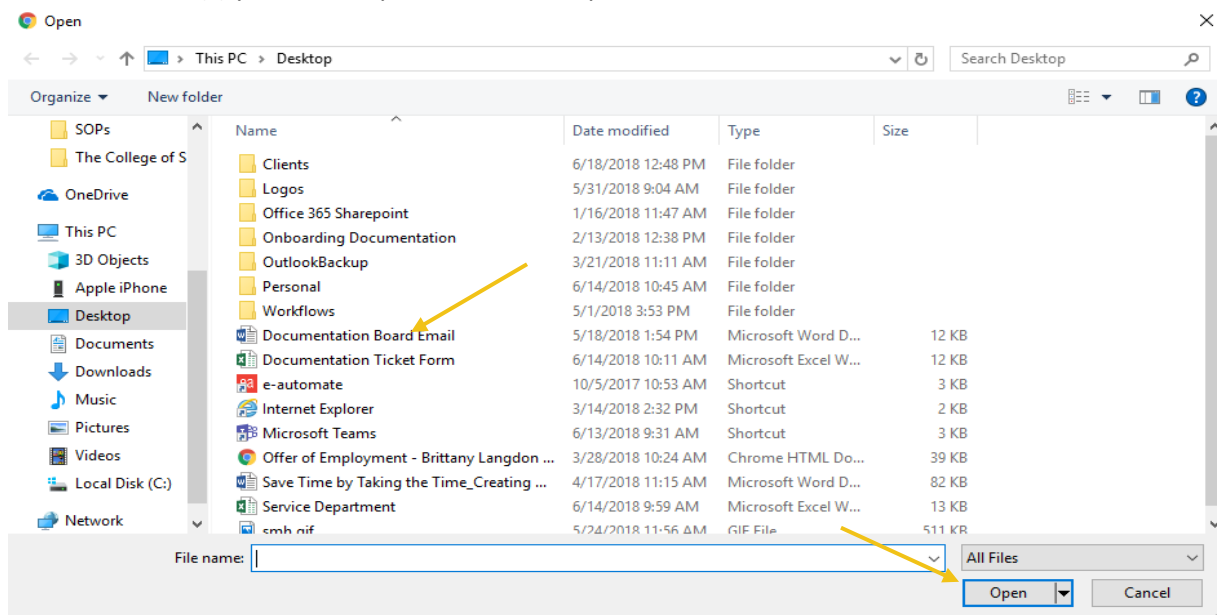
1. Enter [mobileprint.strose.edu](http://mobileprint.strose.edu) into the address bar on your web browser.
2. Enter your College of Saint Rose username & password into the appropriate fields, and select **Log In**.



3. Click on **Upload**.



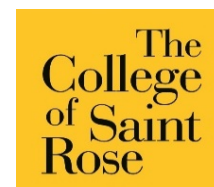
4. Select the file(s) you wish to print and select open.



**Only one file can be selected at a time**

**Accepted File Types:** Text (CSV, RTF, TXT)      **Maximum file size:**  
Microsoft Word®      PDF      10MB/10000kB  
Powerpoint®      Images



**Please contact the print center with any questions**  
**518-337-4820**




# Mobile Print Instructions for Web Browser

## How to use Mobile Print (continued)

The file will appear in your Print Center:





Job List		Activity			
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Refresh		Upload		Delete	
<input type="checkbox"/>	Type	Title	Print Preview	Pages	Pieces of Paper
<input type="checkbox"/>		Documentation Board Email.docx		1	1

5. Select the document(s) you wish to print by placing a check mark in the white box associated.

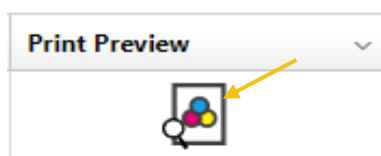
<input type="checkbox"/>	Type	Title
<input checked="" type="checkbox"/>		Documentation Board Email.docx

6. If you need to change any of the default print options, you can do so by utilizing the **Print options** section on the bottom right-hand side of the screen.

Print options :

	Color:	Black & White		Pages per side:	1
	Sides:	Single Sided		Copies:	1 + -
Page range:		e.g. 1-5, 8, 11-13			

You can preview the document if needed by click on the icon located in the *Print Preview* column.



7. The document(s) are now ready to print. Go to any printer on campus to release your print job.

**\*Documents will be available in your print queue for 48 hours.**

**Please contact the print center with any questions  
518-337-4820**