## Use EveryonePrint, the UWStudent Mobile Printing Service, Through a Web Browser

## Introduction

The UWStudent Mobile printing service provides users with the ability to print documents through a web browser interface without the need to install printers on their personal computers. The Mobile printing service is connected the UWStudent print monitoring solution, so charges to printer as deducted from a student's print balance account.

**Notes:** This service is only available on campus. You must be connected to the UWyo wireless or a hardwired connection.

## Procedure

- 1. Go to the UWStudent Mobile Printing web page and click on Log into the mobile printing service, http://microlab.uwyo.edu/mobileprint/
- 2. Log in using your **UW username and password**.
- 3. On the EveryonePrint start page click **Browse** and navigate to the document to print.

MOBILE	PRINTING By Frant 2688 Web Frant My Franters
Web Print	
Use Web Print to print by uploadi	ng a document or entering a Web address.
	Upload Document To Print
	Browse
	Supported documents include Microsoft Office, PDF, JPC, GBF, PNG, Tif, Next > BMP, TXT.
	Web Address To Print
	Enter for example: www.cnr.com Next >
All logos, br	Pcounter EveryonePrint 3.5.0 © 2003-2014 A.N.D. Technologies, Inc. and and product names may be registrated trademarks or trademarks of their respective holders and are hereby acto

## 4. Click Open.

Choose File to Uploa	d			
C Libr	aries 🕨	Documents > Orientation		
Organize - New	felder			
☆ Favorites ■ Desktop	î	Documents library Orientation		
Downloads		Name	Date modified	Type
Recent Places		11 Nov Orientation Schedule.doc	10/26/2011 10:50	Micros
See Liberarian		11 Orientation Schedule one day draft- Combined.doc	1/21/2011 1:31 PM	Micros
Documente		11 Orientation Schedule two day draft- Combined.doc	2/2/2011 4:50 PM	Micros
A Murie	ч.	11 TR Orientation Schedule.doc	2/2/2011 4:17 PM	Micros
E Picturer		12 Orientation Schedule Draft- Combined.doc	10/27/2011 9:29 AM	Micros
Videos		12 Orientation Schedule Local Draft- Combined.doc	10/26/2011 10:49	Micros
		12 TR Orientation Schedule Draft.doc	10/26/2011 10:48	Micros
Computer		12 TR Orientation Schedule Draft.pdf	3/26/2014 4:11 PM	Adobe
🏭 Local Disk (C:)	-			
	File nam	e: 12 TR Orientation Schedule Draft.pdf	All Files (1.1)	-
			Open Car	icel

5. The path to the document to print will appear in the Upload Document To Print window. Click **Next**.

MOBILI	B PRINTING My Print Jobs Web Print My Printers
Web Print	tion a document or anterion a Web address
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	Wah Address To Drint
	Enter for example: www.cnn.com Next >
	Pcounter EveryonePrint 3.5.0 © 2003-2014 A.N.D. Technologies, Inc. brand and predict names may be registered trademarks or trademarks of their respective ballers and are hereby ack

6. A status window will open showing available printers and the print job status. It may take a few seconds for the print job to process and allow you to start printing. Once the job is processed a list of printers will appear and the status will say "Awaiting Release."

Using the drop down box, **select the printer you want to print to** and then click **Print**. (Note: Printer names will contain some location information.)



7. Click the **Advanced** check box to open options for multiple copies, page range, single or duplex printing, or a black/white color option. Make selections then click **Print**.

Date/Time	Filename	Pages	Status
3/26/14 4:16 PM	12 TR Orientation Schedule Draft.pdf To print this Job, select a printer below:	3	Awaiting release
	AG 142 Network Printers		Print »
	Double-sided print (works only if the printer supports duplex) None © Long-side (most common) © short-side	):	
	Print in black/white even if document contains color:		

8. Note status changes from "Awaiting Release" to "Printing", then eventually to "Printed." *Be sure to give the system enough time to complete all printing tasks.* 

Date/Time	Filename	Pages	Status
3/26/14 4:16 PM	12 TR Orientation Schedule Draft.pdf	3	Printing
	Your print job has been sent to the selected prin	ter successfully.	

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9. After all jobs have completed, you will have to close the browser to log off.