# **TUS Mobile Print Options**

There are two methods for mobile printing in TUS Midlands.

- 1. Using the upload Portal (instructions begin below)
- 2. Email option (instructions begin on page 3 of this guide)

#### **Option 1 Upload Portal**

- 1. Login to your Office 365 account by browsing to <a href="https://myapps.microsoft.com">https://myapps.microsoft.com</a>.
- 2. From the list of applications click on the **Topup Mobile Printing** app



3. You will then see the screen below

Ý	Dashboard					4	€ 2.00	×
E Dashboard	My recent jobs		🌀 My deposit		€ 2.00			
🗢 Upload job	Waiting	Printed	Descenture	Deposit via + € 1.00 ayment gateway + € 1.00 Deposit via + € 1.00				
Payment	Microsoft Word - Document1 (1)	Sep 2, 2021, 12:25 PM payment gates Sep 2, 2021, 12:15 PM Deposit via payment gates	payment gateway					
	/ EDIT		Deposit via payment gateway					
			Sho	w all history				
			RECHARGE					

4. Select Upload Job

SE	LECT FILES	
or door and	drop to add print job	

- 5. Click Select files (or alternatively, you can drag your file into the screen above)
- 6. A Windows Explorer window will open (similar to the image below)
- 7. Select the file(s) you wish to upload by single clicking on them



a. Click Open

### 8. You will then see the following screen

ADD FILE  ADD FILE  I Print jobs ready to be uploaded  AIT Student Printing - How to print (from an AIT of butern 1.05 MB	If you want the file to print in Black and White tick the Black and White Checkbox
Black and white Duplex	If you want the file to print in Duplex (double-sided) tick the Duplex Checkbox
	Note the default settings are Colour and single- sided
LPEDAD (1)	Press Upload

## 9. Press Upload

You will then see a screen saying job uploaded as below



#### 10. Once your file upload is complete, please close the payment tab by pressing the x shown below



# **Option 2**

# **Email Mobile Print Option**

- 1. When logged into your TUS email (from any pc, laptop, or tablet), send an email to <u>mobileprint@tus.ie</u> attaching the file(s) you want to print.
- 2. you will receive an email from <u>SafeQ@tus.ie</u> (similar to the email below) indicating that your job has arrived and is now for printing on any of the on-campus printers.

safeq@tus.ie Joan Bloggs RE: g
Dear user,
this is an email notification about the result of your request to print documents via YSoft SafeQ Mobile Print Server.
Your request was successfully accepted by YSoft SafeQ Mobile Print Server.
The processing of requested documents finished with following results:
• Completing Online Registration and Getting Started with IT Facilities Guide (31 Aug 23).docx was succesfully queued
You can release your jobs on any YSoft SafeQ terminal.
This message has been sent by YSoft SafeQ Mobile Print Server.

3. Go to a printer and login using your ID card as normal. If you go to a colour printer the file will print in colour. If you go to a black and white printer the file will print in Black and White

# Note: If you have any issues with uploading print jobs, please log a call on the staff or student IT helpdesk