

MOBILITY PRINT INSTRUCTIONS FOR KIOSK PRINTERS

Scan the QR code below to view Mobility Print instructions on your mobile device:



Cost of TigerPrint Services

| | <i>Black & White</i> | <i>Color</i> |
|-------------------------------|--------------------------|--------------|
| <i>Single-sided (Simplex)</i> | \$0.17 | \$0.50 |
| <i>Double-sided (Duplex)</i> | \$0.20 | \$0.70 |

Step 1: Check that you are connected to AU WiFi.

Step 2: Scan the **QR code to the right** to download the Ricoh Print Queue profile/app or visit aub.ie/mobilityprint.



Apple Users: Select and download the **Ricoh Print Queue profile** and follow the prompts on your screen to install. The profile will not appear as an app; print services will run in the background.

Once the word “**Verified ✓**” in green appears, **no further action is needed**.

Android Users: Select and download the **PaperCut Mobility Print App**. Once downloaded, select “**Tap here and check the Mobility Print Service is on**” to ensure the app will run in background.

Once completed, **no further action is needed**.

Step 3: Locate your document on your device. If printing from your email, access the document via your **default mail app**. (For optimal printing, access this email via the Outlook Mobile app.)

Be sure to **download** the document before sending it to the printer.

Step 4: Select **Print**. Then select **Ricoh Printer** as your desired printer. When prompted, enter your **7-character Auburn username and password**.

Step 5: Indicate your desired print settings.

NOTE: if printing in **black & white**, check that **Print in Color** is turned **off**. Then select **Print**.

Step 6: You will receive an email from Tigerprint@auburn.edu with a **print release code**. Enter the 6-digit print release code **on the Pay Station touchscreen**.

Step 7: **Press the file name on the Pay Station touchscreen** to release the print job. Then follow the prompts to enter your payment method.

NOTE: You may pay via TigerCard, credit/debit, or preloaded funds. Paying via credit/debit on the Pay Station **will place a \$10 hold** on your payment method that will expire after 24–48 hours. For instructions on preloading funds, see the far-right column.

