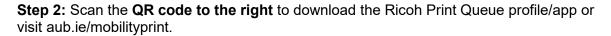
MOBILITY PRINT INSTRUCTIONS FOR KIOSK PRINTERS

Scan the QR code below to view Mobility Print instructions on your mobile device:	Cost of TigerPrint Services		
		Black & White	Color
	Single-sided (Simplex)	\$0.17	\$0.50
	Double-sided (Duplex)	\$0.20	\$0.70

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





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 <u>Tigerprint@auburn.edu</u> 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.