PRINTING FROM YOUR LAPTOP OR MOBILE DEVICE

1. UPLOADING YOUR DOCUMENT(S)

1. On your personal laptop or mobile device, connect to the internet via a **campus wireless network** (eduroam is recommended).
2. Go to https://mobileprint.berkeley.edu in your web browser.
3. Sign in with your CalNet username (do not include "@berkeley.edu") and passphrase.
4. Click on the **Upload** button.
5. Locate and select the file that you would like to print, then click **Open**.
   - Make sure your Word or PDF document's page size is **US Letter** before uploading, or you will receive an error and be unable to print it out at the release station. For information on resizing files, see our website.
6. Confirm that the file appears in your Job List.
7. You can select the file and adjust print settings in the lower right corner (number of copies, etc.). Selecting **Color** only works if you then use the lab color printer to print it.
8. You can continue to upload additional files or proceed to a release station to print your submitted document(s). Uploaded files may take a minute to appear at release stations.

2. PRINTING (RELEASING) YOUR UPLOADED DOCUMENT(S)

When you upload a document to MobilePrint, you then need to "release" it at one of our print release stations in order to print it out. Release stations can be found in several locations; see our website for details. To print out your document(s):

1. Step up to a print release station. If the monitor is dark, jiggle the mouse to wake it up.
2. Hold your Cal ID card up to the card reader that says **TOUCH UCB ID** and wait for the beep that indicates a successful card authentication.
3. After logging you in, the screen will show a list of your print jobs. Your print balance is listed in the lower left corner. Selecting an individual document will show its cost.
4. Select your document(s) that you wish to print and click **Print**. Your print job(s) will come out of the printer next to the release station.

MOBILEPRINT FAQS

How do I print in color?
Upload your files, then make sure you change their print settings to "color." You will then need to use the specific color printer release station, located in the law library computer lab.

How long will my documents remain in the print queue?
Your files will remain for 6 hours before being purged. You are not charged for any purged files.

Can I print an email or a webpage?
You will need to save the email/page as a PDF, image, or Word/text file first, and then upload that file.

**NEED MORE HELP? VISIT THE COMPUTER LAB OR EMAIL
STUDENTCOMPUTING@LAW.BERKELEY.EDU**

PRINTING FROM LIBRARY COMPUTERS AT BERKELEYLAW

1. SUBMITTING A DOCUMENT TO PRINT (SENDING A PRINT JOB)

All lab and library computers and scanners have Pharos popup print software installed. To print your document or scan via Pharos popup, do the following:

1. On a **library computer**, open the document, file, or webpage that you wish to print.
   - At **scan stations**, choose the print button on the touchscreen after scanning, then follow prompts. Skip to **Step #4** for further instructions. You can only print in B&W from scanners; to print color, save the file, then print saved file in lab.
2. Go to the **File** menu and select **Print**. The print dialogue window will open.
3. Make sure the correct printer is selected in the print menu. **LAW-Pharos-BandW-Queue** is BerkeleyLaw's black-and-white high-speed print queue. The **color printer** and the **manual feed printer** are available on lab computers only (not on scan stations).
4. Make any necessary changes to your print layout and options (e.g. double-sided, shrink/fit to paper size, # of copies, page range, pages per sheet), and then click **Print**.
5. A window will pop up prompting you for your **CalNet Friendly Username** and the **document name** you wish to give this print job.
   > **What is a CalNet Friendly Username?:**
   > The part of your Berkeley email address before the '@'. Do not include "@berkeley.edu."
   > **What is the Document Name?:**
   > Any name you choose so you can identify your document at the release station.
6. Enter your information and click **Print**. Wait a few seconds for the window to disappear.
7. You may now proceed to a print release station to print your submitted document.

2. PRINTING (RELEASING) YOUR SUBMITTED DOCUMENT(S)

When you print to the **LAW-Pharos** printers, your file enters a print queue and you need to "release" it at one of our print release stations in order to print. Release stations can be found in several locations; see our website for details. To print out your document(s):

1. Step up to a print release station. If the monitor is dark, jiggle the mouse to wake it up.
2. Hold your Cal ID card up to the card reader that says **TOUCH UCB ID** and wait for the beep that indicates a successful card authentication.
3. After logging you in, the screen will show a list of your print jobs. Your print balance is listed in the lower left corner. Selecting an individual document will show its cost.
4. Select your document(s) that you wish to print and click **Print**. Your print job(s) will come out of the printer next to the release station.

If you print a document to the **manual feed printer**, it will start printing immediately, provided you have enough money on your card to pay for the print job. There is no release station involved. If the printer does not start printing your file, ask for help.

**NEED MORE HELP? VISIT THE COMPUTER LAB OR EMAIL
STUDENTCOMPUTING@LAW.BERKELEY.EDU**