

# USING THE XEROX MOBILE PRINT PORTAL

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The Xerox Mobile Print Portal app will enable the Apple IOS, Android or Windows 10 mobile user to print to selected printers on the CSU campus.

This is for student use only and is only available in IS&T Student Labs which are supported by student technology fees.

## INITIAL APP SETUP

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The Xerox Mobile Print Portal is a free app that must be used to take advantage of wireless printing on mobile devices via the CSU network.

1. Download the Xerox Mobile Print Portal app from the App Store, Google Play Store, or Windows Store and open it
2. Enter your CSU email address and click *Next*
3. Enter the CSU Company Code (44YRDE) and click *Next*
4. Enter your CSU ID number (top field) and password (bottom field) and click *Next*

## PRINT PORTAL HOME PAGE

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Once you make it through these steps you are at the home page of the portal. You can find printers by going to 'Select Printers' and then clicking on the Workplace tab. You can then add printers to your Favorites.

### WINDOWS 10 USERS PLEASE NOTE:

In Windows 10, you must select a document and then select 'Location' from Workplace. Here you can select the building in which you want to print and then select a specific printer within that building.

At the main Print Portal screen you'll be able to click on Files, Photos, or Capture to choose documents to print.

## **APPLE IOS USERS PLEASE NOTE:**

On iOS, printing can be tricky. In documents or in web pages, first try selecting the share option (the box with the up arrow) and see if you can open the document in Print Portal. In Google Drive, you must open a document, select the icon with three vertical buttons in the top right corner, select 'Share & export,' select 'Send a copy,' and then Copy to Print Portal to open the job in the Print Portal application.

## **PRINTERS AVAILABLE FOR MOBILE PRINTING**

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The following lab printers are available for wireless printing:

- BU23HP1
- BU23HP2
- FT103HP1
- FT103HP2
- FTcolor
- MC120HP1
- MC120HP2
- MC120HP3
- RT-LearnComD
- RT-LearnComE
- SC-Color
- SC-Printer1
- SC-Printer2
- UR39HP1
- UR40HP2
- Z-Urban-Color

## **PRINTING VIA EMAIL**

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If you don't have a file saved locally, you can attach it to an email and send it to **mobileprint@csuohio.edu**. You'll receive a confirmation email back, and once you do, check your Documents tab on the main Print Portal page and you'll see a held document. Here you'll be able to select the held document and send it to a printer.