Lehman College - Mobile Printing

How to Register and Send a Mobile or Remote Print Job

1. From any device capable of sending e-mail [home computer, laptop or smartphone], attach documents and send to e-mail address:
   mobile.bw@lehman.cuny.edu (for black & white documents)
   *********** mobile.color@lehman.cuny.edu **(for color documents)*****************

2. Currently supported documents:
   Office documents - Word, Excel and PowerPoint -
   [doc, docx, rtf, eml, xls, xlt, csv, ppt, pptx, pptm]
   Web Pages   [htm, html, mht]
   Text file   [txt]
   Portable Document Format [pdf]

3. **Documents** can be released at Designated Mobile Print Release Station at the
   IT Open Center (to the right of Printer 7) and
   Leonard Lief Library (Reference Area Mobile Release Station).

4. First-time users will receive registration e-mail from Mobile.bw.
   You will see a **Click to Register** link:

pharos.mobile@lehman.cuny.edu

To: ALEXIS.VERAS
Attachments: 🔲 Logo.jpg (16 KB)

Welcome to Lehman's Mobile Print System.
To use Mobile Print, click on the link below and enter your Lehman username and password to register.
Click to register.

Formats Supported
Please note: The following file formats are supported for Mobile Print:

- Office documents:Word,Excel and PowerPoint(.doc,.doc,.docx,.rtf,.eml,.xls,.xlt,.xlsx,.csv,.ppt,.pptx,.pptm)
- HTML documents and web pages (.htm,.html,.mht)
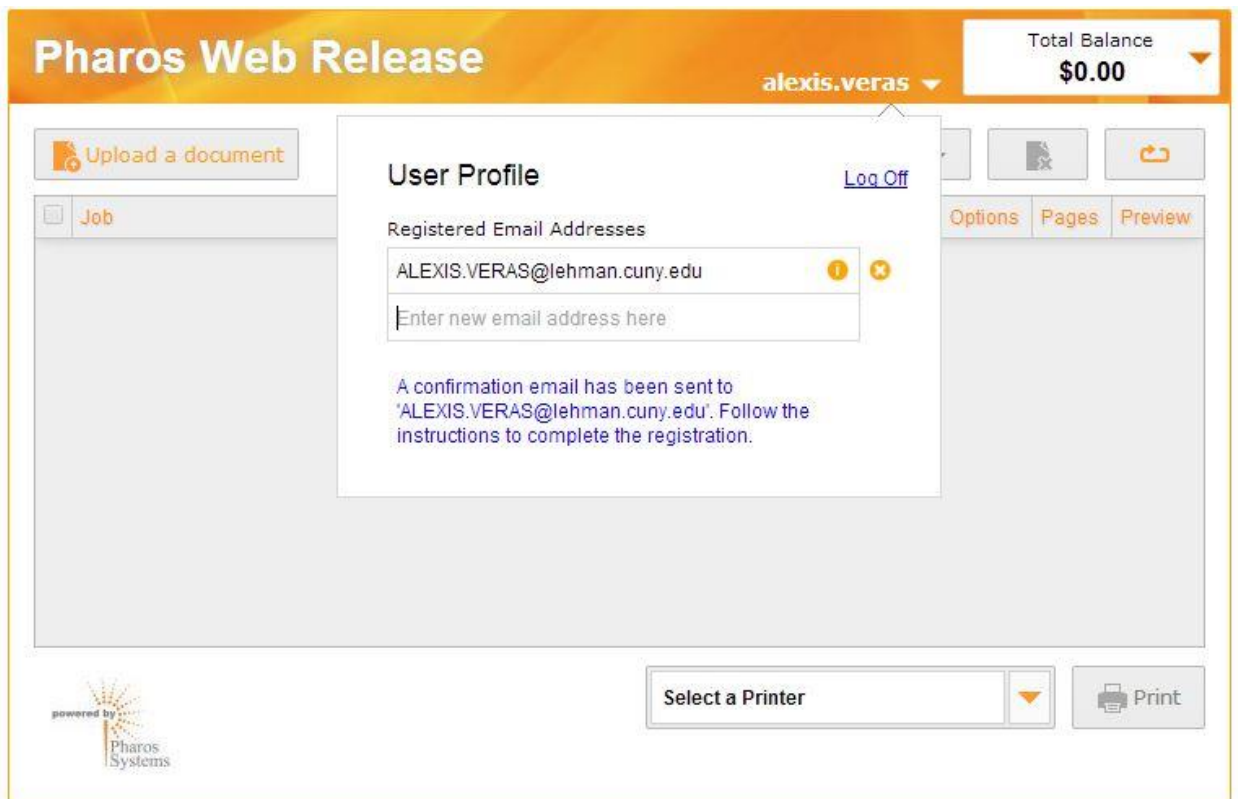- Text file(.txt)
- PDF document(.pdf)

Lehman College/CUNY

5. The **"Click to Register"** link will bring you to the page below, where you will enter your **Lehman Account Username and Password.** Once you enter your Lehman Login credential, click "**Log on**".
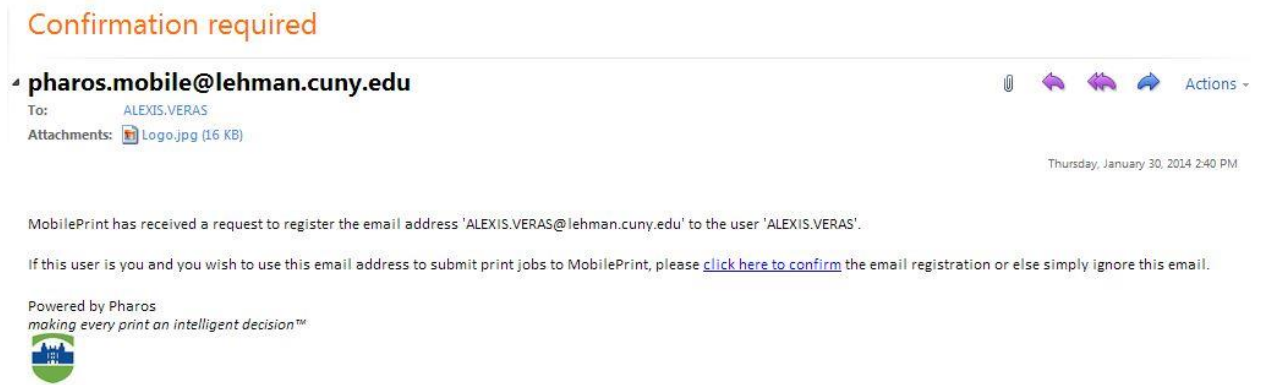

6. Once you have registered, you will receive a confirmation e-mail, as shown below

7. Confirm the message by clicking on **"Click here to confirm"**.

Confirmation required

pharos.mobile@lehman.cuny.edu

To: ALEXIS.VERAS

Attachments: Logo.jpg (16 KB)

Thursday, January 30, 2014 2:40 PM

MobilePrint has received a request to register the email address 'ALEXIS.VERAS@lehman.cuny.edu' to the user 'ALEXIS.VERAS'.

If this user is you and you wish to use this email address to submit print jobs to MobilePrint, please click here to confirm the email registration or else simply ignore this email.

Powered by Pharos
making every print an intelligent decision™

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8. Click to "**Confirm"** the email address.

Email Address Confirmation

Hi ALEXIS.VERAS,

To confirm your registration of **ALEXIS.VERAS@lehman.cuny.edu**, click the confirmation button below.

Confirm

Once confirmed, you will get the following message:

Email Address Confirmation

Email address confirmed. You will be redirected to Pharos Web Release in 3 seconds.

9. Now Click on **"Click to open the MobilePrint Web Release website"**.
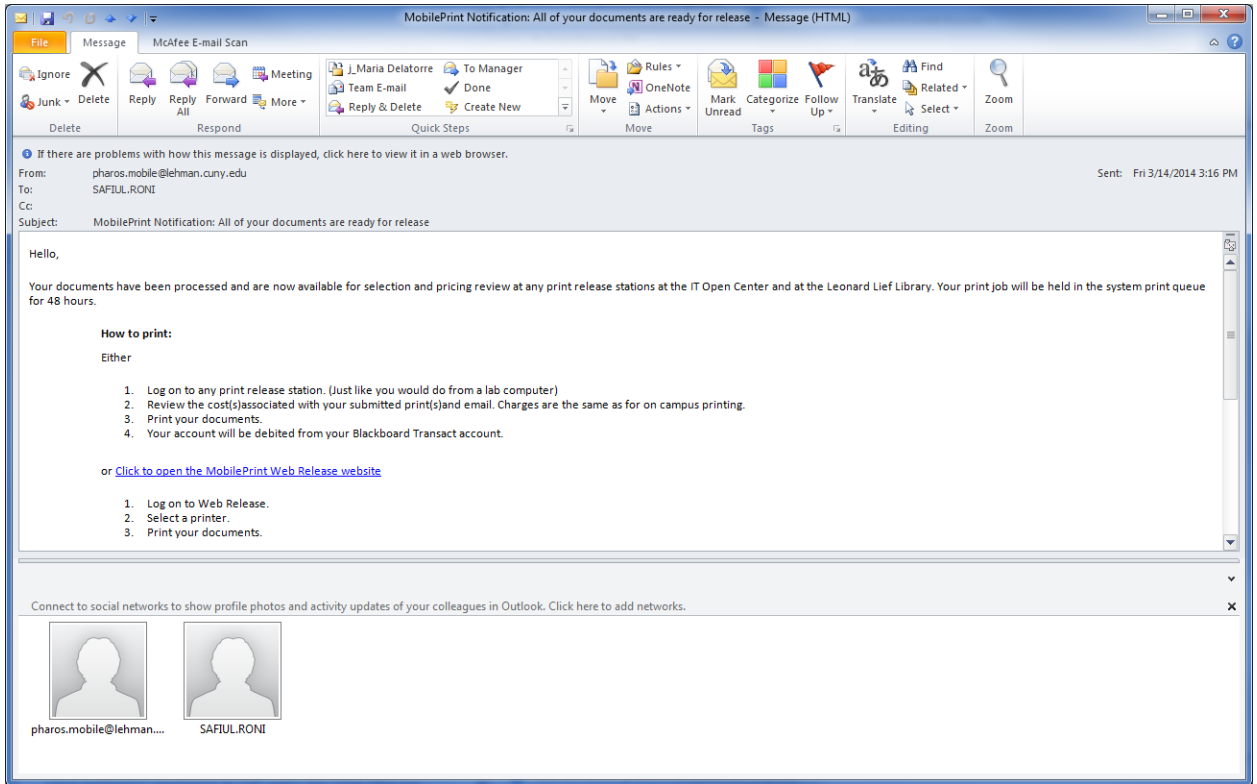
10. Enter your Lehman Login credential and click **"Log on"**.

11. Please proceed to the Any **Print Release Station**:
    IT Open Center   OR   Leonard Lief Library

12. Your print jobs will be held in system print queue for 48 hours.

How to Release Print Jobs to Printer

13. Go to Any **Print Release Station** in the IT Open Center or Leonard Lief Library.
14. Enter **Lehman Login Username,** which is your **[Firstname.Lastname]**
15. Enter **Lehman LDAP Password.** Then press **Log in.**
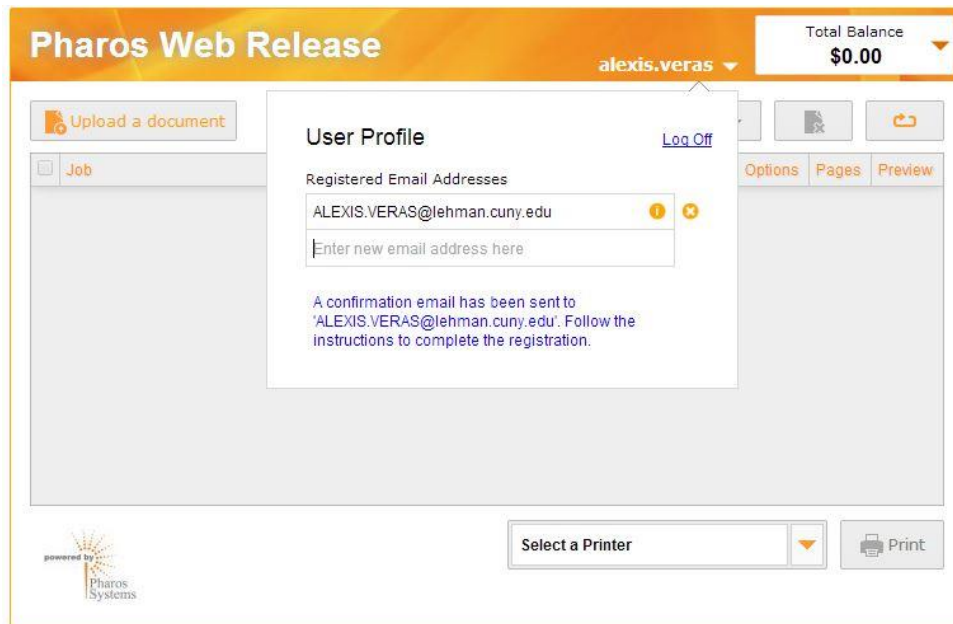
16. Select print jobs, then choose **Print.**
    Your account balance is displayed on lower left hand corner of screen.
    When finished, click **Log off** button.

Please contact the IT Center Help Desk (Carman Hall 108 or (718) 960-111 or
help.desk@Lehman.cuny.edu if further assistance is needed.