

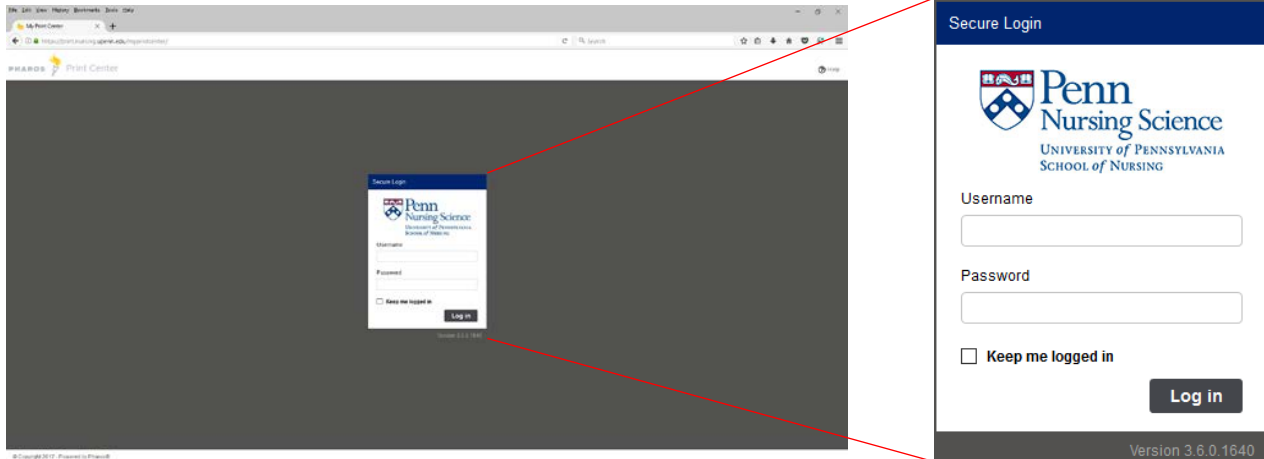
# Mobile Print PC and MAC Laptop Instructions

**\*\*\*NOTE: YOU MUST BE CONNECTED TO AIRPENNET IN THE SCHOOL OF NURSING FOR MOBILE PRINT TO WORK\*\*\***

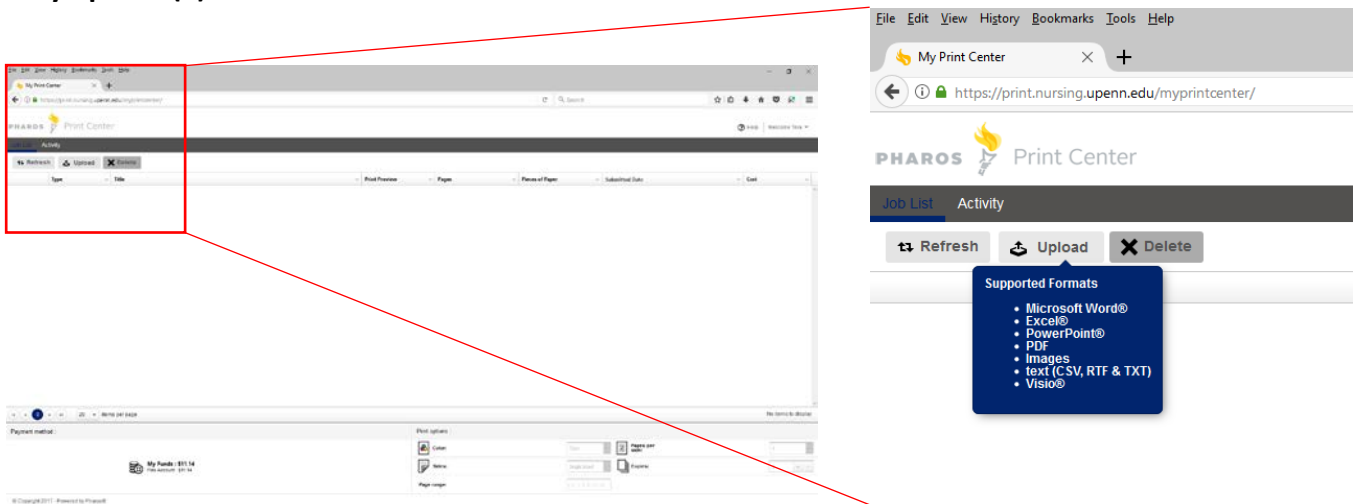
1. Open up a web browser. Navigate to <https://print.nursing.upenn.edu/myprintcenter/>. Once there you will see the page below. Fill in your Pennkey and Nursing Password and click **Log In**.

**Username** = Your PennKey

**Password** = Your Nursing Password



2. Once logged in, you will see your printing dashboard defaulted on the **Job List** tab and next to that is the **Activity** tab. The printing dashboard shows your list of jobs, your PennCash Balance on your card, and various printing options. To upload a document, click on the **Upload** button on the top left. **Note: You can only upload (1) Document at a time.**



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- The screenshot shows the SAP Fiori 'Print Control' app. The main area displays a table of documents with columns for Name, Icon, Date, Page, Number of Pages, and Document Date. Below the table, a 'Print options' dialog is open, showing settings for Colors (Color), Pages per side (1), Sides (Double Sided), Copies (1), and Page range (p.p. 1-5, 8, 11-13). A red box highlights the 'Print options' dialog.

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- The screenshot displays the Print Center application. The top section shows a list of print jobs with columns for Job Name, Pages, Status, and Date. A red box highlights a specific job. To the right, a detailed view of the selected job is shown, including a red arrow pointing to the job name. Below this, there are controls for 'Pages per side' (set to 1) and 'Copies' (set to 1). At the bottom, there are buttons for 'Print' and 'Cancel'.

- [illegible]

6. Once your settings are set, walk up to either printer in Computer Lab 201 and tap your PennCard on the card reader. Your balance will display on the screen first, click ok and your list of jobs will show up. Select which jobs you want to print or hit Print All if you want to print all jobs listed and click print. The funds will be deducted from your PennCard according to your print options.