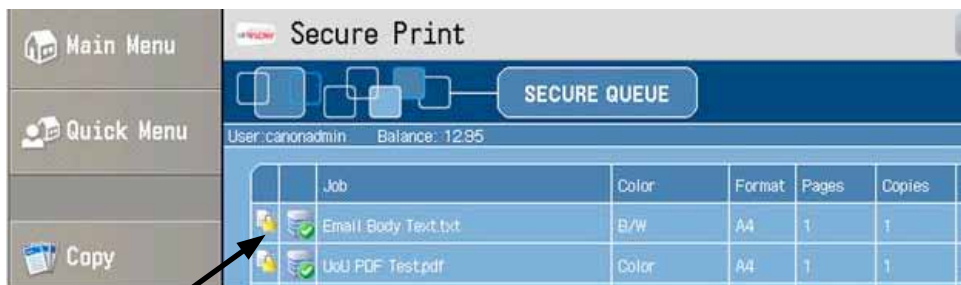


How to Use Mobile Printing

Mobile printing allows you to send files from any device that can access your university email (phone, laptop, tablet and home computer). You simply need to sign on to your **University email account**.

For information on how to access the email: <http://ulster.ac.uk/isd/students/email>

- Using your University email account (will not work with any other account).
- Compose an email message to:
 - **mobileprint_b@ulster.ac.uk** for collection at Belfast
 - **mobileprint_c@ulster.ac.uk** for collection at Coleraine
 - **mobileprint_j@ulster.ac.uk** for collection at Jordanstown
 - **mobileprint_m@ulster.ac.uk** for collection at Magee
- Then attach the files that you want to print.
- Accepted files are all Microsoft Office Software and PDF files.
- If you want to print an image (jpeg, tiff etc.) place the file into Microsoft Word or Powerpoint sized to A4 or A3 and then attach it. *If the file format is not correct you will get an email back to inform you of the error.*
- The files will be stored for 24 hours and then deleted if not collected. *You will not be charged if they are deleted.*
- You can now collect your prints as normal.



- An email body text file will be listed on your print queue. This can be deleted as it is the email that delivers the attachments.

Any problems please email:
printpayment@ulster.ac.uk
quoting your b-number (student number)