



HSMC Mobile Printing Service

Description:	The guide describes the steps for users to use the Mobile Printing Service on campus.
Website URL	https://mprint.hsmc.edu.hk
Updated Date:	March, 2018

Background

Mobile printing service is a new service initiated by ITSC to support users to bring their own devices (BYOD) to the College. With this new service, users may enjoy the following benefits:

1. Support mobile phones and tablets printing:

Since mobile printing service utilizes the latest web technology, the users can print from not only the notebook computers but also the mobile phones or tablet devices. It supports Windows, Mac, Android and iOS without any additional software installed.

2. Print anywhere in campus:

Using WiFi or wired network, users can upload their files via the mobile print portal anywhere in campus.

Locations	Wired Network	WiFi SSID
HSMC Campus	All buildings	HSMC-WIFI
Residential College	Block A Learning Common	HSMC-RC

3. Collect the printouts from any copiers:

Once a file is uploaded, users may collect their printouts from any copiers around the campus at any time.



1. Login to Mobile Printing Portal

Steps	
1.	<p>Launch a browser, preferably chrome, firefox, or safari.</p> <p>Enter the website:</p> <p>https://mprint.hsmc.edu.hk/</p> <p>Enter your HSMC Windows Account username/password (Note: NOT Google password)</p> <p>Notes:</p> <ul style="list-style-type: none">▪ If you forget your password, you may click the given link to reset your password.▪ You may check your current quota, printing fees and refund policy by clicking the links on right hand side.
	<p>The screenshot shows the HSMC Mobile Printing portal. On the left, there is a 'Please Login' section with two input fields: 'Windows Username' and 'Windows Password', and a green 'Login' button. Below the input fields, there is a link: 'If you forget your Windows password, click here:'. On the right, there are two main sections: 'Submitting a job' and 'Collecting printout'. 'Submitting a job' contains a list of 5 steps: 1. Login with your Windows Account, 2. Choose Print Settings: B/W or Color, Single or Double-side, and Number of Copies, 3. Select up to 10 files, each file less than 10 MB (Word, PDF, Excel, PPT, image), 4. Click "Upload" to send your files to the server, 5. Check if your files are ready for printing : http://printquota.hsmc.edu.hk. 'Collecting printout' contains a list of 4 steps: 1. If your files are ready, go to a nearby Copier/Printer, 2. Sign-in with your Staff or Student ID, 3. Select Follow-U printing, 4. Click to print 1 or more files. Below these sections is a 'Help' section with three links: 'Printing Fees', 'Refund Policy', and 'Contact Us'. At the bottom of the page, there is a footer: '2016 © ITSC/HSMC - Version 1.0.01'.</p>



2. Set the printing options before uploading the files

2. There are three options you may change on left hand side after login.
 - a. B/W or color print
 - b. Single (Simplex) or Double (Duplex) print
 - c. Number of copies

The default settings are B/W and Double print with one copy per job.

The screenshot shows the HSMC Mobile Printing web interface. On the left, the 'Print Settings' section is highlighted with a red box. It contains three options: 'B/W' (set to 'Color'), 'Single' (set to 'Double'), and 'Copies' (set to '1'). A red arrow points to the 'Print Settings' section with the text 'Select the printing options' below it. On the right, the 'Submit Print Job' section is visible, with a 'Select File' button. The footer of the page reads '2016 © ITSC / HSMC - Version 1.0.01'.

3. Select files to print

3. To upload your file, just click on "Select File" button and navigate to the file on your drives.

Note:

- Number of files - Up to **10 files per each print job.**
- Support file formats - **Text, MS Word, Excel, PowerPoint, PDF and image (png, jpeg, jpg, tif, tiff & bmp).**
- File size - each file is limited to **the size of 10MB.**

This screenshot is identical to the one above, but the 'Select File' button in the 'Submit Print Job' section is circled in red to highlight it. The rest of the interface, including the 'Print Settings' section, remains the same.

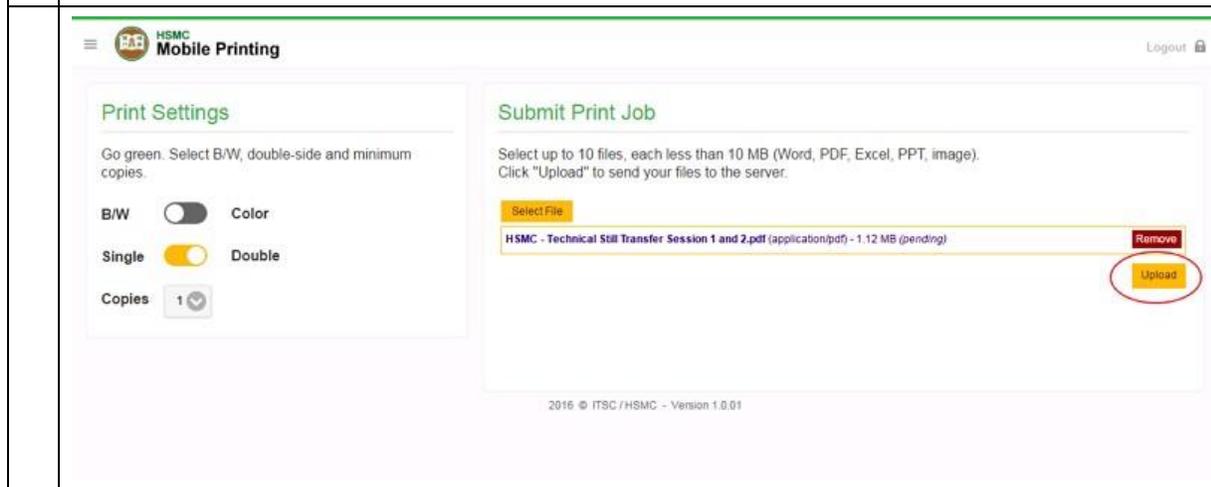


4. Upload file for printing

- After clicking “Upload”, your print job will be submitted to the print server. The server will generate a print file that you may print on any copier.

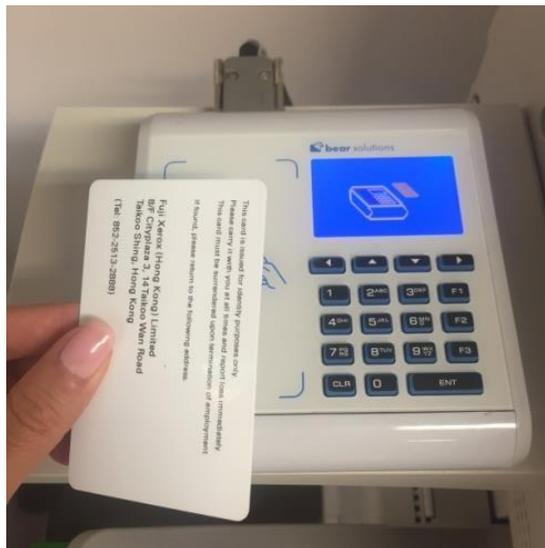
Note:

- Before clicking the “Upload” button, you may click “Remove” button to delete a file from the upload batch.



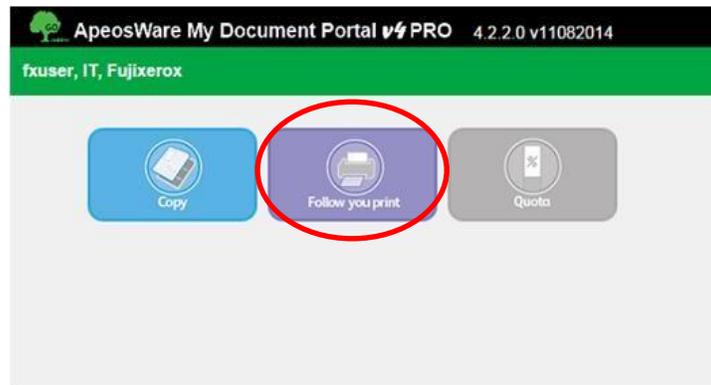
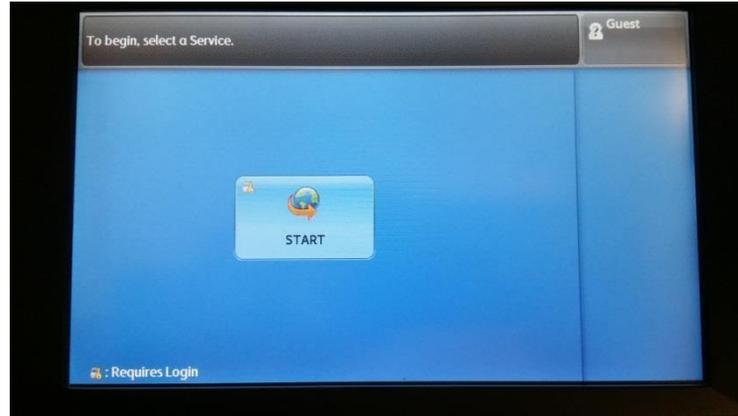
5. Collect the printouts

- Please go to any copiers and then login with your staff/student cards to collect your outputs.





6. After login, you will see “Start” button on the copier LCD panel, press it and then select “Follow you print” button.



7. You may then select which files to be printed or removed from your print job queue. After printing, your quota will be deduced.

