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.	Launch a browser, preferably chrome, firefox, or safari. Enter the website: https://mprint.hsmc.edu.hk/ Enter your HSMC Windows Account username/password (Note: NOT Google password) Notes: ▪ 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.

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.

3. Select files to print

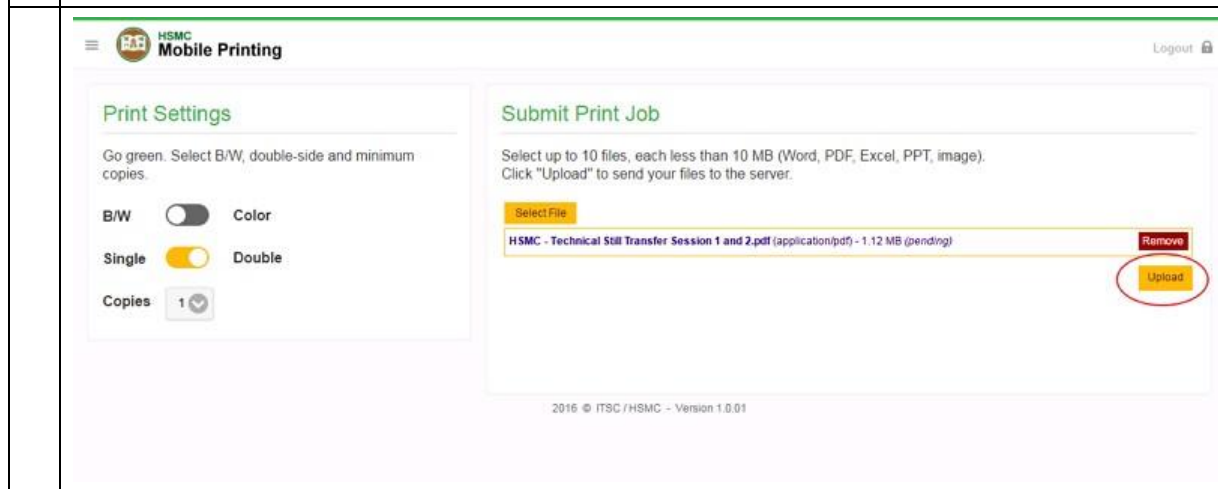|	

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**.

4. Upload file for printing

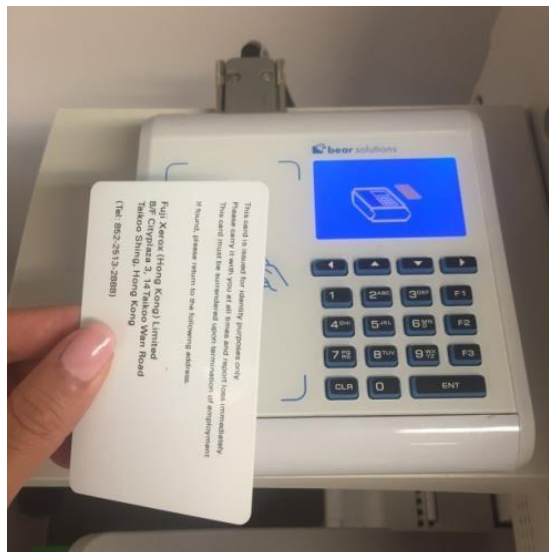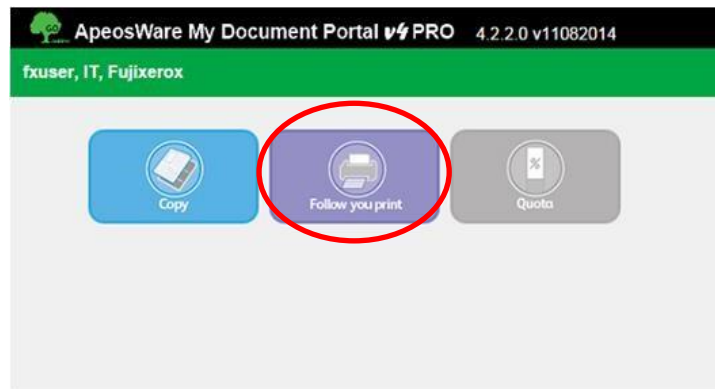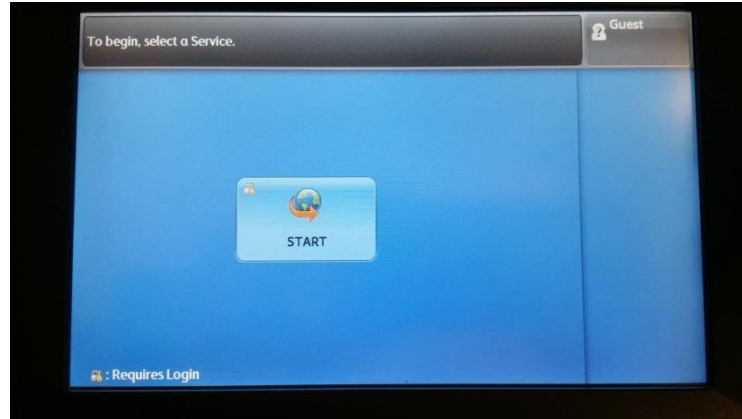|	
4.	After clicking "Upload", your print job will be submitted to the print server. The server will generate a print file that you may print on any copier. Note: ▪ Before clicking the "Upload" button, you may click "Remove" button to delete a file from the upload batch.

5. Collect the printouts

5.	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.