

# Printing from personal devices or off-site locations

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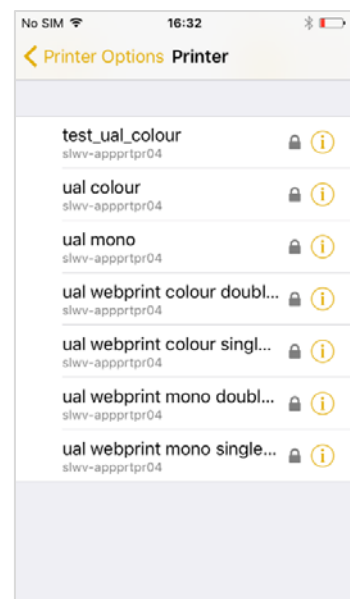
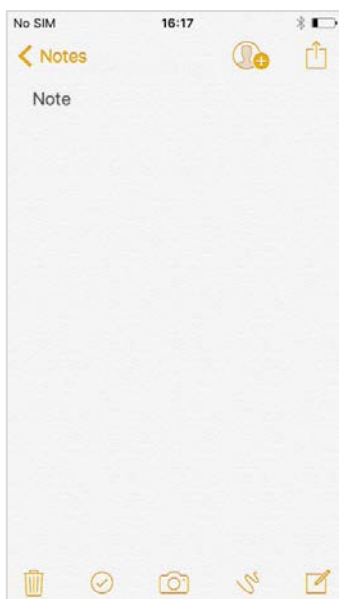
## Printing from personal devices (Mobility Print)

- Mobility Print allows you to print on UAL printers from your personal device
- Both iOS (9.2+) and Android (4.4+) devices are supported

## iOS devices

Ensure your device is connected to the UAL-WiFi

1. Open the app you wish to print from
2. Tap the **share** icon  or 
3. Select the **printer** icon
4. Tap **Select Printer**. You may need to enter your UAL credentials
5. Select your print setting from the options available



The print options are as follows:

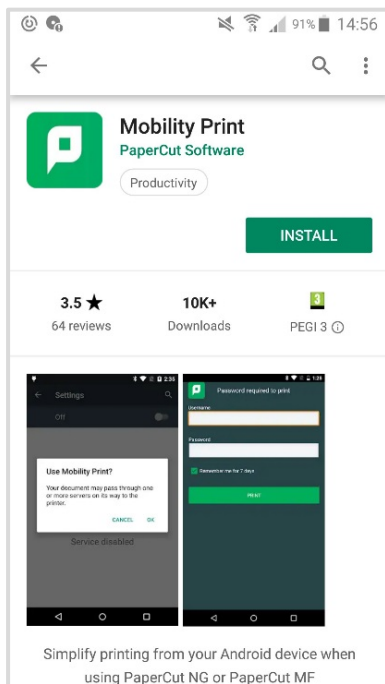
Option	Print result
ual colour	A4 double sided colour
ual mono	A4 double sided black and white
ual webprint colour double sided a3	A3 double sided colour
ual webprint colour single sided a3	A3 single sided colour
ual webprint mono double sided a3	A3 double sided black and white
ual webprint mono single sided a3	A3 single sided black and white

6. Once you have selected your setting, tap **Print** in the upper-right corner

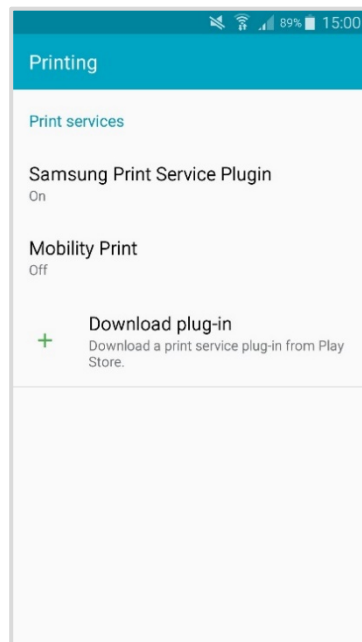
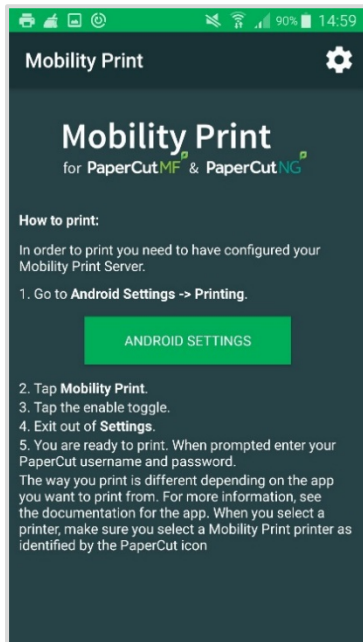
## Android devices

Supported devices include Android phones, Google tablets, Samsung, HTC, Lenovo, LG, Sony, Huawei.

1. Ensure your device is connected to the UAL-WiFi
2. Install the free PaperCut Mobility Print app from the Google Play Store and launch the app




- If not already on, tap **Android settings** and **Mobility Print** and turn the service on



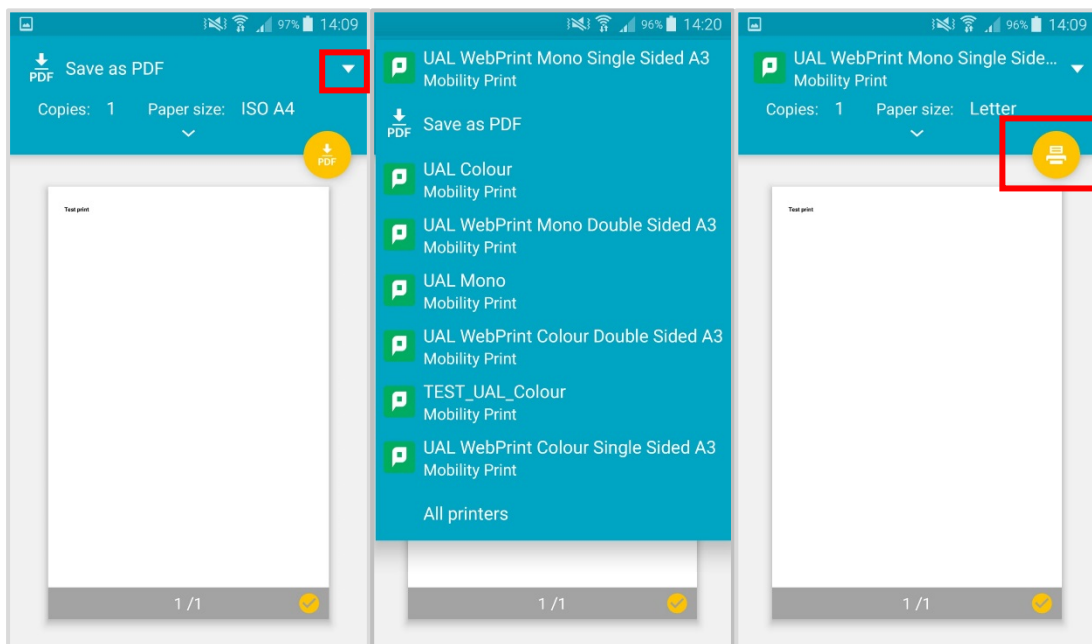
- A list of printing options will appear, but you will not be able to select any



5. Return out of this page and open/select the document you wish to print
6. Select the **menu** icon  and then select **Print**



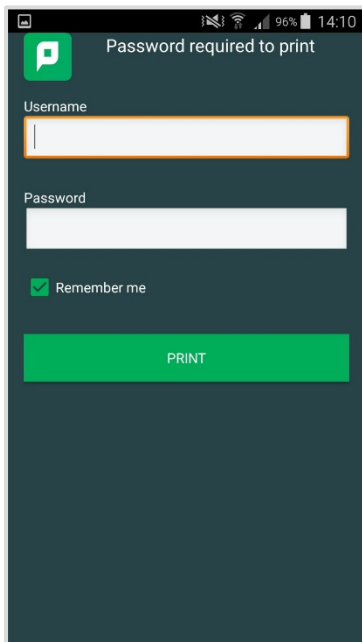
7. To select print settings, tap the **drop-down arrow**
8. Choose your print setting from the options listed
9. Select the **Print** icon



The print options are as follows:

Option	Print result
UAL WebPrint Mono Single Sided A3	A3 single sided black and white
UAL Colour	A4 double sided colour
UAL WebPrint Mono Double Sided A3	A3 single sided black and white
UAL Mono	A4 double sided black and white
UAL WebPrint Colour Double Sided A3	A3 double sided colour
UAL WebPrint Colour Single Sided A3	A3 single sided colour

10. When prompted enter your **UAL username and password** and tap **Print**



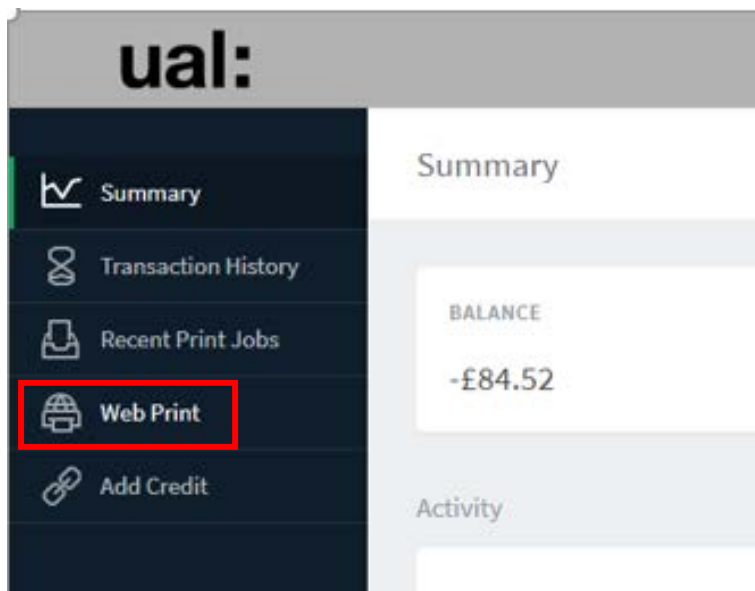
## Printing from off-site locations (Web Print)

Web Print allows you to send a print file to the UAL printer network while you are at another location such as home or another office. Windows, Mac OS and Macbook devices are supported.

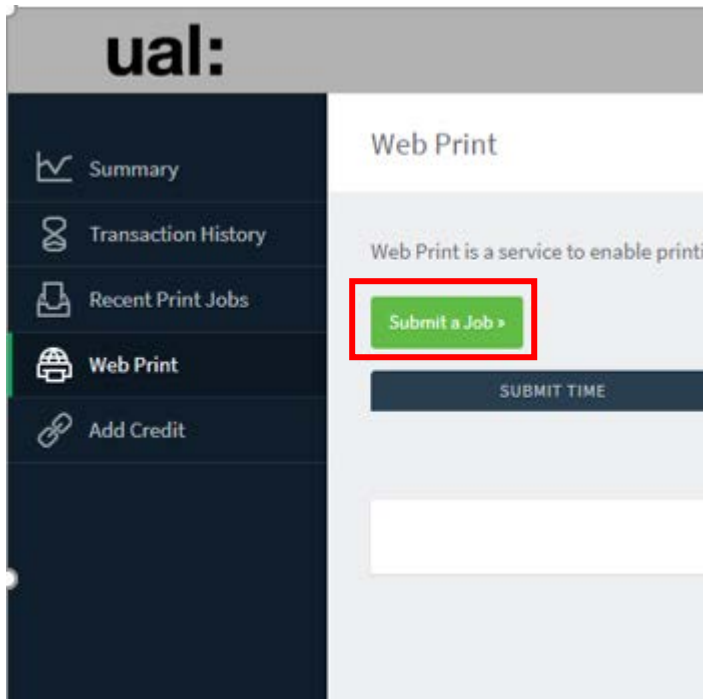
1. Open your internet browser and search: <https://ualprint.arts.ac.uk/user>
2. Login to the service with your UAL username and password



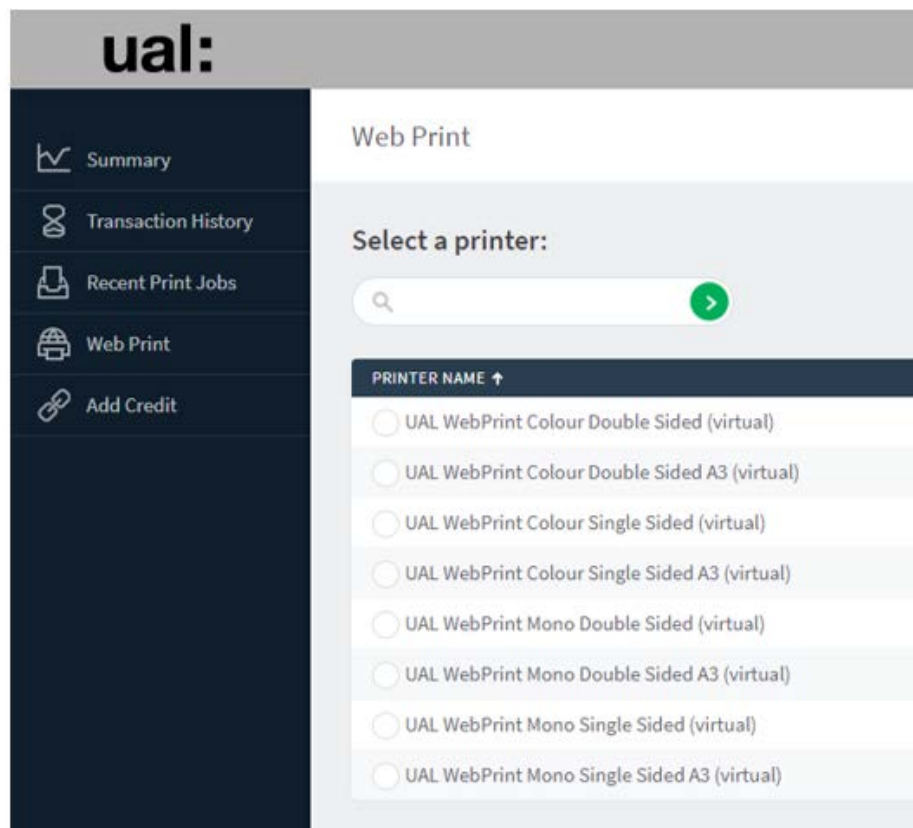
3. Select Web Print from the left-hand menu



4. Select **Submit a Job**



5. Select your print setting from the options available:



The print options are as follows:

<b>Option</b>	<b>Print result</b>
UAL WebPrint Colour Double Sided (virtual)	Print file A4 double sided colour
UAL WebPrint Colour Double Sided A3 (virtual)	Print file A3 double sided colour
UAL WebPrint Colour Single Sided (virtual)	Print file A4 single sided colour
UAL WebPrint Colour Single Sided A3 (virtual)	Print file A3 single sided colour
UAL WebPrint Mono Double Sided (virtual)	Print file A4 double sided black and white
UAL WebPrint Mono Double Sided A3 (virtual)	Print file A3 double sided black and white
UAL WebPrint Mono Single Sided (virtual)	Print file A4 single sided black and white
UAL WebPrint Mono Single Sided A3 (virtual)	Print file A3 single sided black and white

6. Select your preferred option and click **Print Options and Account Selection**
7. Enter the amount of copies you need and click **Upload Documents**
8. Upload your file and select **Upload & Complete**