

There are two methods to utilize **MobilePrint**:

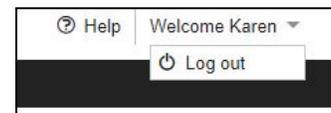
1. Visit the web application at mobileprint.bard.edu. Click **Login with your Bard Account**.
 - a. Login with your **Bard credentials** (CAS Authenticated).

A screenshot of the Bard Authentication Service login page. It includes a 'Bard' logo, the title 'Bard Authentication Service', and a form for entering a username and password. There are fields for 'Username:' and 'Password:' with search icons, a checkbox for 'Warn me before logging me into other sites.', and a 'LOGIN' button with a 'clear' link. To the right, there is a welcome message and a list of supported languages: English, Spanish, French, Russian, Nederlands, Svenska, Italiano, Urdu, Chinese (S), Portuguese, Portuguese (Brazil), and Polish.

From here you can view your job activity, submit jobs by uploading documents, preview, delete, and see your available funds, etc.

A screenshot of the Bard Print mobile print interface. The top navigation bar includes 'Bard Print', 'Help', and 'Welcome Karen'. Below this is a 'Job List' section with 'Activity' selected. It shows a table with columns for Type, Title, Print Preview, Pages, Pieces of Paper, Submitted Date, and Cost. The table is currently empty, displaying 'There is no data'. Below the table are navigation controls for 'Refresh', 'Upload', and 'Delete', and a 'My Funds: \$0.00' indicator. At the bottom, there are 'Print options' for Color (Black & White), Pages per side (1), Sides (Single Sided), Copies (1), and Page range (e.g. 1-5, 8, 11-13). The footer contains copyright information: '© Copyright 2019 - Powered by Pharos®'.

- b. To **log out**, go to the upper right hand corner of the MobilePrint window, click the drop-down window by your name and click **Log out**.



2. Send a print job via email.

- a. Send an email with your print job as an attachment to mobileprint@bard.edu. Wait for a reply indicating that your document has been processed and is ready to be released.

NOTE: If you email a document or submit a job via the old client, you can view those jobs by heading to the MobilePrint website above before releasing them at a print station.