

Mobile Printing at Weston Public Schools

1. The user (student, teacher, guest, etc.) will identify the document they wish to print.
2. The user will e-mail the document as an attachment to the e-mail address: print@westonps.org
3. Within a minute (since the mobile print server only checks for new e-mails every 20 seconds), the user should receive a return e-mail from mobileprint@westonps.org which will include a Confirmation Number. The user should make note of this number. There is no rush to get to the printer as the document will be available for 24 hours from the time it is submitted.
4. The user will approach the special mobile printing printer in the Library and select "Mobile Print". (They may have to hit the "All Services" button depending on which menu is being displayed.)
5. The printer will prompt them to enter the Confirmation Number which was e-mailed to them. Once they enter it, they will press the "Enter" button displayed adjacent to where the Confirmation Number was entered.
6. The user will review the list of available documents to print (only the documents they submitted will be displayed) and check the checkboxes next to the items they desire to print. The user may preview the documents using the specified button, if desired, but this is not necessary.
7. Should the user desire any particular print options, they should be selected at this time, but this is not required.
8. The user will then press the "Print" button at the bottom of the printer display.
9. The document should begin printing within a moment.

Just a few simple steps...that's all!

NOTES:

1. Currently, mobile printing is only available on the Xerox printers in the WMS and WHS libraries. Mobile printing is available at all Xerox printers in the district.
2. Documents are "pulled" from the queue by the printer, so users do not have to specify in any way which printer they will be printing the document on at the time they submitted it by e-mail. They will actually be able to retrieve submitted documents from either printer.
3. Documents sent to this e-mail address will be available for a period of 24 hours, after which they will be automatically deleted.
4. Once the document is printed, it will no longer be available in the queue to be printed again and will have to be re-submitted via e-mail.
5. Users may submit documents to print from home, from school, from a friend's house, riding in their car, etc. and may submit them the night before to print when they arrive at school the next day.
6. Users may submit more than one document to print at a time and will generally (but not absolutely necessarily) get the same Confirmation Number for subsequent documents they submit at a later time. Confirmation numbers may change from one printing to the next.
7. Users may submit documents to print from school computers, personal computers, iPads, iPhones, Android phones, and any other devices from a document can be sent as an e-mail attachment. The device used does not have to be a Weston School device!
8. Since the users have to physically be at the printer to print their document, mischievous students simply cannot send large "anonymous" documents for printing.

MOBILE PRINTER QUICK GUIDE

You can now print from your own laptop or mobile device to this printer. Email your doc as an attachment to:

print@westonps.org

1. Within a minute you should receive a return e-mail from mobileprint@westonps.org which will include a Confirmation Number. Make note of this number.
2. Approach the mobile printer and select “Mobile Print”, then enter the Confirmation Number. Then press the “Enter” button on the touch screen.
3. Make sure your doc name is checked, then press “Print.” The document should begin printing within a moment.
4. See a staff member with any questions or for additional features.