As a student at SAIS, you are able to use the mobile printing solution to print documents and emails.

There is a one-time setup to configure this for use per email account as outlined below. After the instructions, there are tips for using mobile printing from your laptop, smartphone, or tablet.

Mobile printing fees:
Pricing is subject to change at the end each academic year.
Black and white: 7 cents on single or double sided:
Color (single sided): 20 cents, Double-sided: 40 cents

One Time Setup Process

1) Prepare an email to jhubwdsmobile@jhu.edu. Attach, or forward the document you wish to print to the email.

2) You will receive an email response back. Click on the link to register your email address.

3) You will be directed to your browser and may receive a message indicating that there is an untrusted connection/certificate. You may proceed – this is a trusted JHU website. Some examples of what this may look like from various browsers is shown below.
Internet Explorer

Select Continue to this website

Chrome

Select Proceed anyway

Firefox

Select I Understand the Risks and then Add Exception and then Confirm Security Exception
4) The next screen will ask you to log in to release your print job. In the first field it asks for User ID. You must use your JHED ID. Your JHED ID is what you use to log into the portal to get to blackboard, ISIS and email. It is usually your first initial, some or all of your last name and a number. Leave the password blank. Click Log on.

5) On the next screen, next to where it lists your JHED (Blue Circle below), click on the down arrow.
6) On the next screen you will enter the email address you used to send the initial email at the beginning of the configuration setup. Then click the yellow circle with the + sign in it to add that email address.

7) Once that is done, you will see a yellow circle with an ‘I’ in it, which indicates that the email address needs to be confirmed. We will do that in a moment in a later step. For now, please repeat the step above and add any other email addresses you will wish to use to print in the future, clicking the yellow + button after you add each. Please only add addresses that you need.

8) After adding the necessary email addresses, you will go to each of the emails you added and confirm the addition by clicking on the link provided in the email. An example is below.
9) You will be asked to confirm the address. You will need to repeat this process for each of the email addresses you entered.

10) Once you have clicked confirmed, you will see the below page and will be redirected back to the Web Release page.

11) After all email addresses have been confirmed, the yellow circles with the ‘i’ will be gone.

12) You have completed the first time user set up!
Using Mobile Printing

To print, you can send the documents to the below email addresses:

Black and White Double Sided Printing: jhubwdsmobile@jhu.edu
Color Double Sided Printing: jhucolorsmobile@jhu.edu
Color Single Sided Printing: jhucolormobile@jhu.edu

After you have completed the setup process, every time you print, you will receive an email confirmation.

![Email Confirmation Image]

Once you have registered your email account(s), you will never need to go to Pharos web release link, all you have to do once you see the dialog box above is to go to a student printer/Multifunction copier near you to swipe your j-card to collect your print job.