MOBILE PRINTING CONFIGURATION INSTRUCTIONS

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.

One Time Setup Process

1) Prepare an email to jhubwdsmobile 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 are 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*

Safari

Select *Continue*
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. Then tap Log on.
5) On the next screen, next to where it lists your JHED (Blue Circle below), click on the down arrow. 

**Smartphones/ Tablets:**

*tap Registered Emails* (Circled in Blue below)

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 + sign to add that email address (circled in blue).

**Smartphones/ Tablets:**

*Enter email and tap “+” sign* (Circled in blue below)
7) Once that is done, you will see a 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, selecting the “+” button after you add each. Please only add addresses that you need.

Smartphones/ Tablets:
Tap OK, then enter other necessary email addresses
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 circles with the ‘i’ will be gone, as shown below.

12) You have completed the first time user set up! Now that you have registered your email account(s), you will never need to go to the Pharos web release link.

**Using Mobile Printing**

To print, you can send the documents to the below email addresses at the following prices per page:

Black and White Double Sided Printing:  [jhubwdsmobile@jhu.edu](mailto:jhubwdsmobile@jhu.edu) 7 cents per page on single or double sided
Color Double Sided Printing:  [jhucolordsmobile@jhu.edu](mailto:jhucolordsmobile@jhu.edu) 20 cents per page
Color Single Sided Printing:  [jhucolormobile@jhu.edu](mailto:jhucolormobile@jhu.edu) 40 cents per page

*(Pricing is subject to change at the end each academic year)*

After you have completed the setup process, every time you print, you will receive an email confirmation.
Once you have registered your email account(s), you will never need to access the Pharos web release link, print jobs will not be processed there. Once you get an email confirmation like the dialog box above, just go to a printer/Multifunction near you and swipe your j-card to collect your print job.

Available Print Stations to swipe your J-Card:
Nitze Building (1740 Massachusetts Ave NW): Mason Library – 6th floor

BOB Building (1717 Massachusetts Ave NW): Economics Lab 7th Floor, Room B750

Rome Building (1619 Massachusetts Ave NW): Language Technology Center: 3rd Floor, Room R329