

# Ara Mobile Printing

## Quick Reference Guide



Ara Mobile Printing is a printing solution that enables you to seamlessly print to any FujiXerox Multifunction Devices on our network across the campuses. You may print to these devices from any internet/WiFi-enabled mobile/handheld device (smartphone, tablet, notebook or laptop computer). Your device will need to be connected to the **Internet** – this can be over a Cellular network or home Internet Connection. Normal printing charge applies and all printing costs will be against your Ara prepay print account (if you're a student) or your Departmental T1 cost centre (if you're an Ara staff).

Printing costs are:

Colour	Black & White
A3: \$0.30/page	A3: \$0.10/page
A4: \$0.15/page	A4: \$0.05/page

Open your Web Browser

Enter <http://mobileprint.ara.ac.nz>

Click Print

Enter your Ara network User Name and Password.

Click LOG IN

Choose either FollowYouBlack or FollowYouColour

Welcome to our Campus Printing Service

### Online Printing

Use your web browser to upload and print a document to one of the supported campus printers.

The Campus Printing Service allows wireless network users to print documents to selected printers on the campus network. You do not need to install any print drivers to use this service. Supported files: PDF, Word, Excel, Power Point, Visio, JPEG, TIFF, BMP, Text and Static Web Pages.

### Log In

Enter Network Login ID

Login ID:

Password:

v2.4.02

The online Campus Printing Service is restricted to users with a valid network login account.

Do you print often? [Bookmark this page.](#)

### Step 1 - Choose a Printer

Default		
<a href="#">cpit-followyoublack</a>	FollowYouBlack	<a href="#">Details</a>
<a href="#">cpit-followyoucolour</a>	FollowYouColour	<a href="#">Details</a>

Select a link above to set your print location. The "Details" link shows additional information about each printer.

[Log Out](#)

Browse to the document or enter the static web page URL

Enter the number of copies and page range, if necessary.

Click Continue

**Step 2 - Document Information**

Select your document and options

Document  [Browse...](#) Press browse to find a file on your computer or enter the URL of a web page in the appropriate box.


or  
Web Page

Copies  Default is 1 copy, maximum 10

Page range  -  Default is all pages. Enter a range in the format (x-y) e.g. 3-3 or 5-8

Selected printer: **cpit-followyoucolour** [CONTINUE](#)

[Another Printer](#) [Log Out](#)



Select the paper output size

Select duplex option if necessary

Select Paper Orientation if needed.

**Step 3 - Print Options**


Page Settings

Paper  Duplexing options and multiple paper sizes are not available for all printers. Duplex printing may not be supported for larger paper sizes.

Duplex  As Saved - Orientation as found in the saved document.


Orientation  Best Fit - Shrinks graphic images if larger than the page.

Preview



Selected printer: **cpit-followyoucolour** [CONTINUE](#)

[Another Printer](#) [Log Out](#)



After you submitted your print job, the queue

will take a moment to process it.


**Job Submission**

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing.

**cpit-followyoucolour**

Test 1 TR RAW P/L direct.pdf

**Processing Job** Time Elapsed  
00:04


Your request is currently being processed. 

**Job ID 138655107**

[Another Job](#) Print another document to the same printer.

[Another Printer](#) Print a document to a different printer.

[Log Out](#) If you have no more print jobs, be sure to log out to protect your account.



Once your print job has been processed, swipe your PolyCard at a FujiXerox Multifunction Device and select the Follow You button and release your job.

Note you will need to have had sufficient funds in your account to print the job.

**Job Submission**

The job status window appears below. When complete, click on one of the hyperlinks below. Selecting a hyperlink prior to the completion of your job may prevent it from completing.

cpit-followyoucolour  
Test 1 TR RAW P3L direct.pdf

Complete	Time Elapsed 00:33
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Job complete. Please select a link below.

**Job ID 138655107**

[Another Job](#) Print another document to the same printer.  
[Another Printer](#) Print a document to a different printer.  
[Log Out](#) If you have no more print jobs, be sure to log out to protect your account.

