



Print by email from any device

On or off campus, email documents from your Curtin account to Curtin Mobile Print, then release them at any managed printer.

BEFORE YOU START

Your Curtin email account · Document under 20 MB · File name under 50 characters

- 1 Email your document to Mobile Print**
From your Curtin email account, create a new message, attach your document and send it to **MobilePrint@curtin.edu.au**.
- 2 Check for the acknowledgement email**
Curtin Mobile Print replies to confirm your document was accepted and queued successfully.
- 3 Release your job at any printer**
Your job is held for **two days**. Release it at any Curtin SafeQ terminal, the same way you print on campus.

WHAT YOU'LL SEE

To...	MobilePrint;
Cc...	
Subject	
Attached	 MPS-UserGuidePosterV0.3.pdf 378 KB

Attach and send to MobilePrint

	mps-no-reply@curtin.edu.au RE:
Dear user,	
this is an email notification about the result of your request to print documents via Curtin Mobile Print.	
Your request was successfully accepted by Curtin Mobile Print.	
The processing of requested documents finished with following results:	
• MPS Printing Success Pop-ups.docx was successfully queued	
Note that following finishing options are forced: duplex	
You can release your jobs on any Curtin SafeQ terminal.	
This message has been sent by Curtin Mobile Print. YSoft SafeQ © 2003 - 2018	

Your queued confirmation email

TIP

Defaults are **black & white** and **double-sided**. Change to colour or single-sided at the printer — see page 2.

NOTE

Your job reaches all Konica Minolta printers — release it wherever suits.

Need help? Visit the Library Helpdesk in B105.L2. Or head to SupportU > >





Change settings at the printer

Mobile Print queues every job as black & white and double-sided. Adjust it on the panel before you release.

1

Select your job in the queue

At the printer, open the print job list, tick your document, then open the expand button at the right of the row.

2

Change colour, sides and finishing

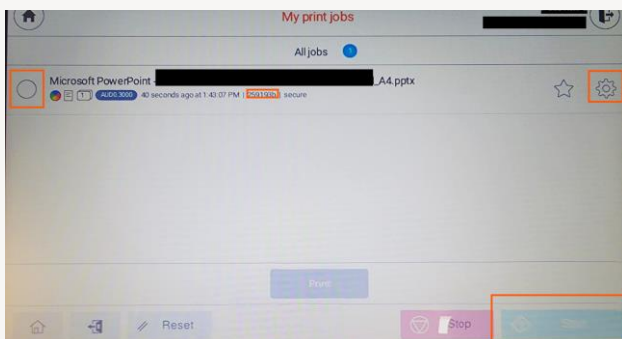
Set **Color mode** to Color, **Sides** to Simplex, or set copy count, stapling and punching. Select **OK** to accept.

3

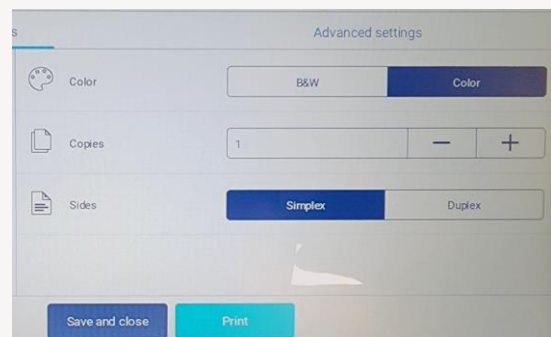
Release the print job

Press the blue **Start** button to print, then use the **Access** button to log off.

WHAT YOU'LL SEE



Select your job, then open it



Change colour, sides, finishing

WARNING

Stapling and punching only work if that particular printer has the finishing hardware installed. Not every device does.

WHY WON'T MY DOCUMENT PRINT?

- **File name.** Keep it under fifty characters — long names can fail.
- **File type.** PDF, Word, Excel, PowerPoint, Outlook and image files are supported, though not every type is guaranteed.
- **File size.** Anything over 20 MB may be too large to email. Keep documents as small as you can.

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