

# How to Use the Xerox Mobile Print Solution

These instructions will enable you to use the **Xerox Mobile Print Solution** to print documents from your personal computer or mobile device to printers located on the MassBay campuses.

The process begins from sending the file to be printed in an email from your **MassBay email account** to the Xerox server.

A list of acceptable **file types** is available at <http://helpdesk.post.massbay.edu/home/employee-technology-tutorials/managed-print> to the right of the video with the same title as these instructions.

## “Sending” the file(s) to the Xerox server

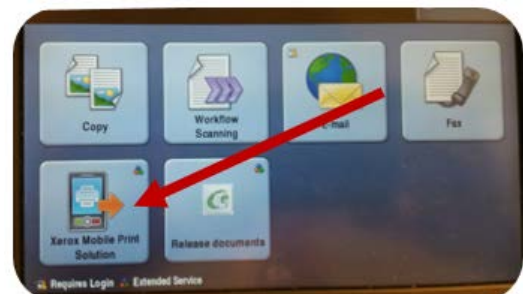
- 1 Create your file(s) and save them to your device  
Log into your **MassBay Employee Email** account and create a **new email**  
In the **To:** textbox, type **xerox.receiving@massbay.edu**  
The **Subject** line and **body text** are irrelevant to this process
  - You may want to type anything (e.g. **x**) into the Subject line to prevent your email system from posting an error message if the Subject line is blank**Attach** the file(s) to be printed onto this email  
Click on the **Send** button

- 2 Wait until you receive an email from **MassBay Mobile Print** (usually within one minute) containing a confirmation number  
Open that email (an example of such an email is displayed on the right)  
In both the Subject line and body of the text is a **confirmation number** which you should note as it will be required when printing your file(s)



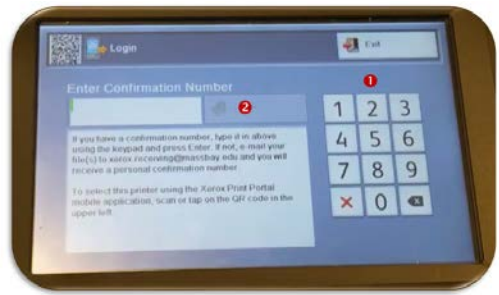
## Printing the file(s) at a MassBay Multi-function Xerox machine

- 3 On campus, go to a **multi-function Xerox** machine  
**Log on** using your MassBay One Card at its card swipe reader or by entering in your username and password on its Touch Panel  
On the **Touch Panel**, tap the **Xerox Mobile Print Solution** button



4

1. On the next Touch Panel screen (example at right), tap in the **Confirmation Number**
2. Tap the **Login** button



A list of your print jobs will appear in the **Touch Panel**

Tap the file(s) you want to print

5

- A check will appear by those selected files
- Tap the **Print** button
- Depending on the type of file, it may take up to a minute to print

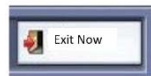
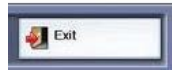


Don't forget to **retrieve** your printouts

6

When finished printing:

- Tap the **Exit** button
- Then tap the **Exit Now** button



## Don't forget to **Log Off** the machine

Listed below are the file types that Xerox Mobile Print Solution supports and the expectations when printing a file.

Application	File extension	Expectation
Microsoft Word	.doc, .docm, .docx, .rtf	Documents print as expected.
Microsoft Excel	.xls, .xlsm, .xlsx	Excel spreadsheets must be formatted for printing before sending the email. For example, selecting and saving the printable area and desired page breaks must take place prior to submission to ensure desired page formatting.
Open Document spreadsheet creation	.ods	Excel spreadsheets must be formatted for printing before sending the email. For example, selecting and saving the printable area and desired page breaks must take place prior to submission to ensure desired page formatting.
Microsoft PowerPoint	.ppt, .pptm, .pptx	All slides print as expected. Handouts, note pages, and outlines are not printed.
Open Document presentation creation	.odp	All slides print as expected. Handouts, note pages, and outlines are not printed.
Open Document document creation	.odt	Documents print as expected.
Open Document graphics creation	.odg	Documents print as expected.
Open Document formula creation	.odf	Documents print as expected.
PDF	.pdf	Documents print as expected.
PNG	.png	Each PNG image is printed on a separate page.

Application	File extension	Expectation
GIF images	.gif	Each GIF image is printed on a separate page.
JPG images	.jpg, .jpeg	Each JPG image is printed on a separate page.
TIFF images	.tif, .tiff	Each TIFF image is printed on a separate page.
Text files	.txt	Documents print as expected.
Formatted email printing	.eml, .msg	Emails sent in .eml and .msg files with text and graphics will print as expected. Some variation in print may occur with html-based email communications.
Unformatted, text-only email printing	n/a	Plain text emails print as expected.