

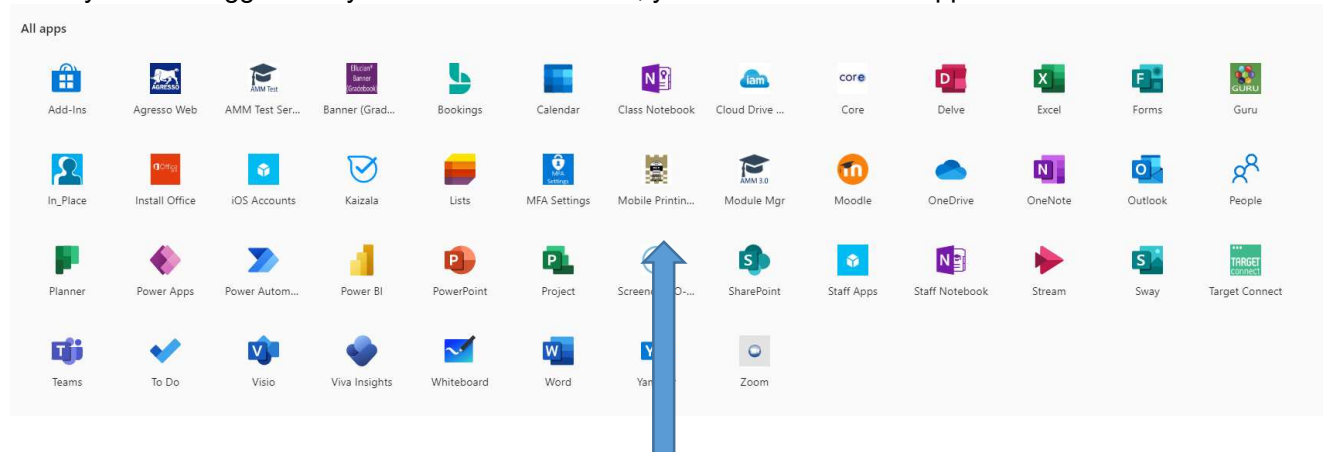
# TUS Midlands (Athlone Campus) Staff Mobile Print Options

There are two methods for mobile printing in TUS Midlands.

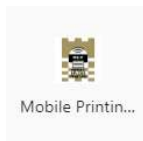
1. Using the upload Portal (instructions begin below)
2. Email option (instructions begin on page 3 of this guide)

## Option 1 Upload Portal

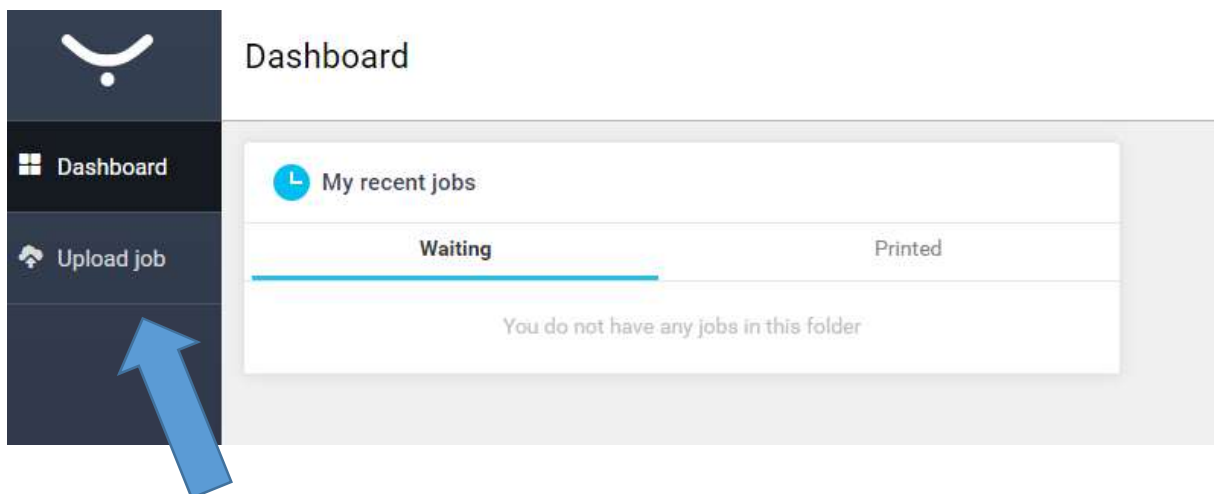
1. Login to your Office 365 account by browsing to <https://office.com/apps>  
A link to Microsoft Office 365 training videos can be found on the staff hub on the TUS Midlands website <https://www.ait.ie/life-at-ait/campus-services/staff-hub>
2. Once you have logged into your Office 365 account, you will see the list of applications



3. From the list of applications select the Staff Priniing Upload app

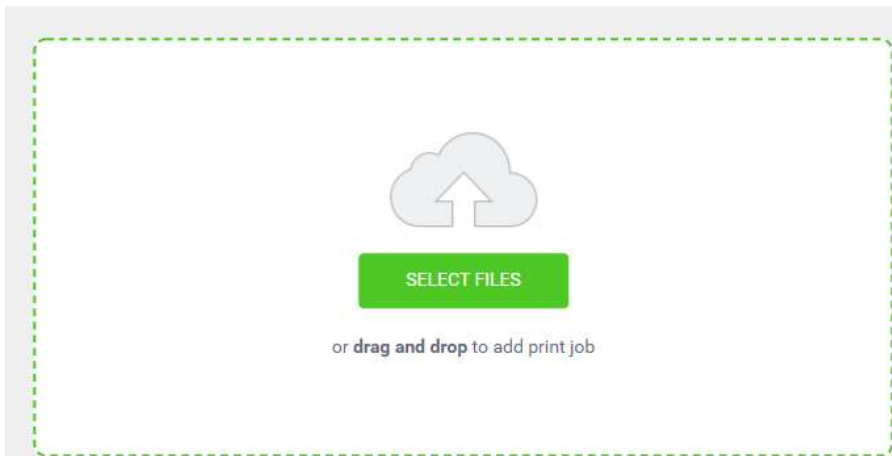


4. You will then see the screen below

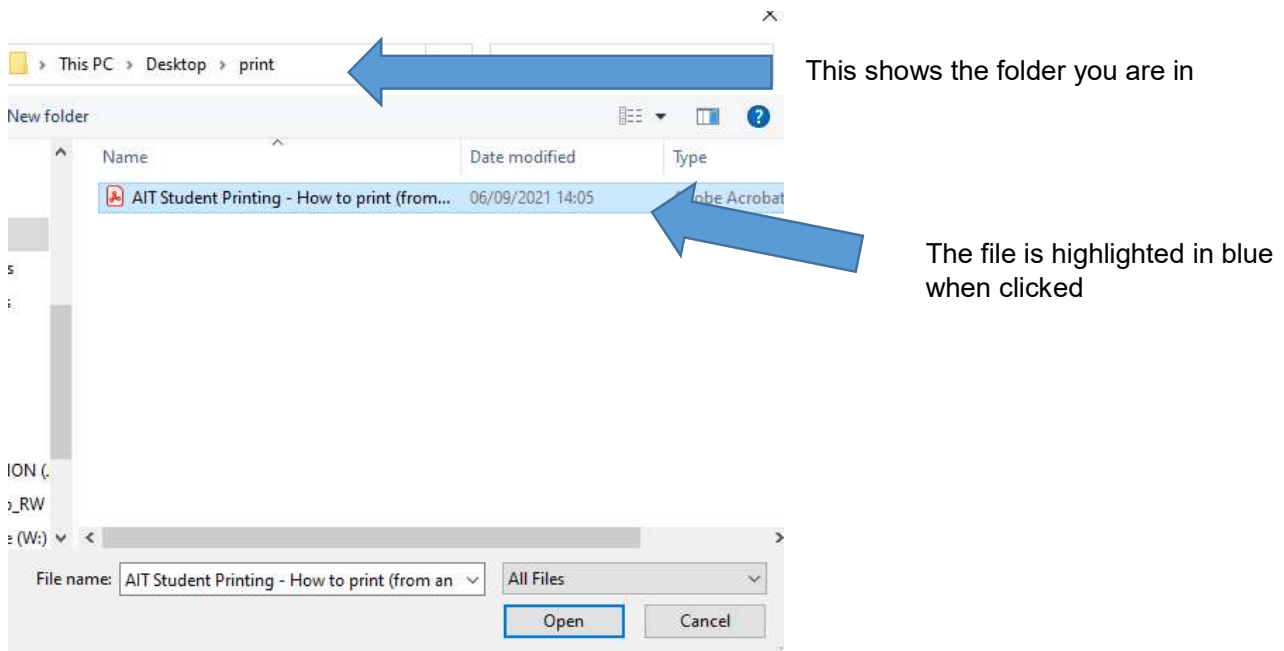


5. Select Upload Job

The following screen will then be displayed

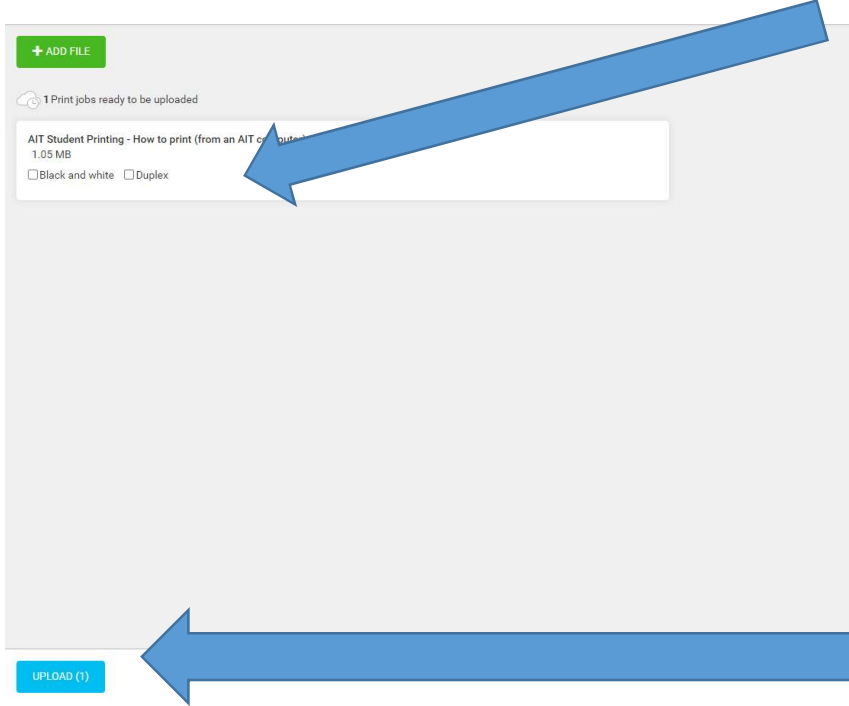


6. Click **Select files** (or alternatively, you can drag your file into the screen above)
7. A **Windows Explorer** window will open (similar to the image below)
8. Select the file(s) you wish to upload by single clicking on them



- a. Click **Open**

9. You will then see the following screen



If you want the file to print in Black and White tick the Black and White Checkbox

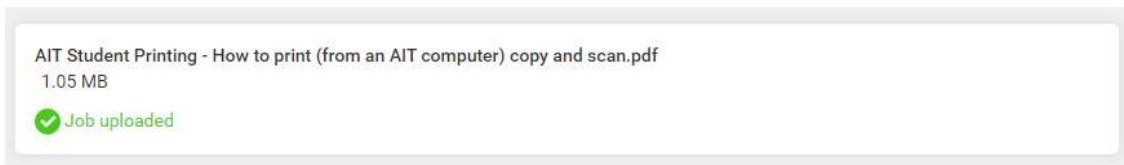
If you want the file to print in Duplex (double-sided) tick the Duplex Checkbox

**Note the default settings are Colour and single-sided**

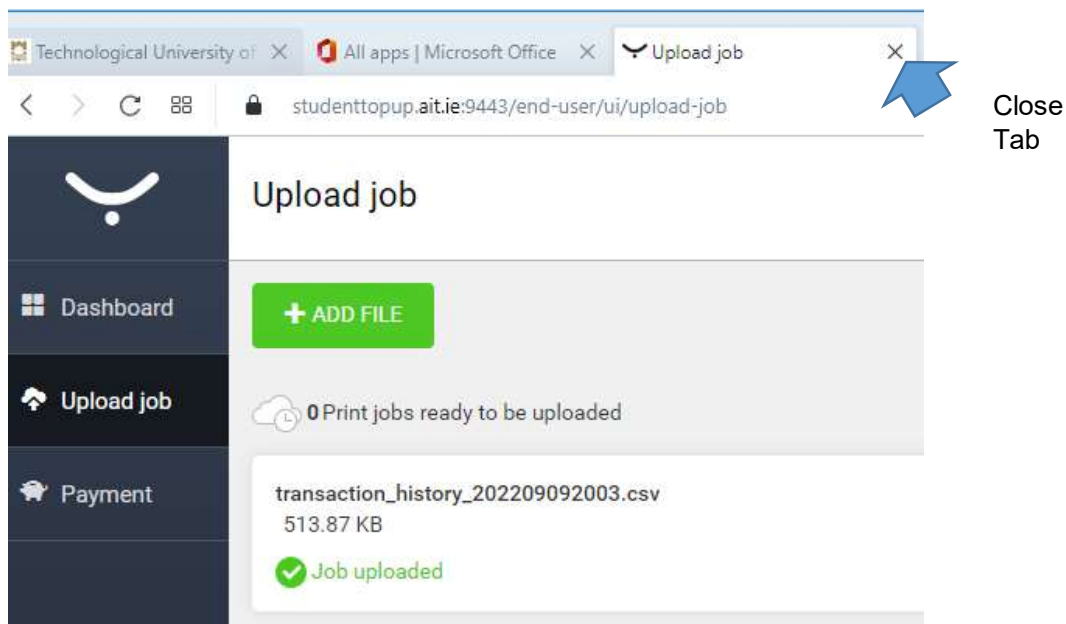
Press Upload

10. Press Upload

You will then see a screen saying job uploaded as below



11. Once your file upload is complete, please close the payment tab by pressing the x shown below

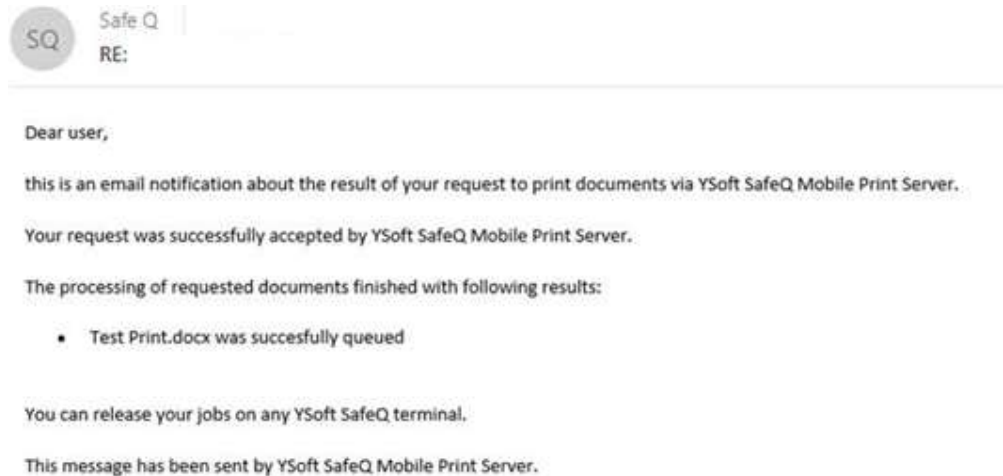


Close Tab

## Option 2

### Email Mobile Print Option

1. When logged into your TUS email (from any pc, laptop, or tablet)
2. Send an email [staffmprint@ait.ie](mailto:staffmprint@ait.ie) attaching the file(s) you want to print.
3. you will receive an email from [SafeQ@ait.ie](mailto:SafeQ@ait.ie) (similar to the email below) indicating that your job has arrived and is now for printing on any of the on-campus printers.



4. Go to a printer and login using your ID card as normal. If you go to a colour printer the file will print in colour. If you go to a black and white printer the file will print in Black and White

**Note: If you have any issues with uploading print jobs, please log a call on the staff IT helpdesk**