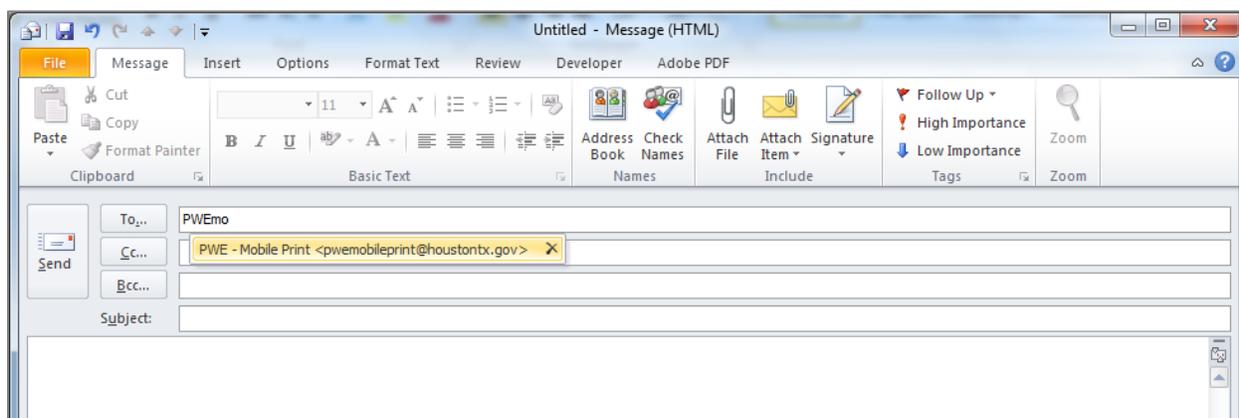


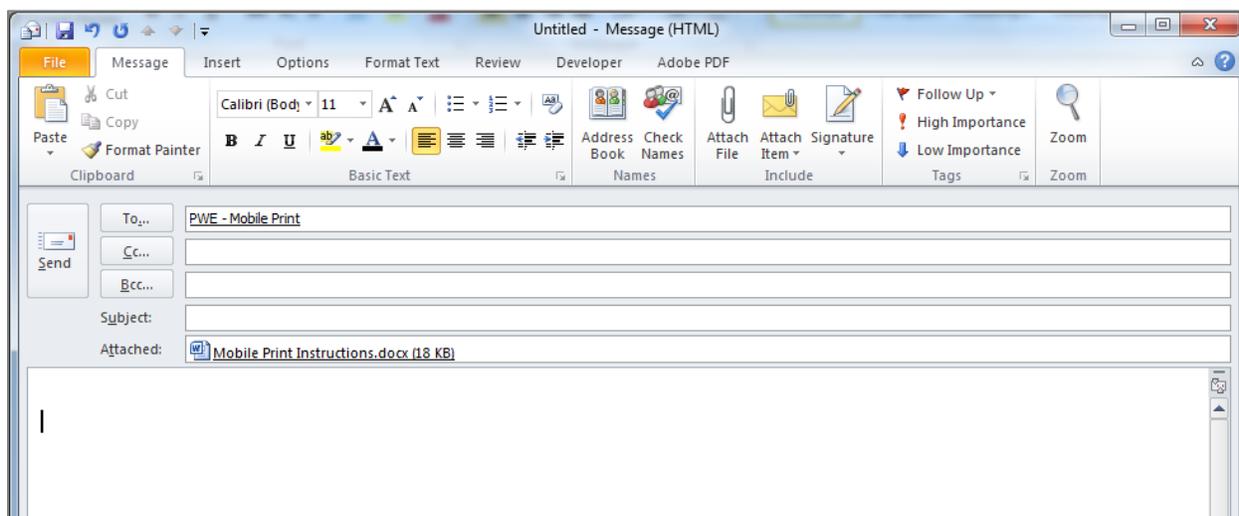
Mobile Print Instructions:

Sending a Print Job

1. **On your mobile device or computer, open any email application** (ex: Outlook, Google, Yahoo, etc.) **and address the email to PWEmobileprint@houstontx.gov.**

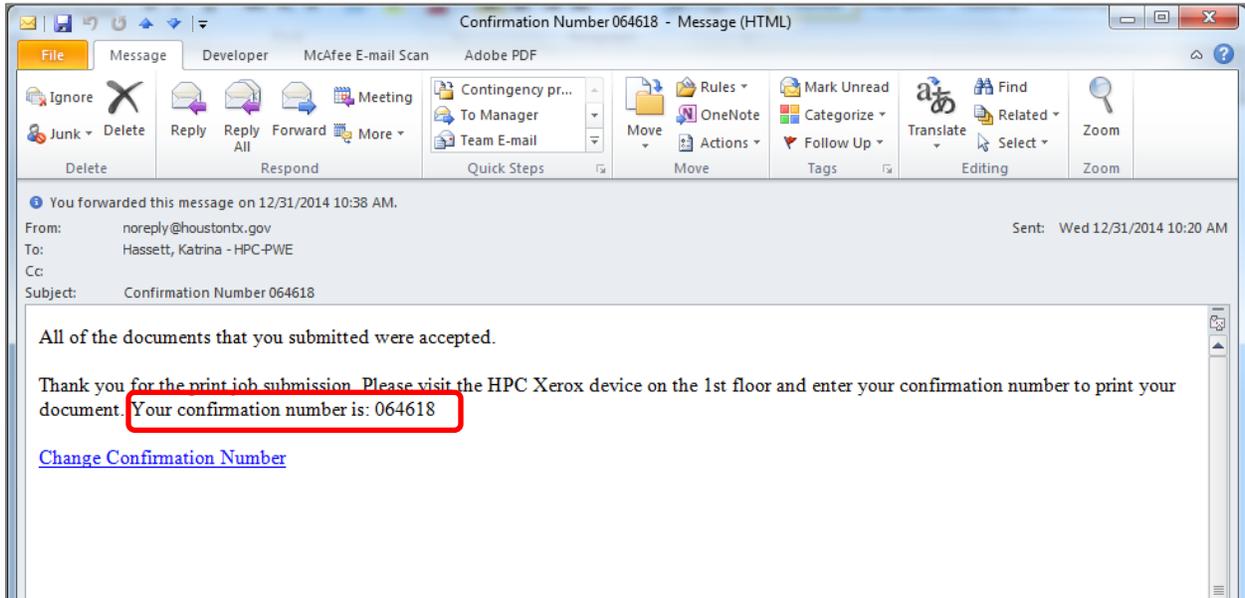


2. **Attach the files you would like to print and send the email. Accepted file formats include:** .doc, .docm, .docx, .eml, .gif, .jpeg, .jpg, .pdf, .png, .ppt, .pptm, .pptx, .rtf, .tif, .tiff, .txt, .xls, .xlsm, and .xlsx.



Note: Limits on file size and/or number of attachments is determined by the email application used. For example, Google and Outlook limit attachments to 25 MB. Work accounts may have smaller size limits.

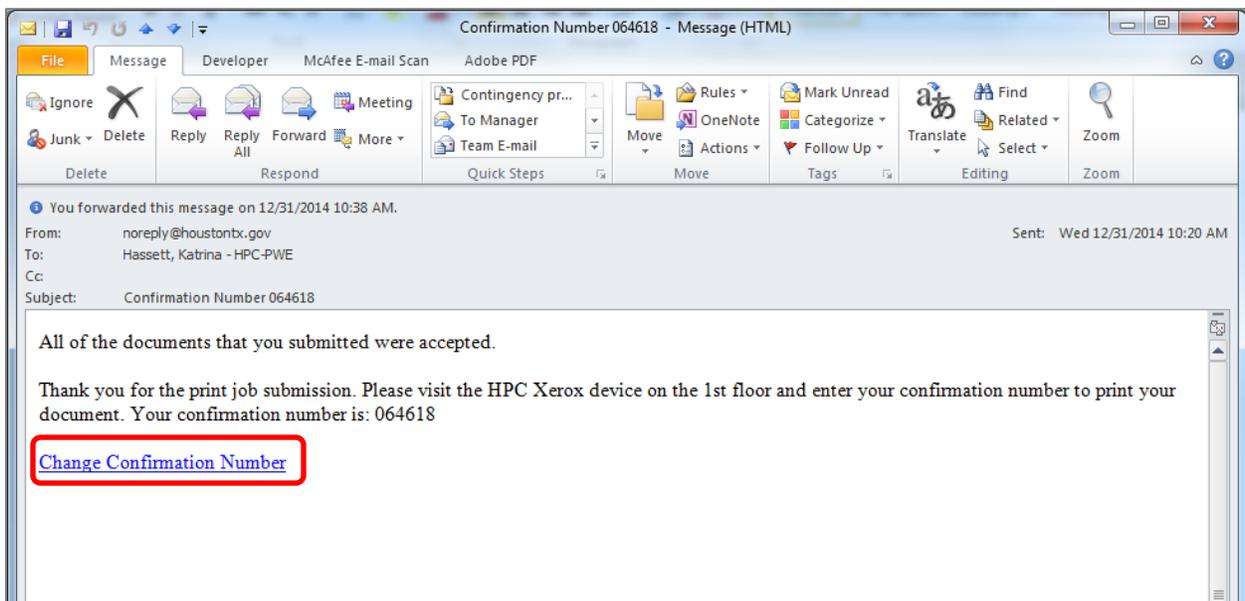
3. Within a few minutes you will receive a response from noreply@houstontx.gov if your print job was accepted.



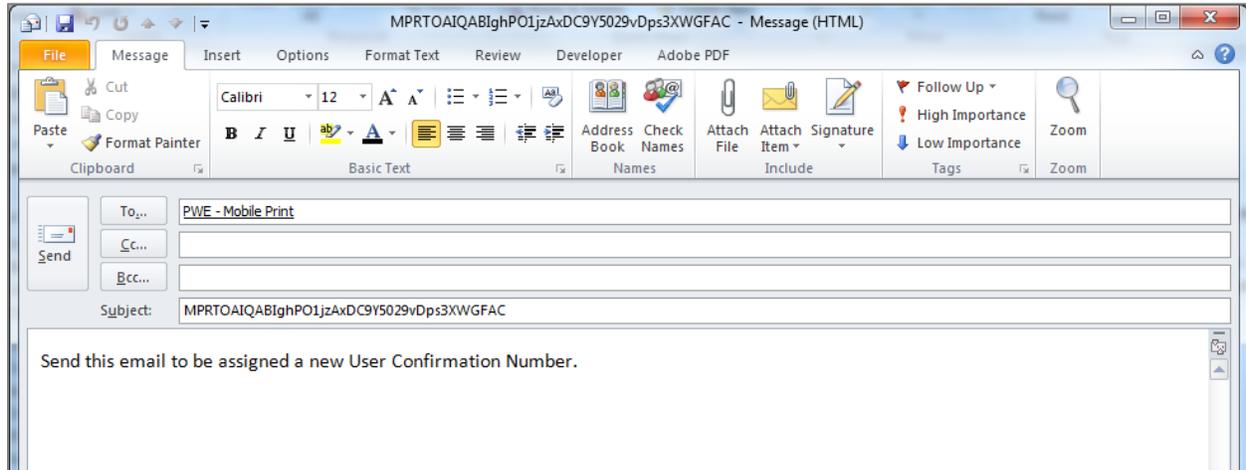
You will need the confirmation number in order to access your print job on the Xerox Machine. Jobs are only stored on the machine for 24 hours.

Note: You will receive the same confirmation number even when you send multiple jobs from the same email address.

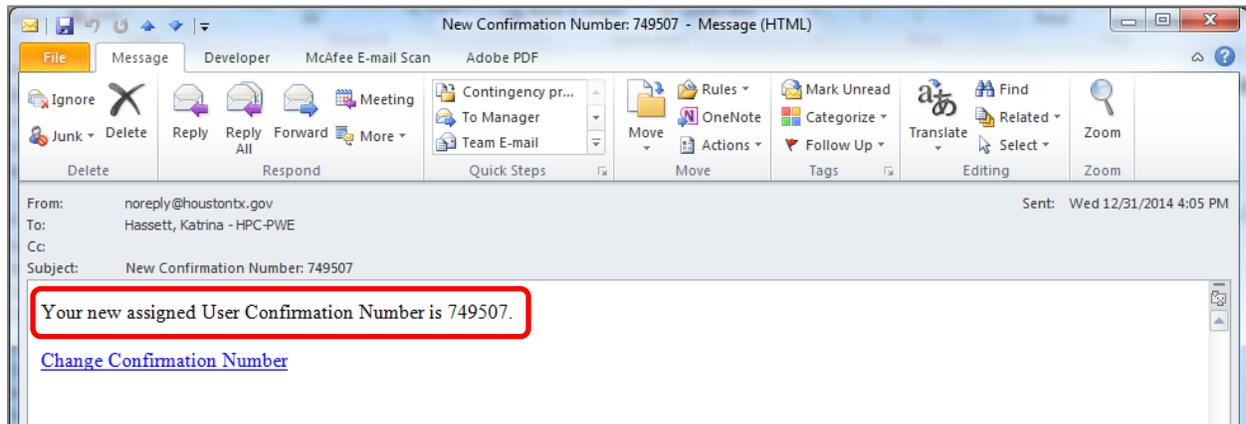
4. If you would like to use another number, click on the *Change Confirmation Number* link in the email.



The following email will pop up. Only hit the *Send* button; do not make any changes to body or subject of the email.



You will receive another email from noreply@houstontx.gov with your new, randomly-assigned confirmation number.



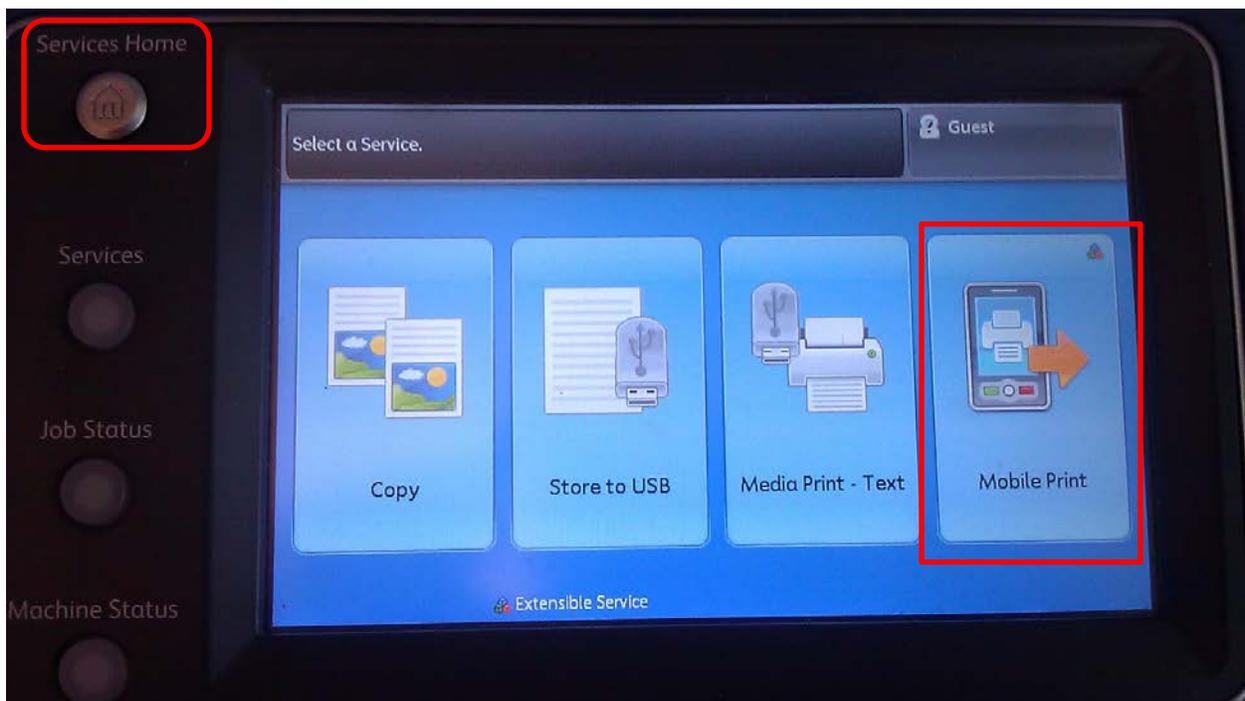
Retrieving a Print Job

1. At the Xerox machine located on the 1st floor next to the Information Desk, add credit to the Vend Station. (Bills, Nickels, Dimes, and Quarters only)



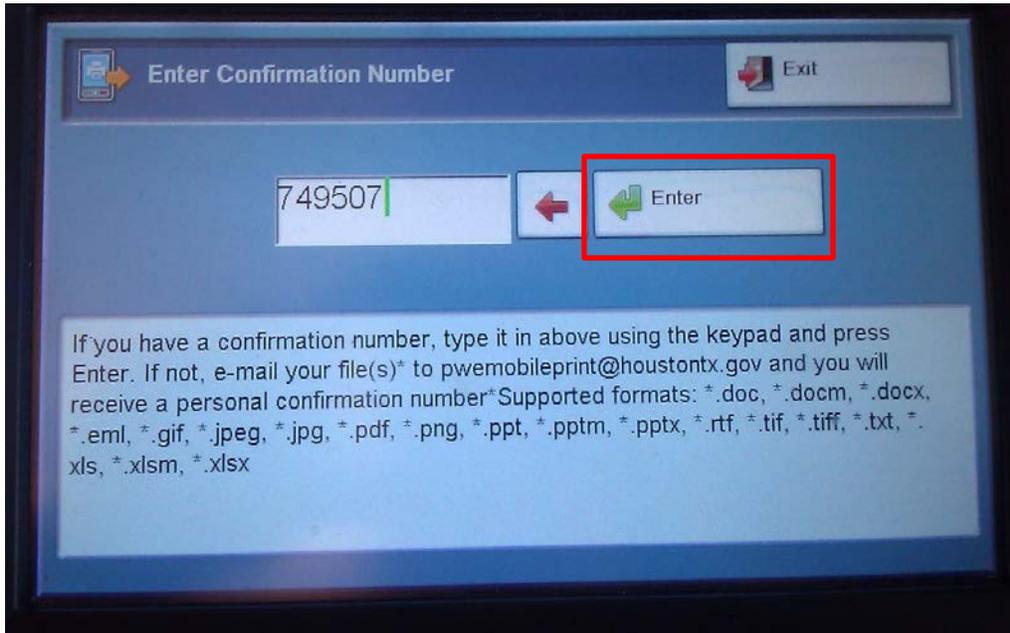
Note: A coin machine is located to the left of the Vend Station. Prints are \$0.25 per page.

2. On the touch screen, select the *Mobile Print* icon.

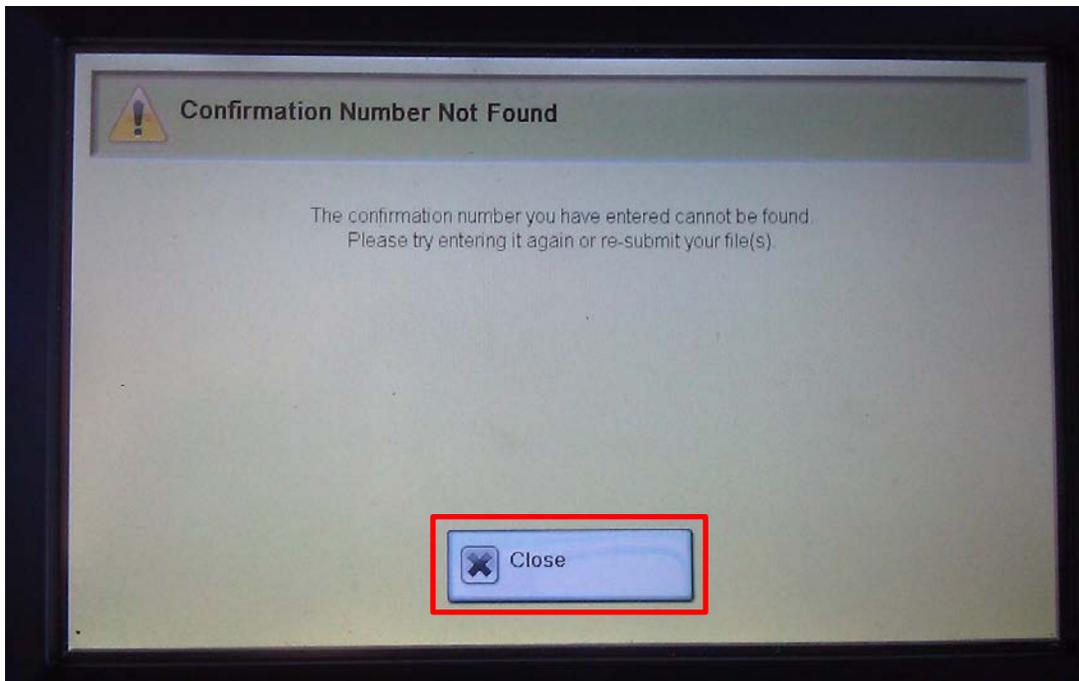


Note: You may need to select the Services Home button to view this screen.

3. Using the key pad to the right of the touch screen, type in the confirmation number you received and then press *Enter* on the touch screen.

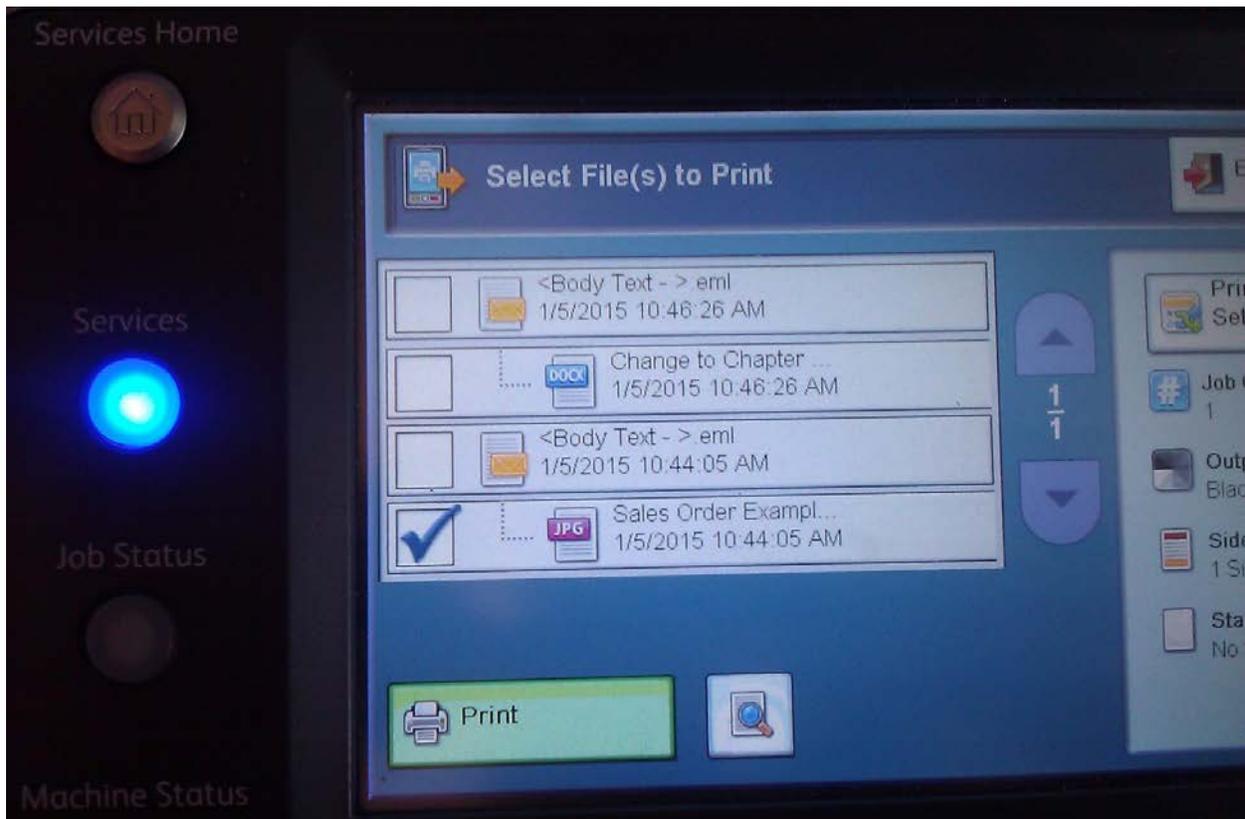


Note: If you use an incorrect or old confirmation number, the following screen will pop up:

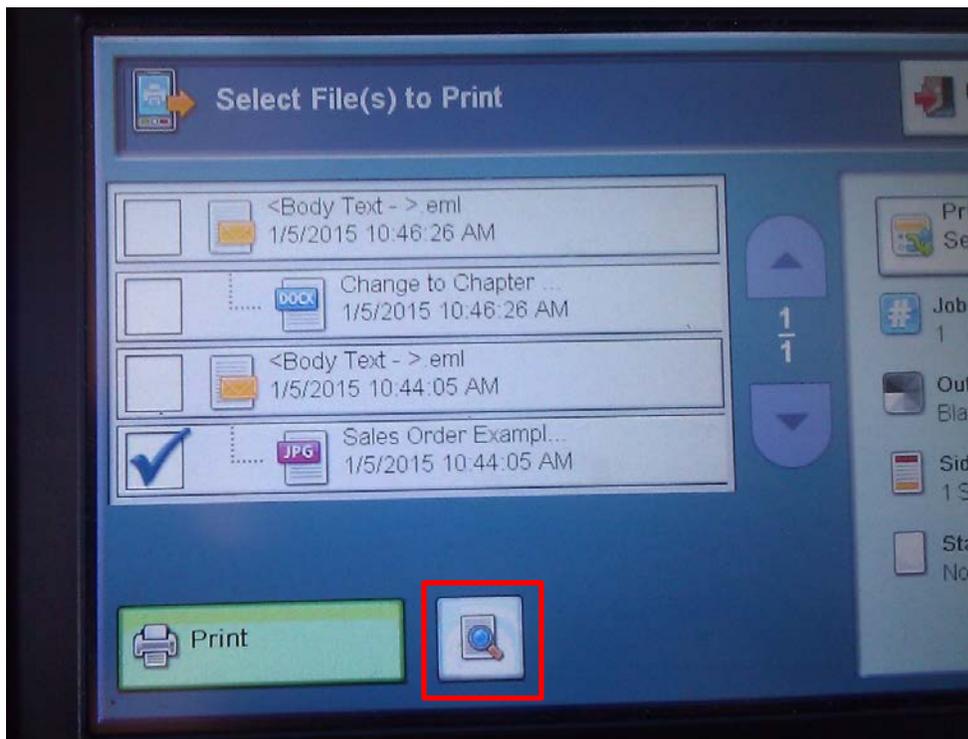


Touch the Close icon to re-enter the confirmation number on the previous screen.

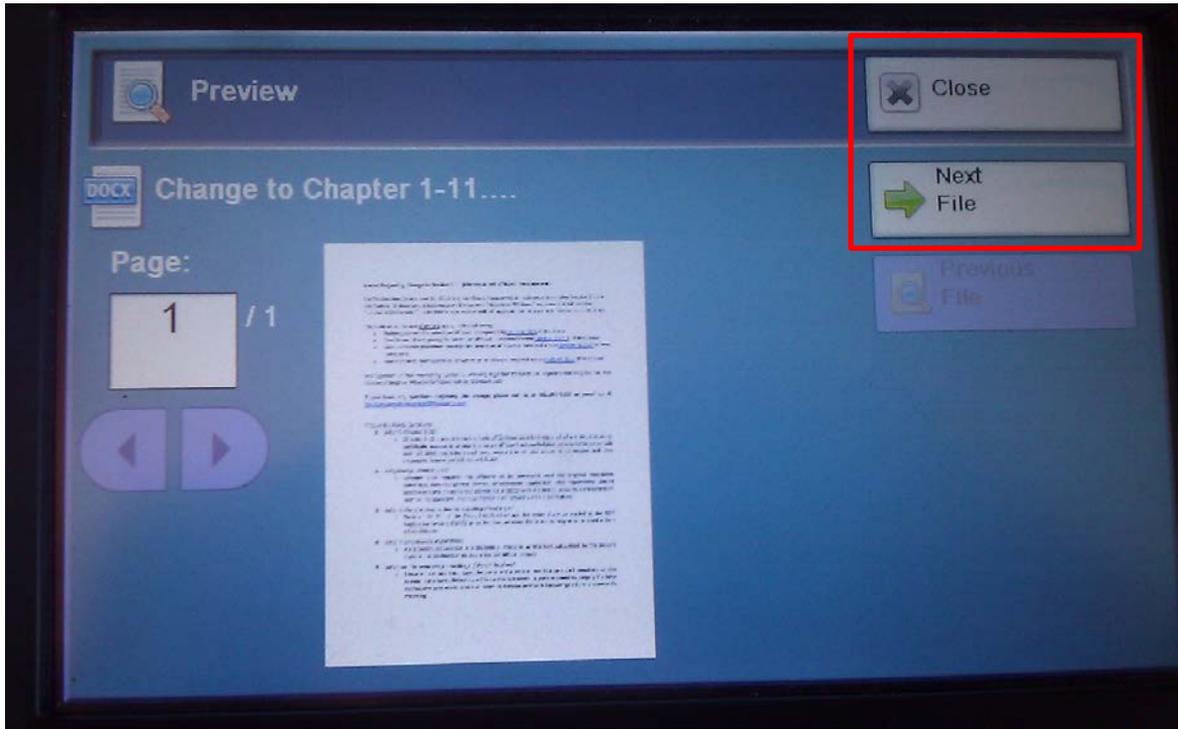
4. On the touch screen, select the document(s) you would like to print.



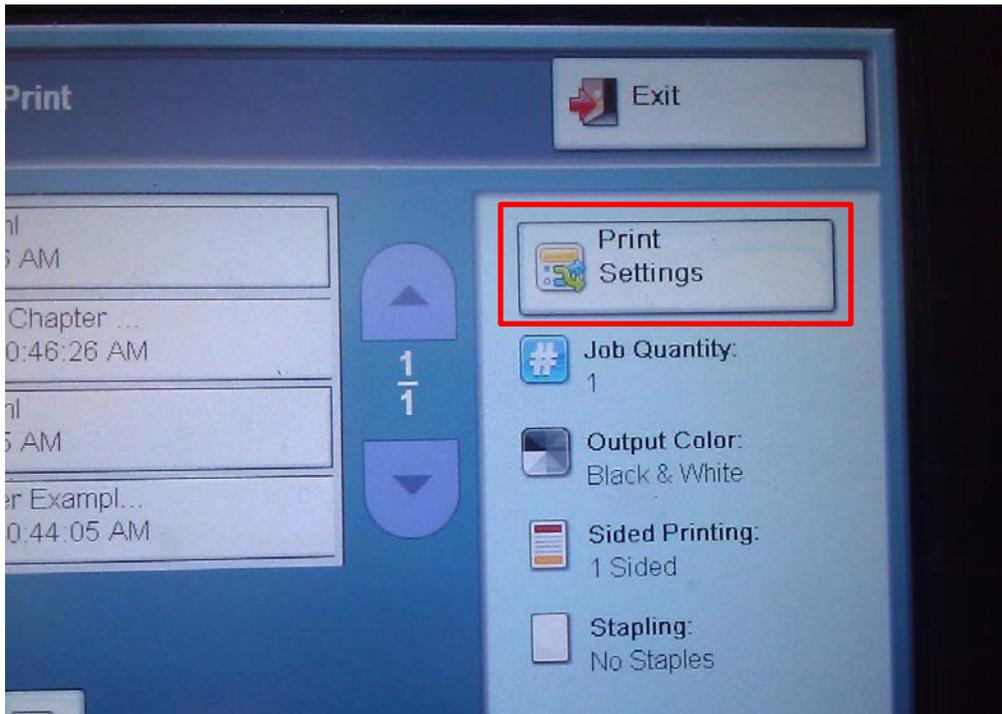
5. Click on the magnifier icon to preview your selected document(s).



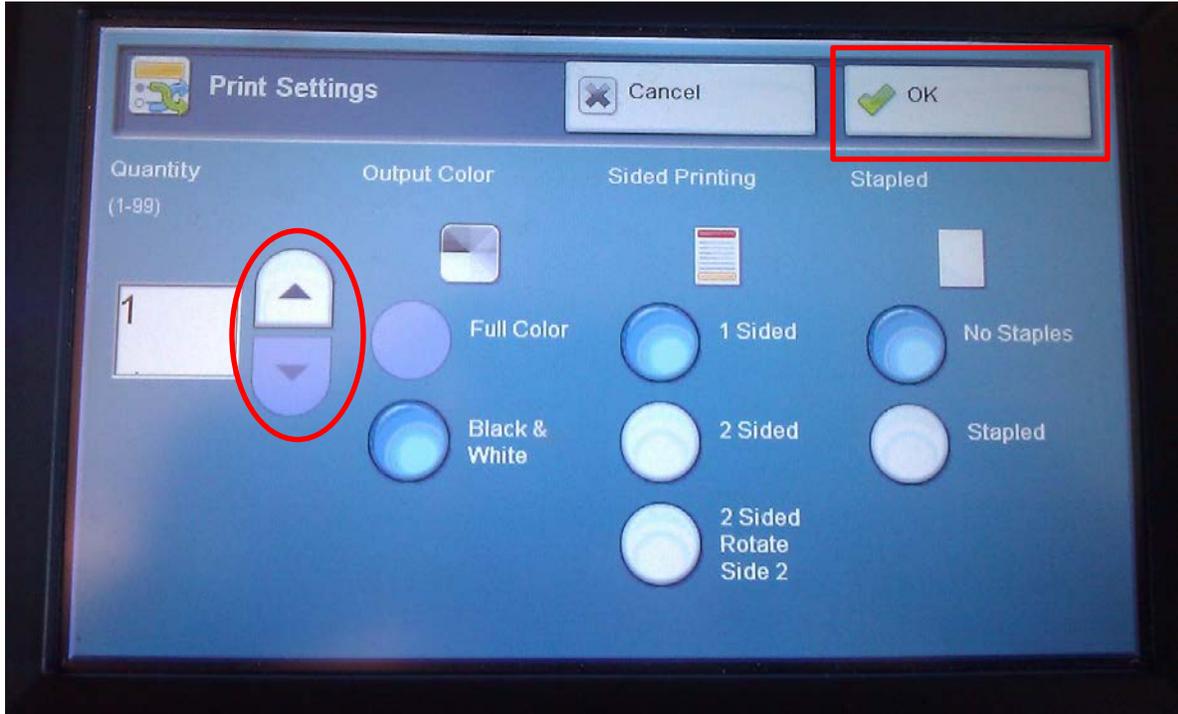
Select *Next File* icon to view other selected files or touch the *Close* icon to return to the previous screen.



6. To adjust the job quantity, select *Print Settings* on the touch screen.

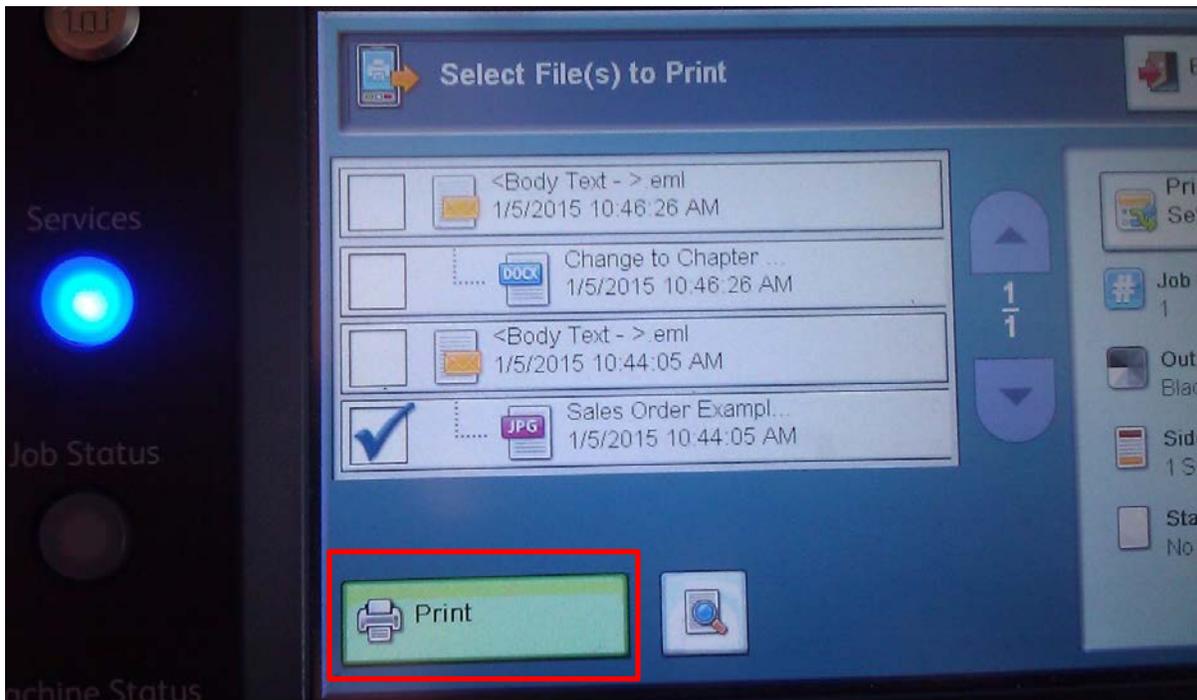


Use the arrows to adjust the quantity and then select *OK* icon.

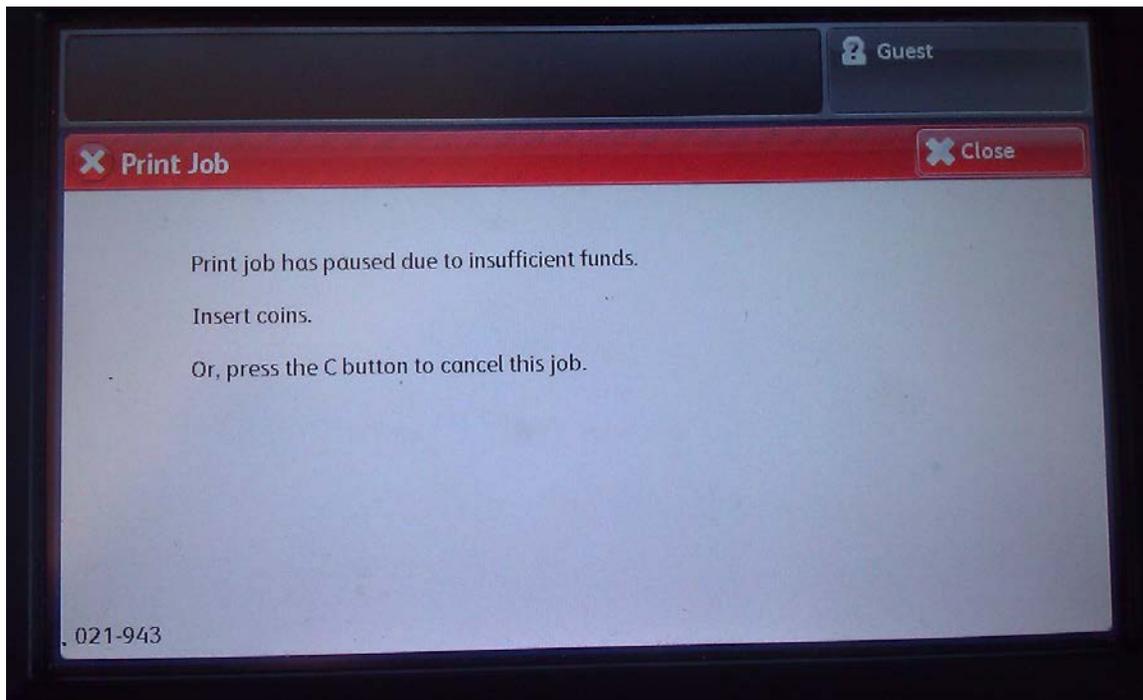


Note: Only Black & White and single-sided printing is available. Page size is automatically determined by the Xerox machine, which can print up to 11" x 17".

7. Select the *Print* icon to continue.



Note: If there are insufficient funds, you will be prompted with the following screen.



Add additional funds to the Vend Station to resume the printing process.

8. Select the *Start* button to print the job.

