



PRINT SERVICE MANUAL



- Follow the instructions in the campus.url.edu

- ⇒ Login
- ⇒ Study
- ⇒ FAQ's

⇒ How to setup printing service

■ Set up printing on a Windows Device

1. Make sure your Android is connected to IQS's wired or **eduroam WiFi**
2. Click this link to download and run the **Mobility Print installer**
3. You'll be prompted to select the printers, we have to select "**FOTOCOPIADORA**" and enter your IQS **username** and **password**

■ Set up printing on an Android Device

1. Make sure your **Android** is connected to IQS's **eduroam WiFi**
2. Install the **Mobility Print app** from the **Google Play Store**
3. Launch the app and enable permissions

■ Set up printing on an iPhone or iPad

1. **iPhone** i **iPad** devices does not need any specific configuration. They use **AirPrint**

⇒ Job submission

Make sure your Android is connected to IQS's wired or **eduroam WiFi**

- **Mac/Iphone**
 - Select "**Air print**"
 - Select the printer "**FOTOCOPIADORA**"
- **Windows/Android**
 - Select the printer "**FOTOCOPIADORA**"
- **Web**
 - Access to printing service with IQS credentials and upload the job <https://repro.iqs.url.edu/user>

⇒ Print jobs

- Go to any self service device
 - Main building
 - **Hall 1st floor**
 - **Hall 3rd floor**
 - Management building
 - **4th floor**
- Validate at the printer
 - via **TUI**
 - via login and password
- Select the job to print
- If we do not have balance we will have to:
 - Access to **printing service** <https://repro.iqs.url.edu/user>
 - Accept the terms and conditions of service
 - Add credit using credit card