



Print Center

Directions For Printing From Your Phone or Tablet

- Send attachment to **print@regent.edu**
- You will receive an email noting:
"MobilePrint Notification: All of your documents are ready for release"

Please see list of recognized formats in the gray box below.

- Open email and click **"Click to open the Print Center website"**
- Log in to the Print Center using your Regent login and password

The first time you login, the system will say "Registering your email account." Once complete, you will see your print job.

- Select **"Choose printer"**

Type in the first letter of the printer for the choice to appear. (Most printers start with an 'L'. Typing that will display a list. The RH_print_station is the only exception. For that printer type in 'rh'.)

- Select **"Print All,"** or select the job and print from the next screen

Caution: Please make sure you are printing to the correct printer.

Acceptable File Types:

doc, .docx, .dot, .xls, .xlt, .xlsx, .xltx, .xltm, .xlsm, .ppt, .pptx, .pptm, .pot, .pps, .potx, .ppsx, .vsd, .vss, .vst, .vdx, .vsx, .vtx, .vdw, .msg, .eml, .odt, .ods, .ott, .odp, .odg, .odf, .odp, .csv, .pdf, .pdf, .txt, .jpg, .jpeg, .gif, .png, .bmp, .tif

To see printer locations see reverse side.

Regent University, including but not limited to the university's employees or staff, will not be held responsible for print jobs received by any university printer location, whether from laptop or desktop. Nor will the university be liable for the designated print job's desired final destination.



Print Center

Directions For Printing From Laptop or Desktop

- Send attachment to **print@regent.edu**
- You will receive an email noting:
"MobilePrint Notification: All of your documents are ready for release"

Please see list of recognized formats in the gray box below.

- Open email and click **"Click to open the Print Center website"**
- Log in to the Print Center using your Regent login and password

The first time you login, the system will say "Registering your email account." Once complete, you will see your print job.

- Choose the printer from the drop down menu in the lower right corner
- Select the items you would like to print and, click **"Print"**

Caution: Please make sure you are printing to the correct printer.

Printer Locations

Lab_Com154_LJ600	<i>First Floor Communication Building</i>
Lab_Com155_LJ4250	<i>Animation Lab</i>
Lab_CRB239_LJ600	<i>Classroom Building Second Floor</i>
Lab_Lib111_600	<i>Library First Floor Lab (Library Reference)</i>
Lab_Lib207_LJ4350	<i>Library Second Floor Lab (South Wall)</i>
Lab_Lib327_LJ600	<i>Law Library Lab Library 3rd Floor</i>
RH_Print_Station- RH	<i>Second floor outside moot Courts</i>
Lab_SC119_LJ600	<i>First Floor Student Center Lab</i>

To see acceptable file types see reverse side.