

PrinterOn App Guide

Have you ever wanted to print from a device other than a computer? Well we have good news! Printer On now has an App. Here is how you get it, use it, and enjoy seamless printing from anywhere!

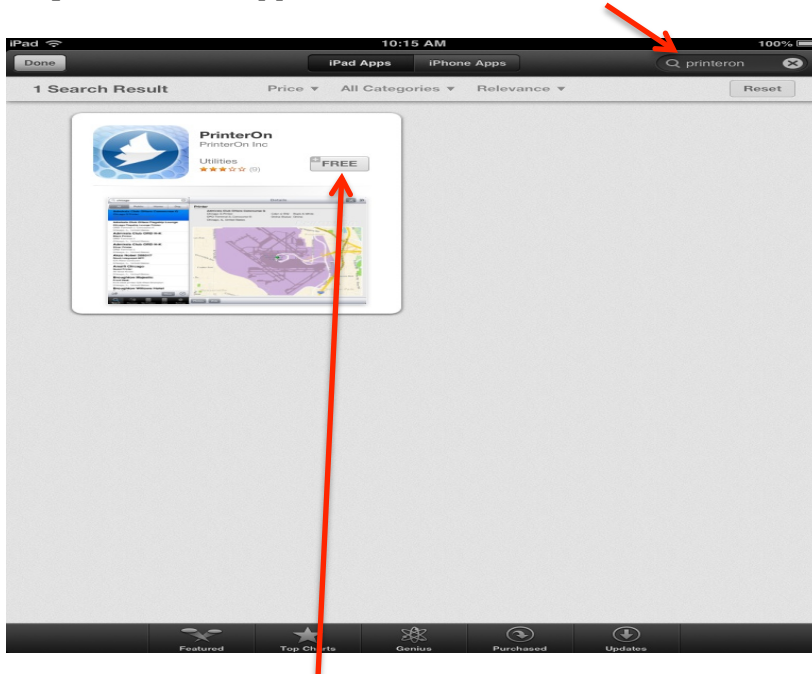
This guide will briefly show you how to access and use this app from your iPad mini.

There are similar processes on other devices and comprehensive steps can be found on this website. Enter this address or just scan this QR Code!

<http://www.printeron.com/demoprint/appdemos>

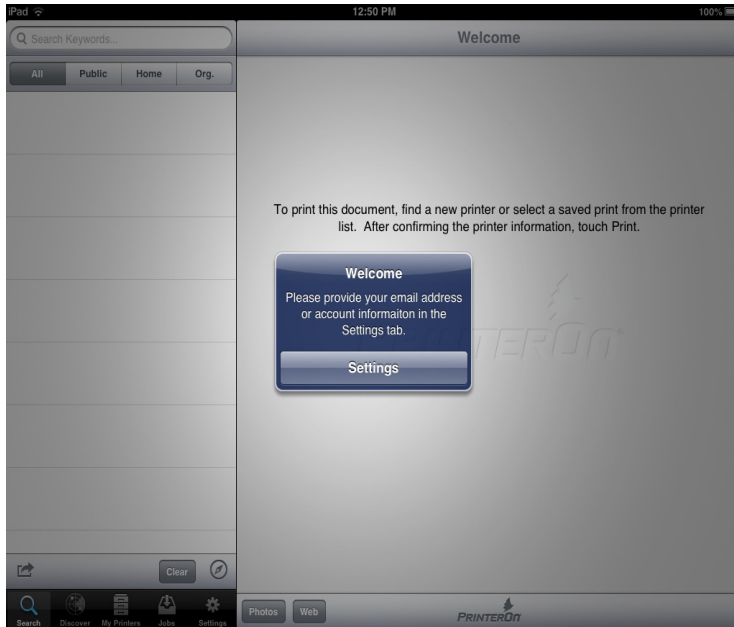


Step 1: Go to the app store and search "PrinterOn".

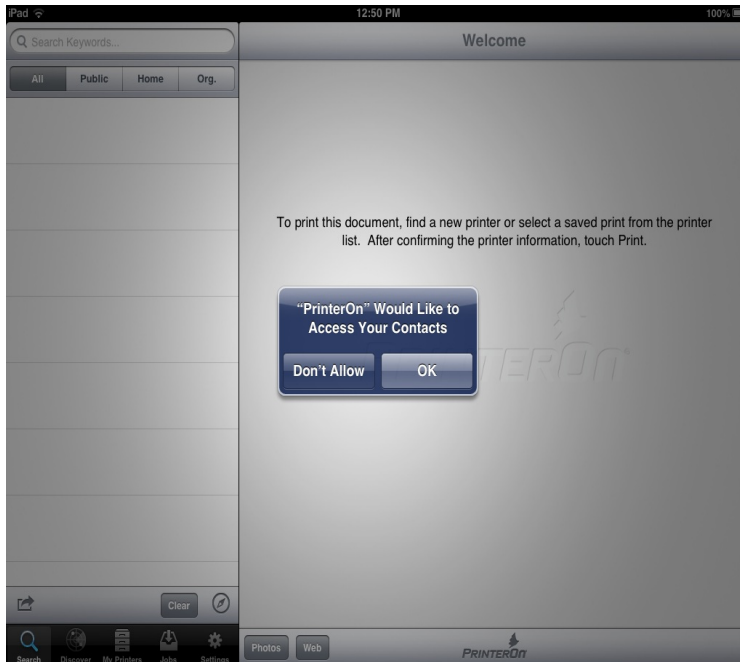


Step 2: Install the app.

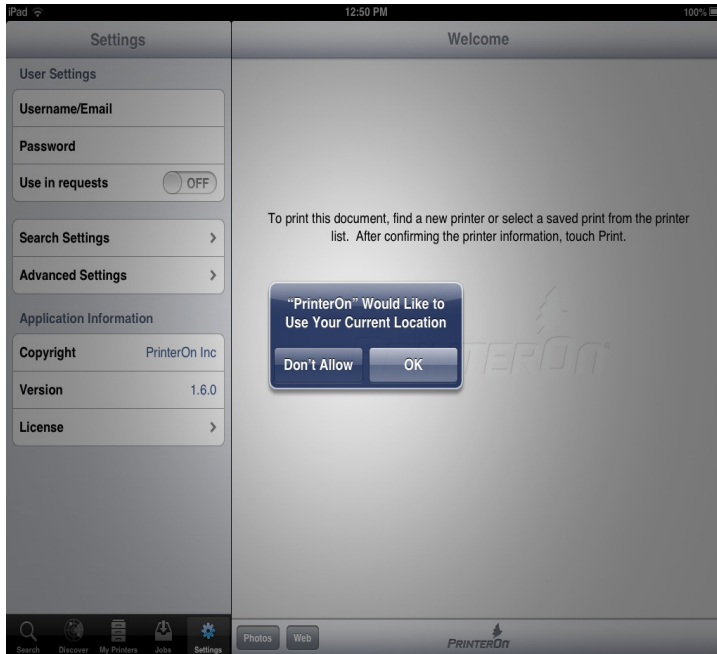
Step 3: Email Set up – Optional



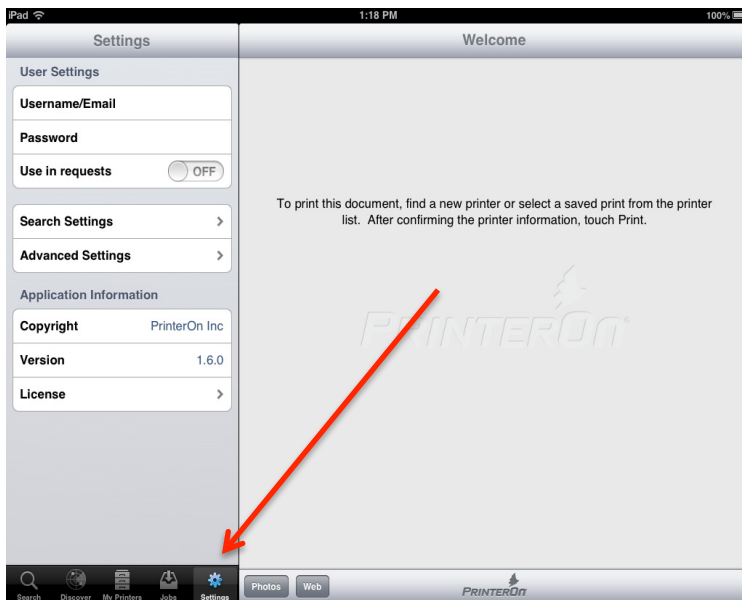
Step 4: Contacts Import – Optional



Step 5: Current Location – Optional



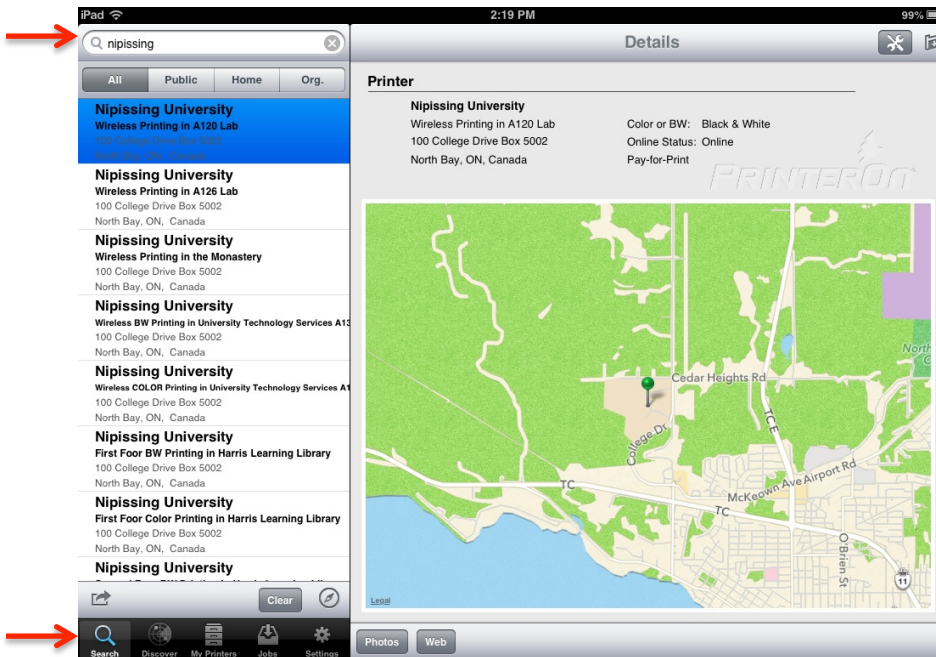
Step 6: Now lets get into the settings and set up the service for Nipissing so you can print to the available printers.



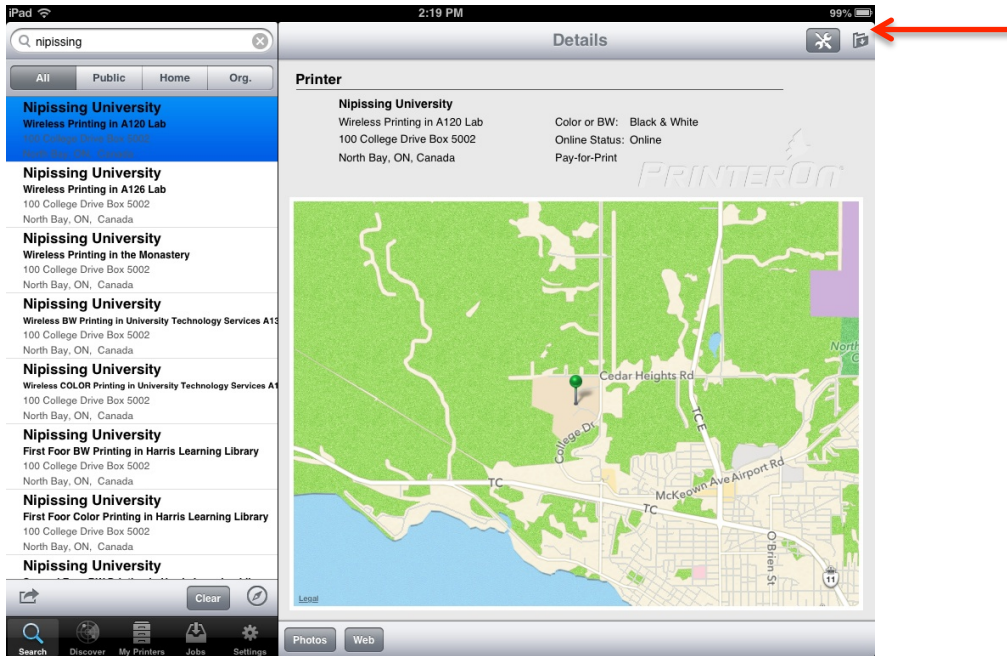
Step 7: In the search settings enter <http://printer.nipissing.ca/cps> in the search URL field. Then turn "Use" to on.



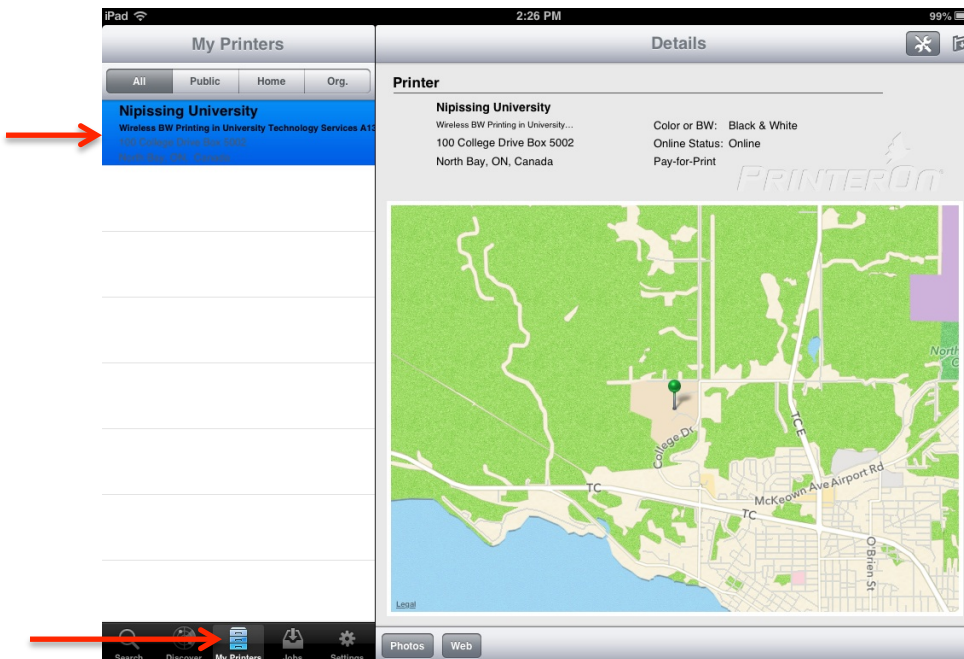
Step 8: Now that you have the proper search setting's you can search "Nipissing University" under the search tab and you will see all of the printers on campus you have access to.



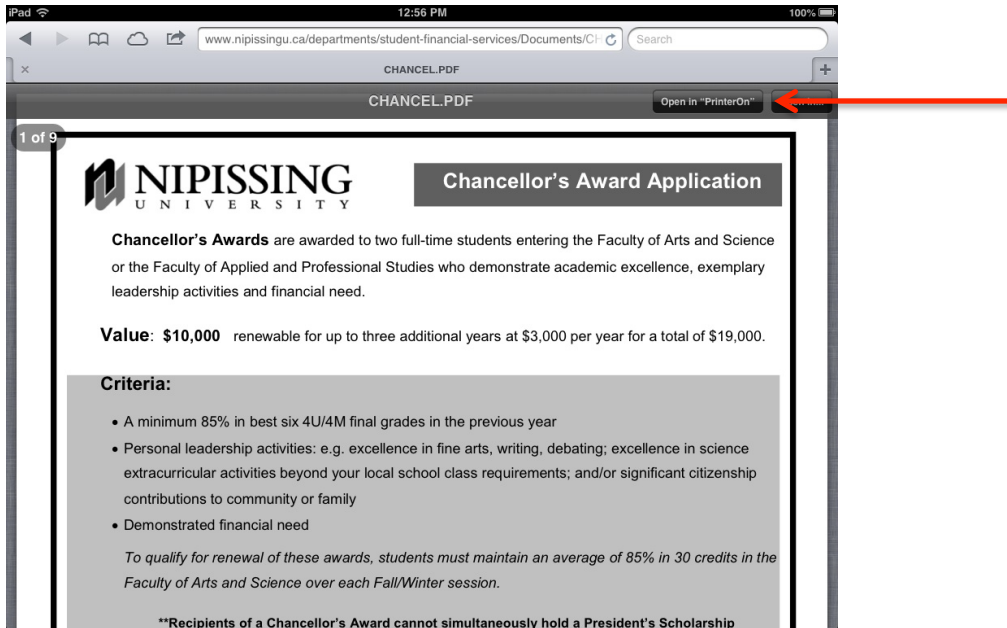
Step 9: When you highlight a specific printer you can add it to your printer list by clicking the add to folder icon.



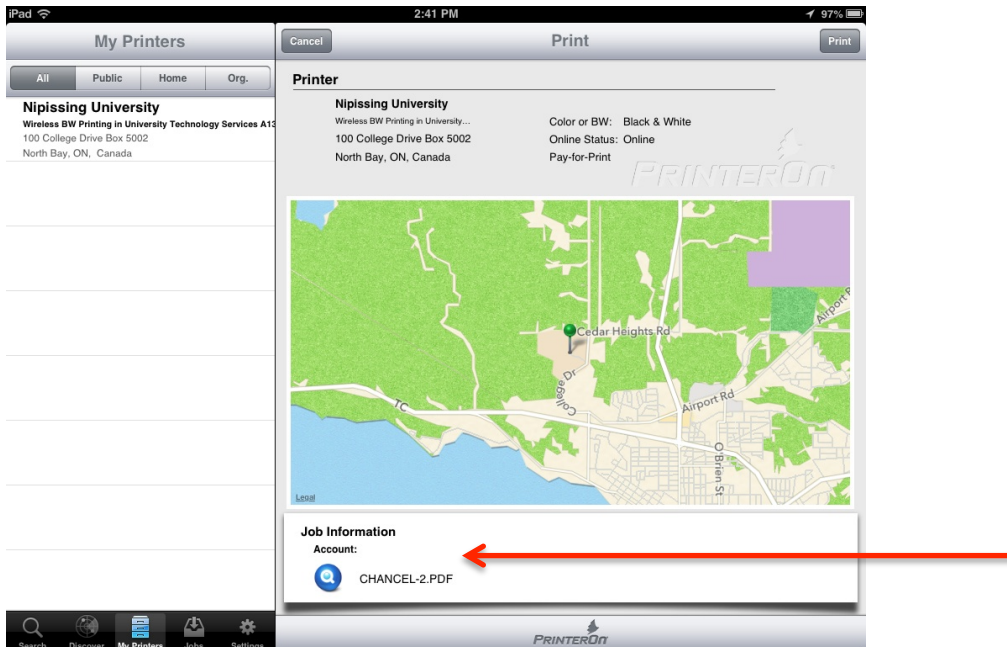
Step 10: Now verify you have the selected printer in your "My Printers" tab. It should look like this.



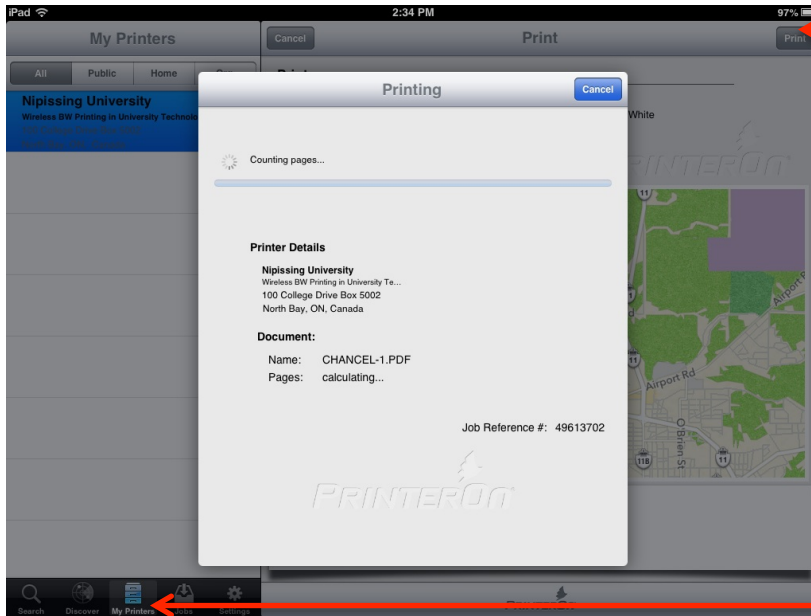
Step 11: Now that you have the app and printer set up the rest is evident. When you view a file on your iPad you will see a drop bar that asks to open the file in the PrinterOn app.



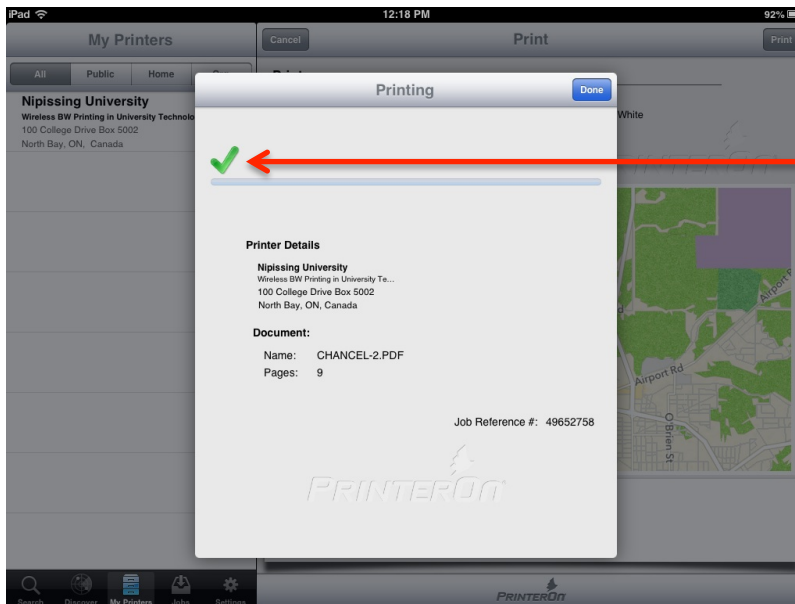
Step 12: Your print job will be sitting in the app now waiting for you to print.



Step 13: Now that the document is in the PrinterOn app all that is left to do is to go to the “My Printers” tab and select print on the top right.



Step 14: Your job will be submitted to the printer you have chosen and will be ready at the print station.



Step 15: And that is it. Remember there are several ways that this app can be utilized, from you iPhone, iPad and even from Android. Just scan the QR code at the top for more guides.