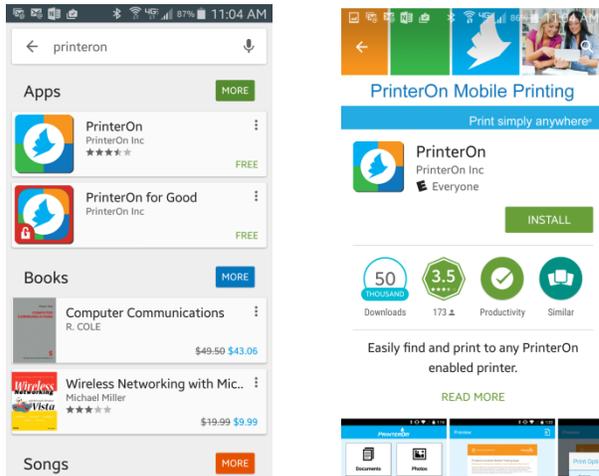


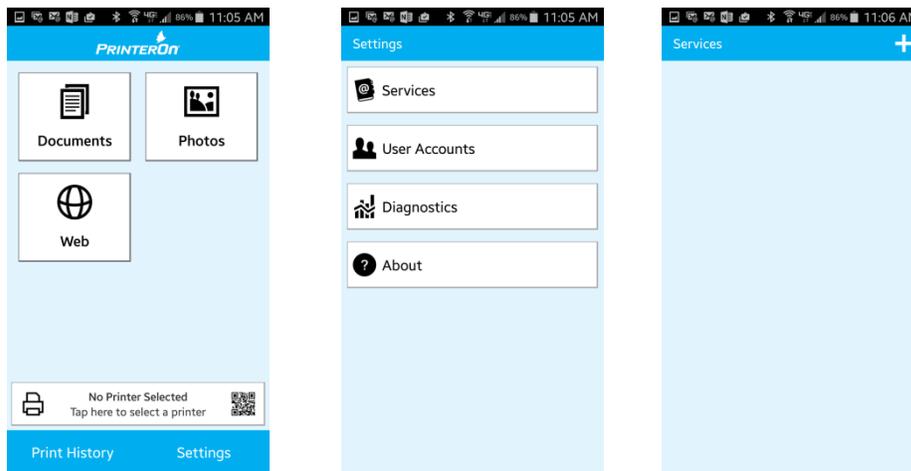
Student Step-by-Step Instructions for Using the PrintOn App on an Android Phone

IMPORTANT: As noted at the bottom of these instructions, when you email a document to a print release station, it may take a few minutes for it to appear, so please be patient.

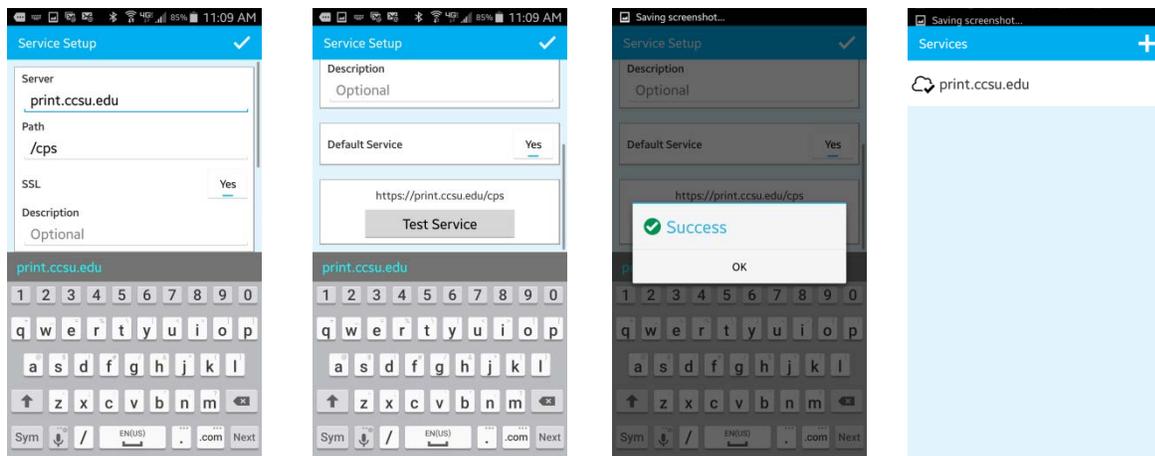
1. Go to the Google PlayStore on your phone and search for PrinterOn.



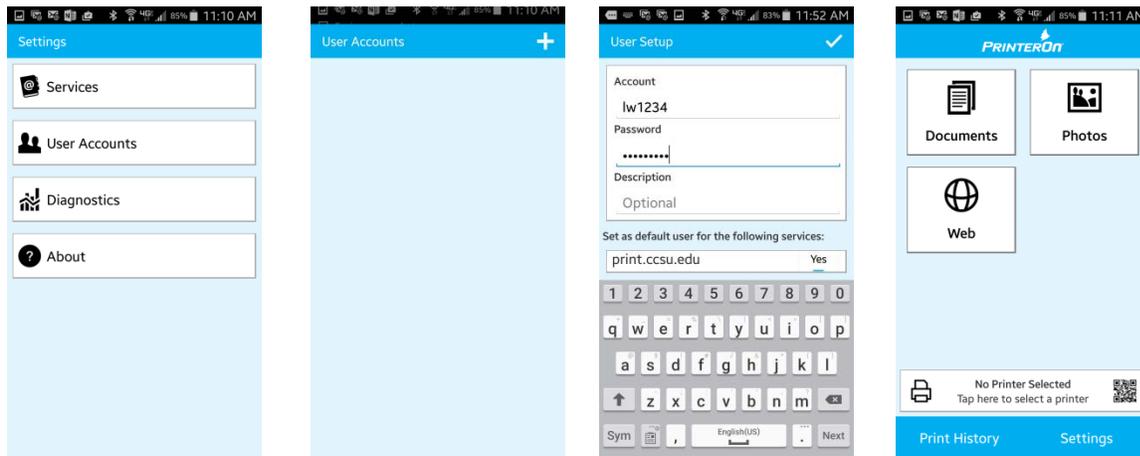
2. After installation, open the App. Click on Settings in the bottom right corner and then click on Services. On the Services screen, click the + button in the upper right corner.



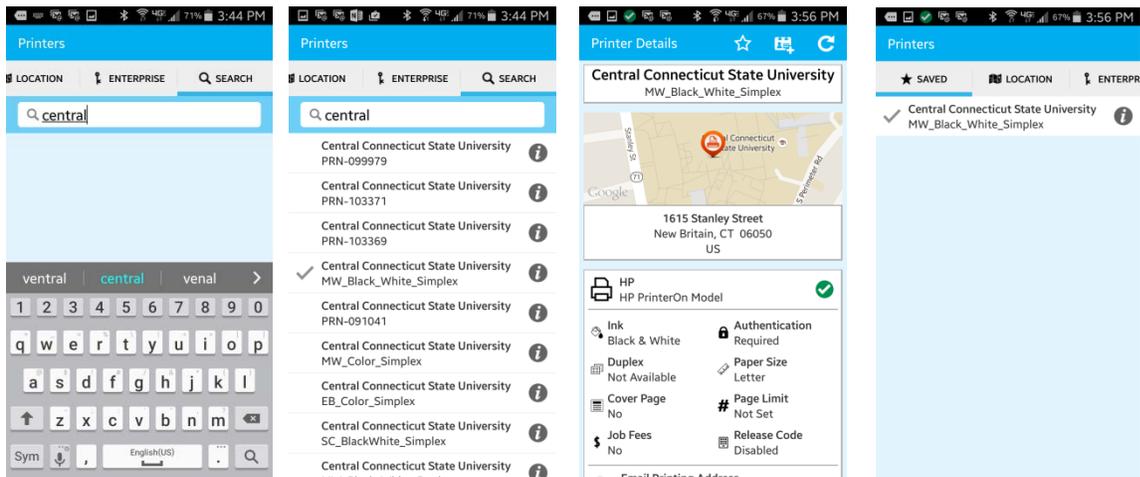
3. In the Server field, type print.ccsu.edu. Scroll down and choose Yes for Default Service and then click the Test Service button. It should give you a Success message. Click the check mark in the upper right corner to return to the Services screen.



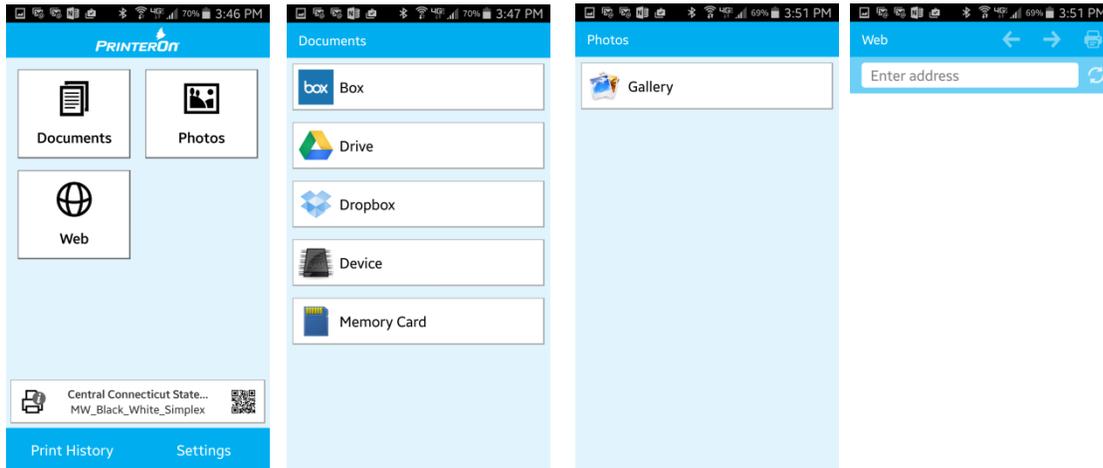
- Click your phone's back button to return to the Settings Screen. Choose User Accounts. Click the + sign in the upper right corner of the screen. Enter your BlueNet Account and Password. Set print.ccsu.edu to Yes. Click the check mark in the up right corner to go back to the Settings screen. Use your phone's back button to get back to the main PrinterOn screen.



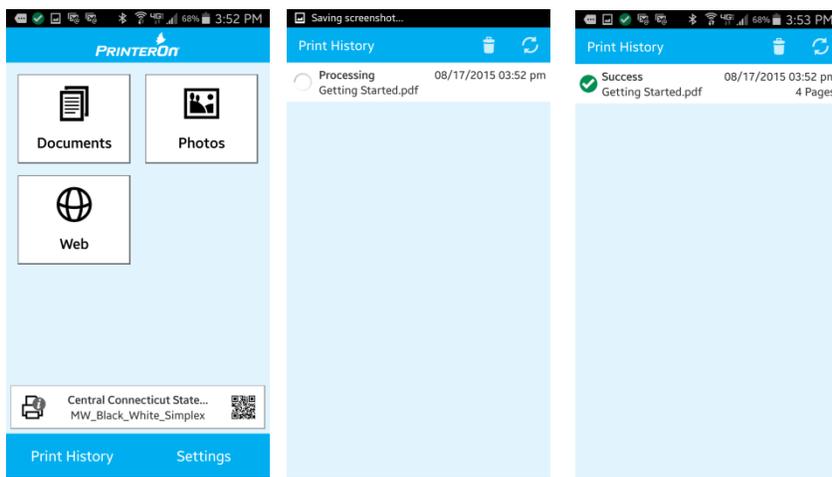
- Next you will select a CCSU printer queue in the Marcus White Student Technology Center, the Library, or the Student Center. Click on "No Printer Selected – Tap here to select a printer."
- Go to the Search tab (scroll right) and type "Central" in the Search box. This should show a list of available printers. Another way to search is by location at CCSU. MW for MW Student Technology Center, EB for the Library, SC for the Student Center, and RV for Robert Vance (Graphic Design printers). Click on the printer that you want to print to – a check mark will appear. If you click on the **i** to the right of the printer name, it will bring up an information screen where you can click on the star at the top of the screen to add this printer to your Saved (or Favorites) list. You can add more than one printer to this list to make it easier when printing in the future.



7. Once you are back on the main PrinterOn screen, you will see your chosen printer listed towards the bottom of the screen. You can print Documents, Photos, or from the web. When you choose Documents, you will be given a list of possible document locations. Choose the location where your document is stored. When you choose Photos, it will look in your phone gallery. When you choose Web, it will ask for a web address (URL).



8. Once you choose something to print, it will begin processing. You can check the status by going to Print History. When the item has successfully processed, you will see a green check mark and it will say Success.



9. Go to a Print Release Station in the room/building where you are printing the document. In this example the document was sent to MW_Black_White_Simplex which is the Marcus White Student Technology Center. It may take a few minutes for your job to appear on the Print Release Station. If you don't see the first time you swipe your card, wait a minute and swipe your card again. Follow the instructions at the Print Release Station for printing your document.

NOTE: A quick way to select a printer is to tap on the picture of the QR code on the main PrinterOn screen, and use the reader to scan the QR codes that you will find on each printer. When the printer information comes up on the screen, choose the red Check Mark in the upper right corner to save the printer choice.