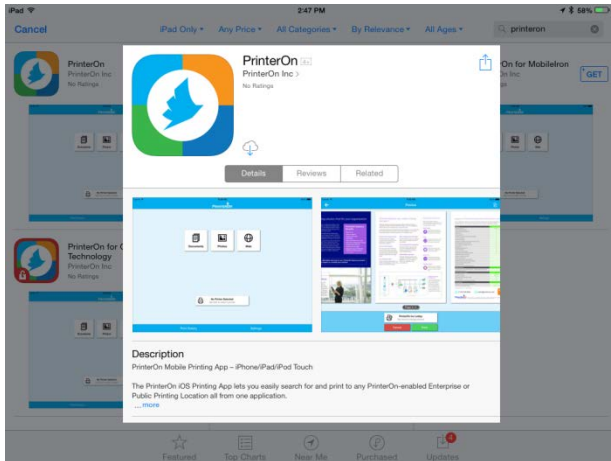


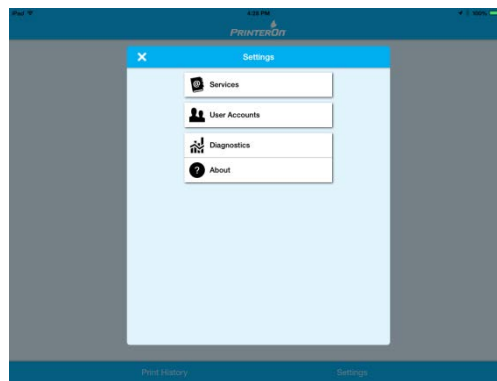
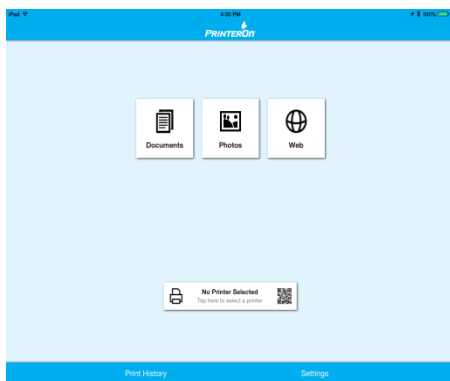
Student Step-by-Step Instructions for Using the PrinterOn App on an Apple iPad or iPhone

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.

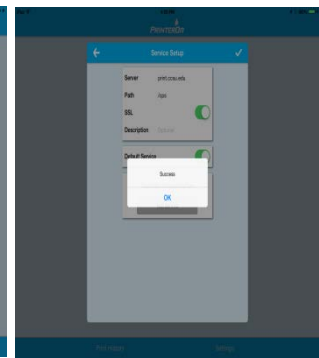
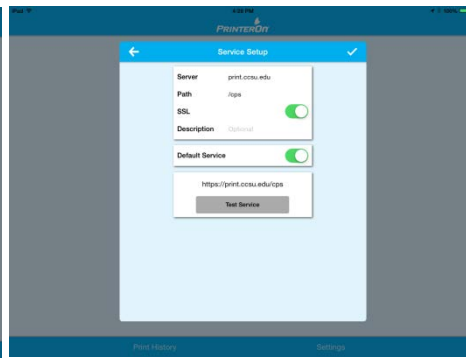
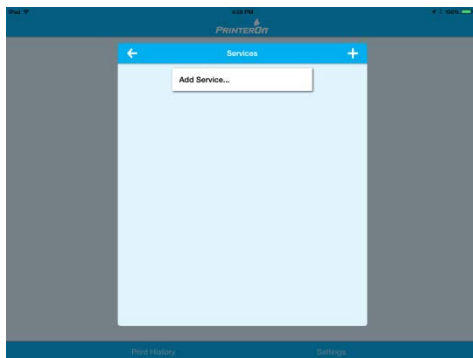
1. Go to the App Store. Search for and install PrinterOn. (Important Note: Although the requirements say iOS 7.0 or higher, in order to print Documents from the iPad or iPhone, you will need to have iOS 8.0)



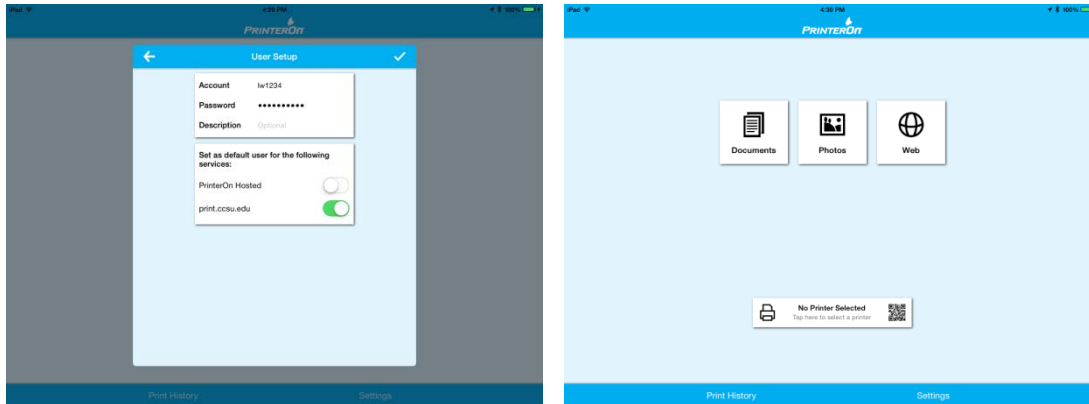
2. Open the PrinterOn App. You will need to configure the Service and the Account used to log in with. Click on Settings in the lower right corner. Click on Services.



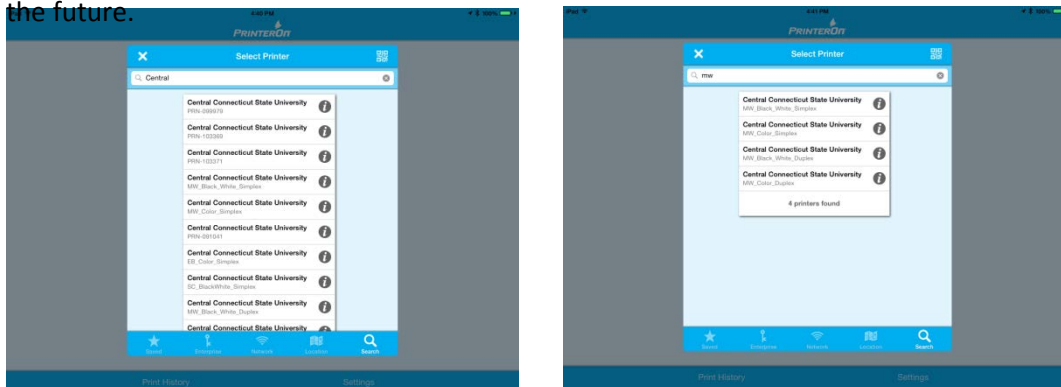
3. In the Services window, click on "Add Service...". Type in print.ccsu.edu in the Server field and slide the bar to the right of Default Service to turn it on (green). Click Test Service to make sure you have the connection. It should say "Success". Press OK. Click on the Check Mark in the upper right corner to save the setting. In the Services window, click on the back arrow in the upper left to go back to Settings.



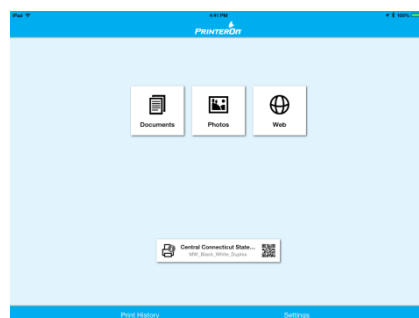
- Click on User Accounts and then "Add Account...". Type in your Bluenet Username in the Account field and your Password. Slide the bar to the right of print.ccsu.edu so that it turns green (this makes it the default server). Click the check mark in the upper right corner to save the settings. Close the Setting box and go back to the main menu. Next you need to select a printer. Click on "No Printer Selected".



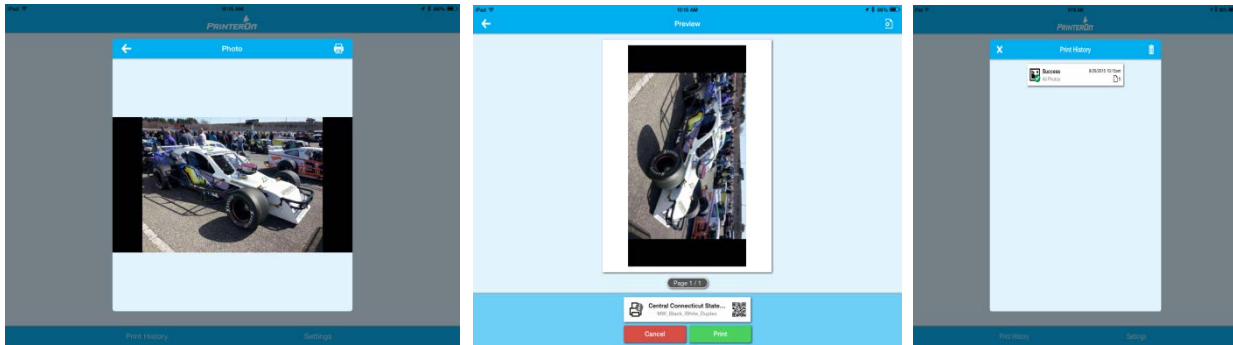
- Click Search in the bottom right corner and type "Central" in the Search field. A list of printers that are available to you will appear. EB stands for Elihu Burritt Library. MW stands for Marcus White Student Technology Center. SC stands for Student Center. RV stands for Robert Vance (Graphic Design printers). You can narrow the search by typing the two letter building name into the Search field. Click on the printer that you want to print to. 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.



- Go back to the main 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).



- Once you choose something to print, it will appear in a window – click on the picture of the printer in the upper right corner and a preview window will appear. Click the green Print button. It will bring you back to the main menu and you will see “Job Started” in the upper left corner. 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.



- 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_Duplex, 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.

