

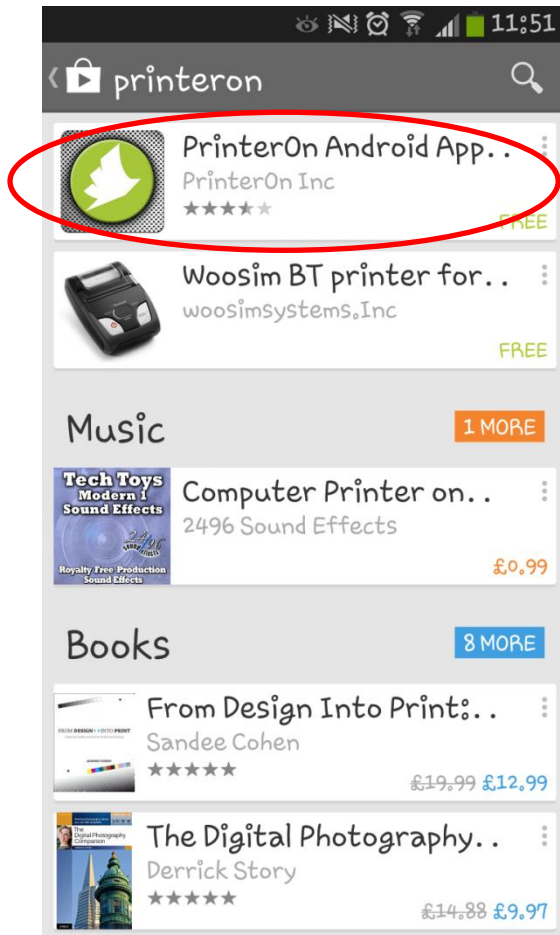
# PrinterOn Android app

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Staffordshire University printing provision now includes the ability to print via email, online printing and from apps. This document will describe how to setup and use the PrinterOn app for Android devices. This allows Android users to print email attachments, photos, web pages and files on the Android device to Staffordshire University print queues which can be collected from any Staffordshire University campus printer.

## PrinterOn App

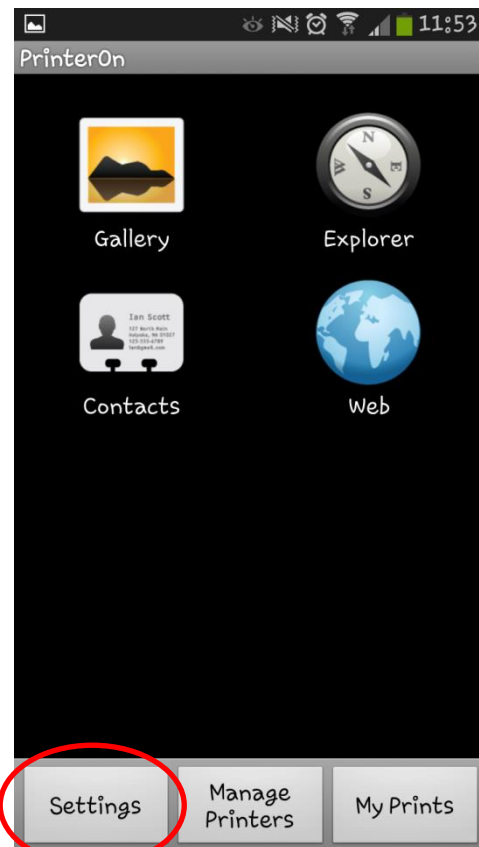
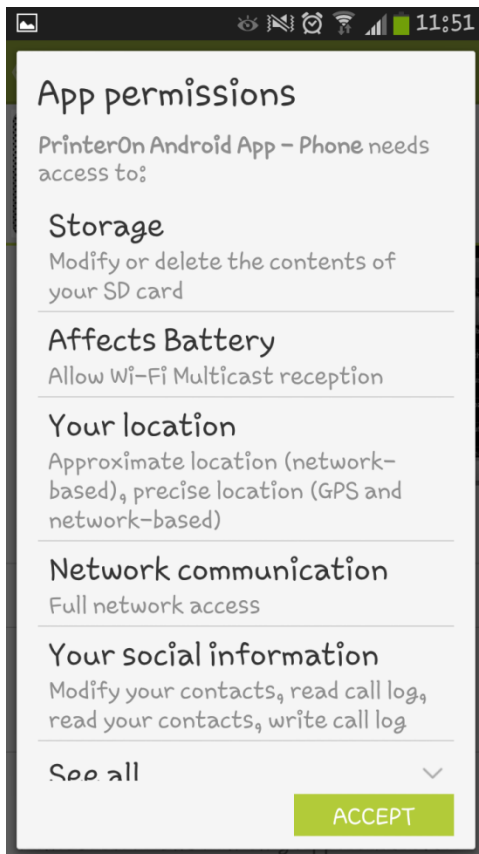


Open the 'Google Play store' and search for PrinterOn and install the 'PrinterOn' Version app.

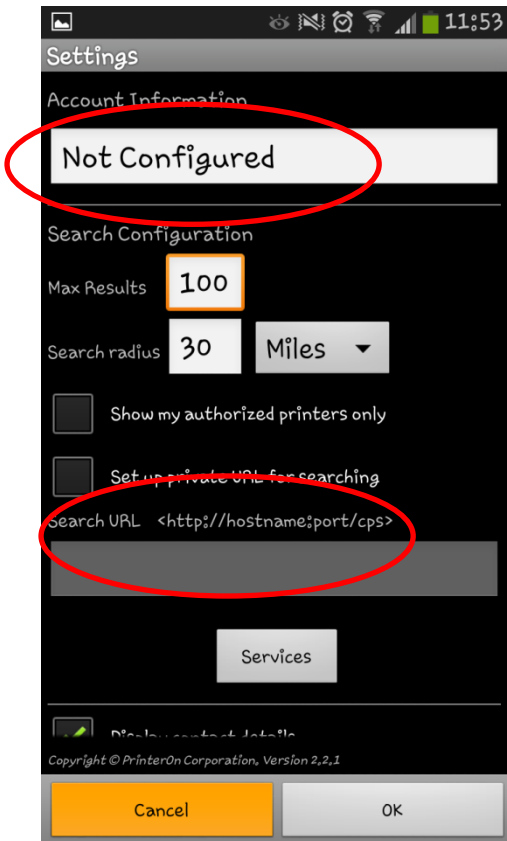
Or use this URL for a link to PrinterOn Android app  
<http://www.printeron.com/apps/androidprinting.html>

## Android Phone

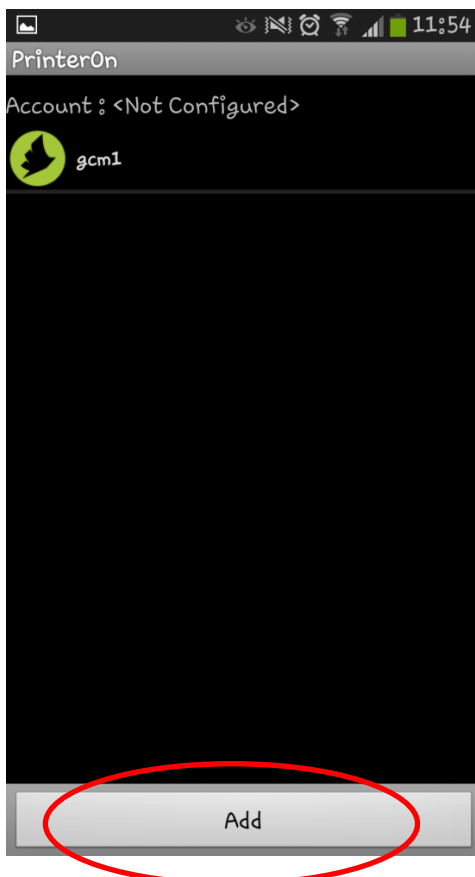
Locate the PrinterOn app in apps and open the PrinterOn app and accept the app permissions



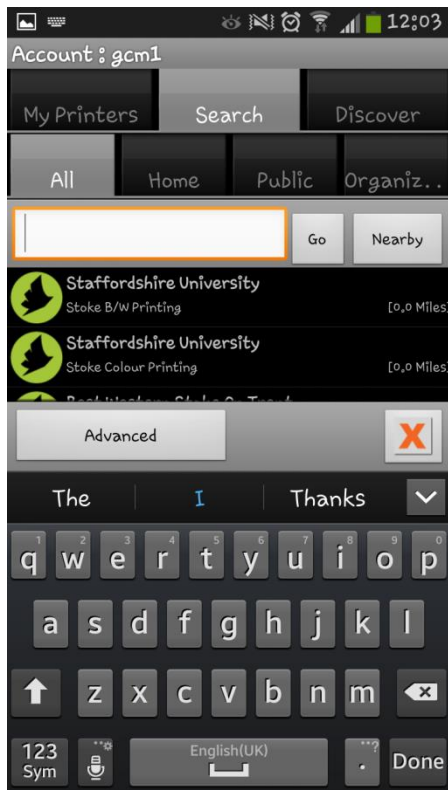
The main screen of PrinterOn app shows the options that are available. Before these options can be used an account will need to be added. Press on the 'Settings' button in the bottom left hand corner of the screen.



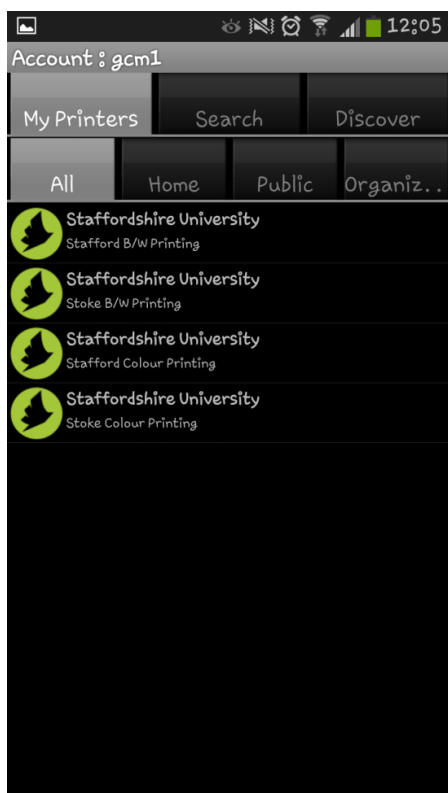
if 'Show my authorized printers only' is ticked, un-tick this. This option if ticked will cause problems when searching for print queues as it will not display any print queues for Staffordshire University. Press on the 'Not configured' text to add account.



Press the 'Add' button and enter your PC account details in the username and password fields. This account will be displayed on the Account screen

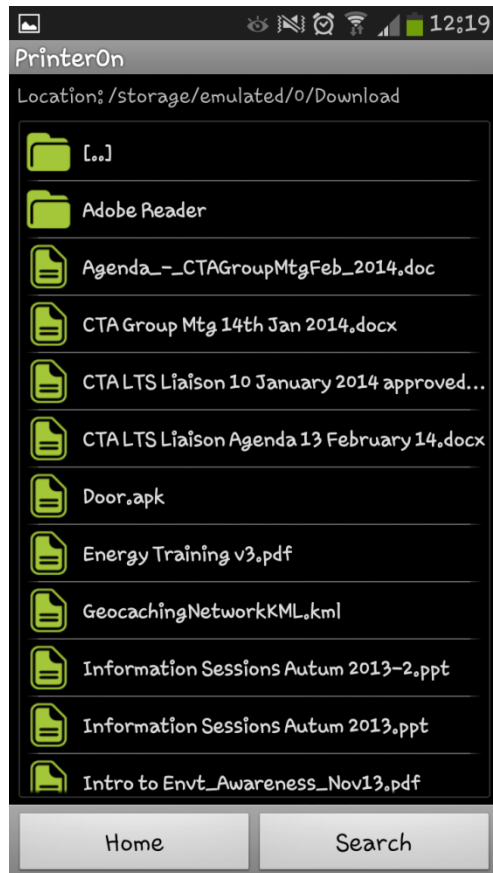


Go back to the main screen and press on the 'Manage Printers' button in the bottom middle of the screen. Here press the 'Search' tab and type in Staffordshire University text field. This will bring back a list of all printer queues available at Staffordshire University. Select the printer queue required by pressing on the name of the print queue which will display the details of that print queue and press on the 'Save' button to save that print queue to the 'My Printers'. Please note that sending a print job to any black and white or colour queue regardless of its location can be picked up at any Staffordshire University campus. Other print queues can be added if required in the same way.

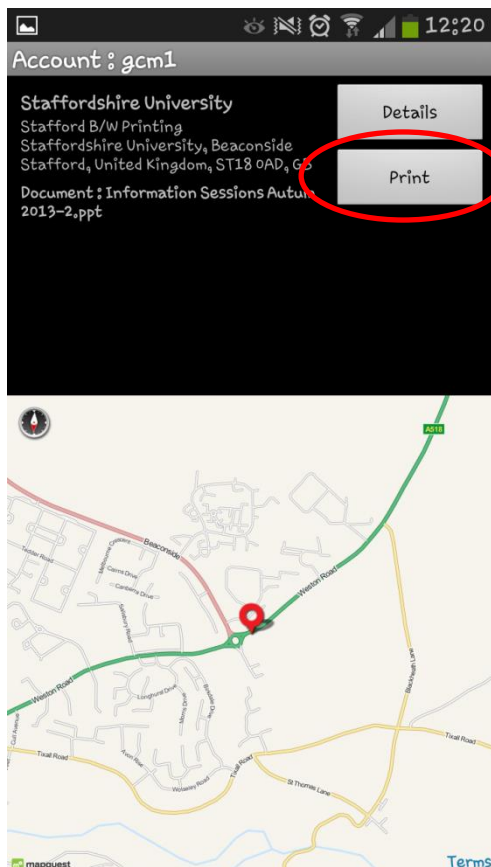


On the main screen press on the 'My Printers' button on the bottom left hand side of the screen, this will display all print queues that have been saved to this device.

## Printing from Explorer, Gallery and Photo

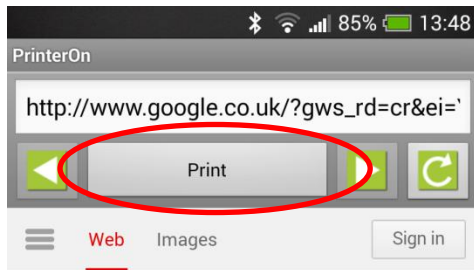


On the main screen there are four options to print from Explorer, Gallery, Contacts and Web. Explorer, Gallery and Contacts are similar as a browse option to locate a file or contact or picture is displayed to locate the item to print. This document will describe how to print a file from 'Explorer'. These instructions are similar enough that they can be used when print a contact or a picture. Press on the Explorer icon on the main screen. This display a list of files and folders on this device, navigate to the file to print and press on that file. Next a display of all the print queues in the 'My Printers' is displayed. Press on the print queue to be used to print the file.



The details of that print queue will be displayed and the file has been chosen to be printed. Press the print button to send the file to that print queue. It may take some time for the print job to be sent and while this is happening, a display of the status will be overlaid on the screen while this is completed.

## Web page printing



Press on the Web icon which will take you to a web browser. Enter the URL of the web page to print and then press the print button. This will display all the print queues in 'My Printers'. Press on the print queue to be used. The details of that print queue will be displayed and the web page URL that has been chosen to be printed. Press the print button to send the web page to be printed. It may take some time for the print job to be sent and while this is happening, a display of the status will be overlaid on the screen while this is completed

## Email attachment printing

To print an attachment of an email, first save the attachment to the device and follow the instruction earlier to print explorer