PrinterOn iPhone and iPad app
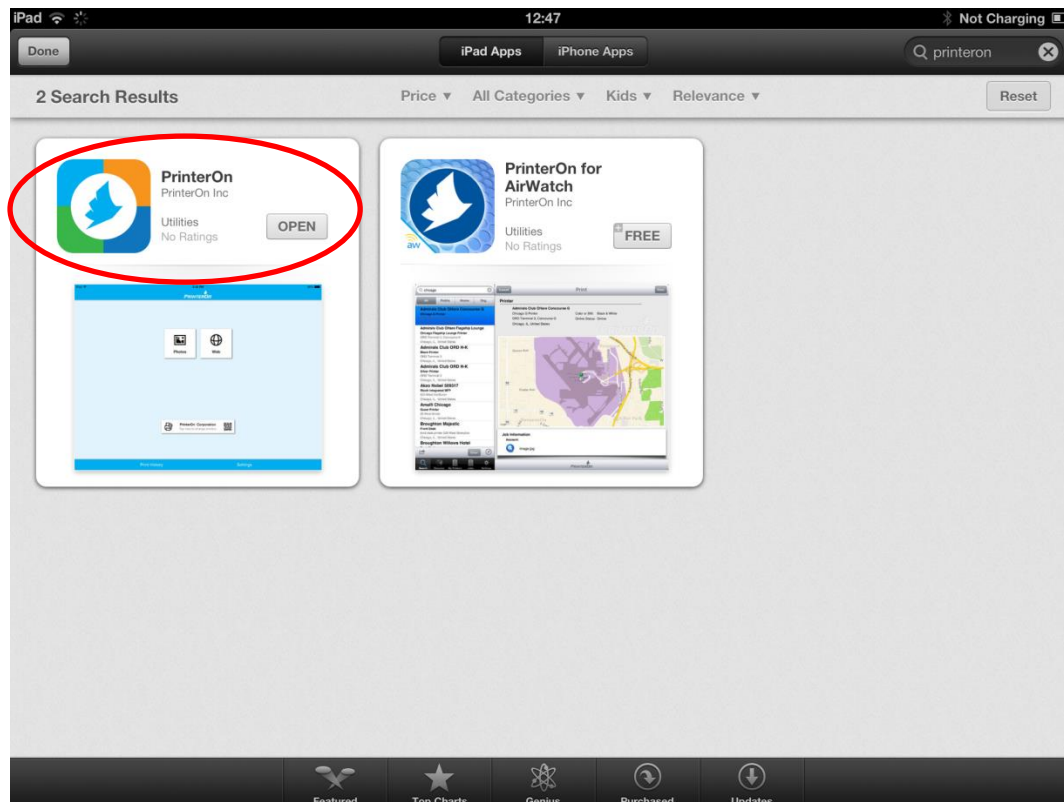
Contents

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 on the iPhone and iPad. This allows users of iPhone and iPad to print email attachments, photos and web pages to Staffordshire University print queues which can be collected from any Staffordshire University campus printer.

PrinterOn App

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

Or use this URL for a link to the iPhone version http://www.printeron.com/apps/iphoneprinting.html
or this URL for a link to the iPad Version http://www.printeron.com/apps/ipadprinting.html

iPhone And iPad app

Both apps work in the same way and present the same screens. Below is instructions for the with screen shot for the iPad.
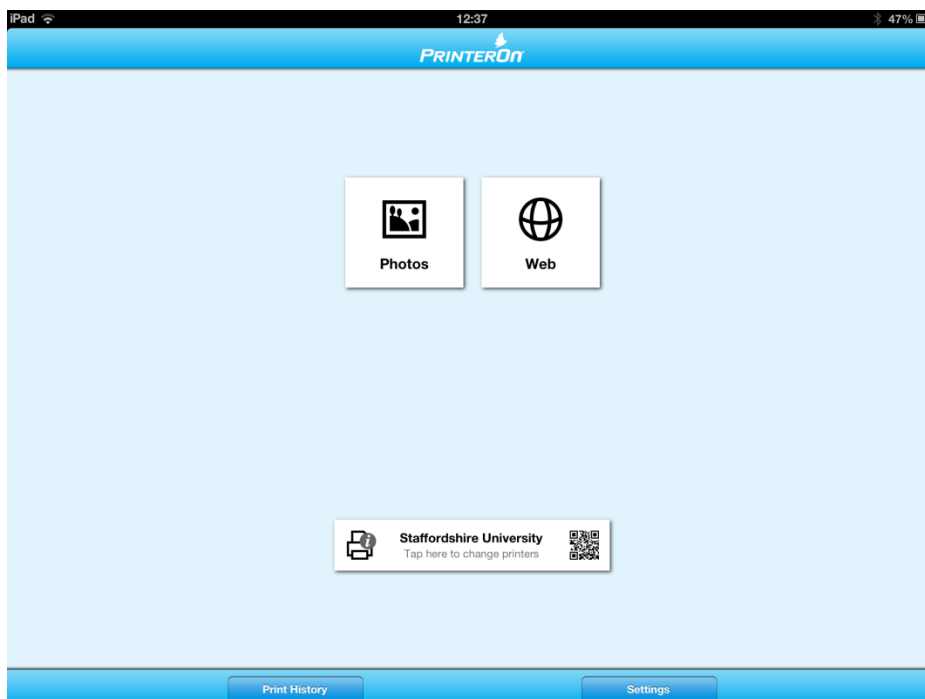
Press on the 'PrinterON' app

First time you open the 'PrinterOn' app it will display the settings and will ask 'PrinterOn would like to use your current location' which is not needed but can be allowed.

Next it will show the setting page, fill in the 'Username/Email' and 'Password' fields with your PC login details. This account can be set as the default account. Please note accounts can be edited or extra accounts created by gone to home screen and pressing on the settings button on the bottom of the page.
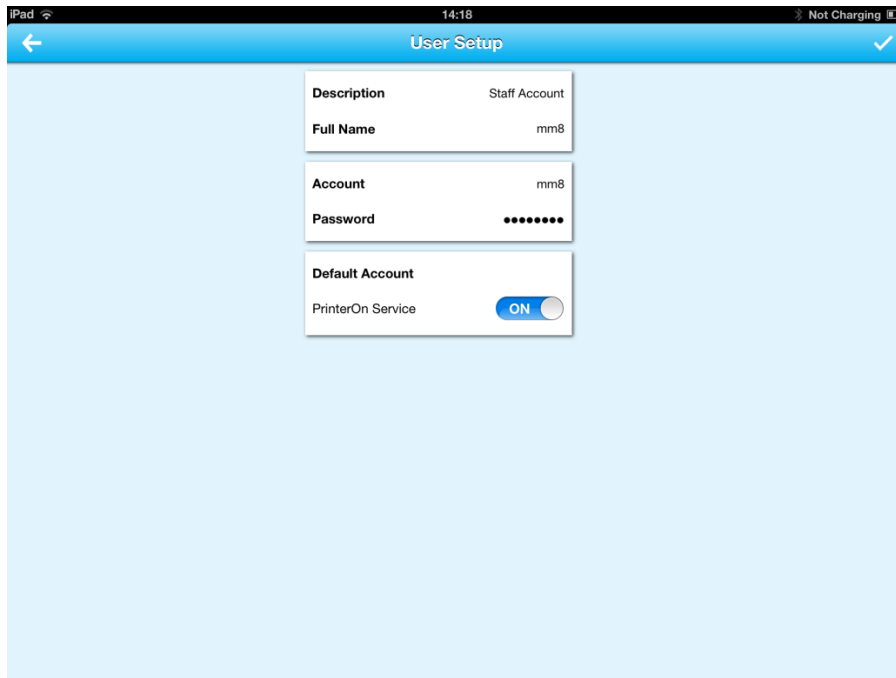

Main Screen

From the main screen there are two main options for photos and web pages. Below this is the print queue information which shows the last print queue used and pressing on this goes to options for adding, deleting and saving print queues. At the bottom of the page is 'Print History' showing details of all print jobs done from this device and 'Setting' where accounts can be added or edited.

Print Queues

On the main screen press on the printer queue, note pressing the end with 'i' icon will display the details of that print queue and pressing on the QR code icon will open the camera allowing a scan of a QR code. This will bring back a screen with details of the save print queues. To add a print queue press on the magnifier icon on the bottom right hand side of the screen which will display a search field and enter 'Staffordshire University'. This will bring back a list of all the printer queues at Staffordshire University, press on the info icon on the right hands of the name to display the details of that print queue. Please note that sending a print job to any black and white queue or colour queue regardless of its location can be picked up at any Staffordshire University campus.
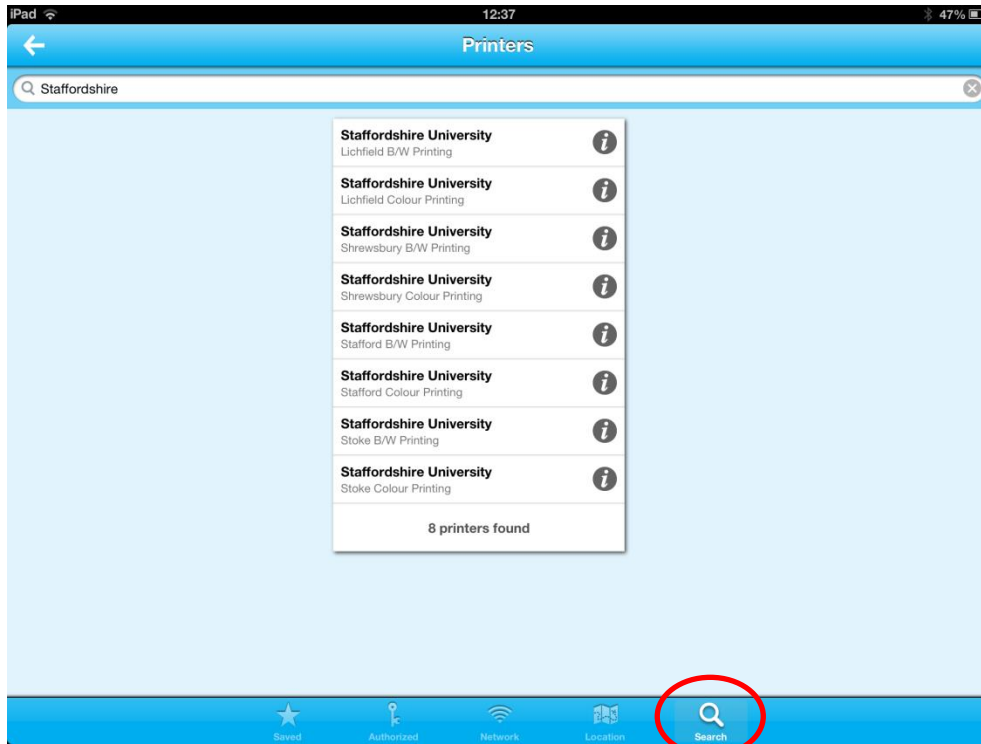
On the printer queue details screen it displays the location, ink, paper size and more about that print queue. From this screen the printer queue can be saved to 'Saved' print queues which can be found on the pervious screen at the bottom left hand side of the screen with a star icon. Press on 'Save Printer' below the name of the queue to save it to 'Saved'
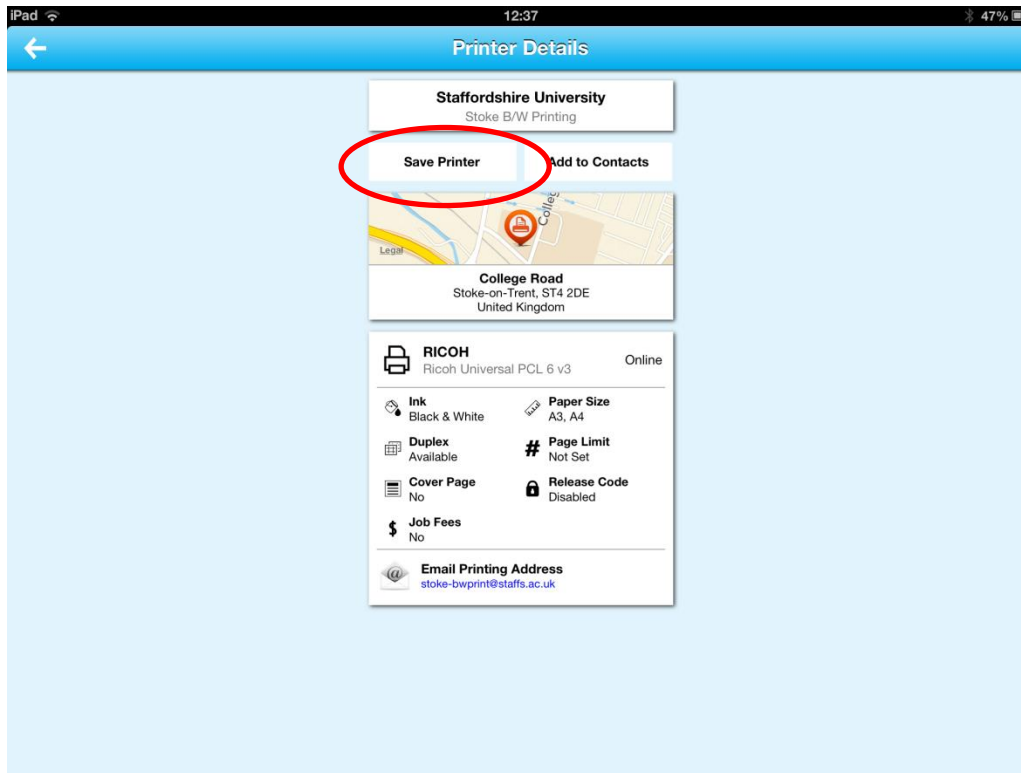

Printing Photos

From the main screen press on the 'Photos' icon, this will display all photo libraries available to this device. Browser to the picture that is to be printed and press on that picture
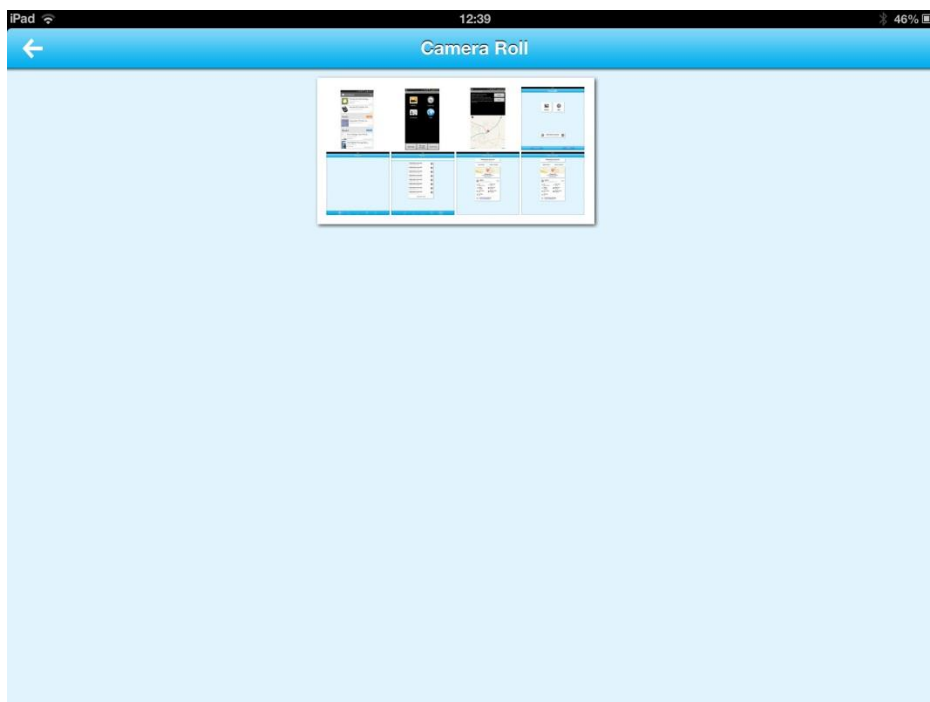
Printing web pages

From the main screen press on the 'web' icon, this will take you to a web browser. Enter the URL of the web page to print and once he page is fully loaded press the print icon in top right hand corner
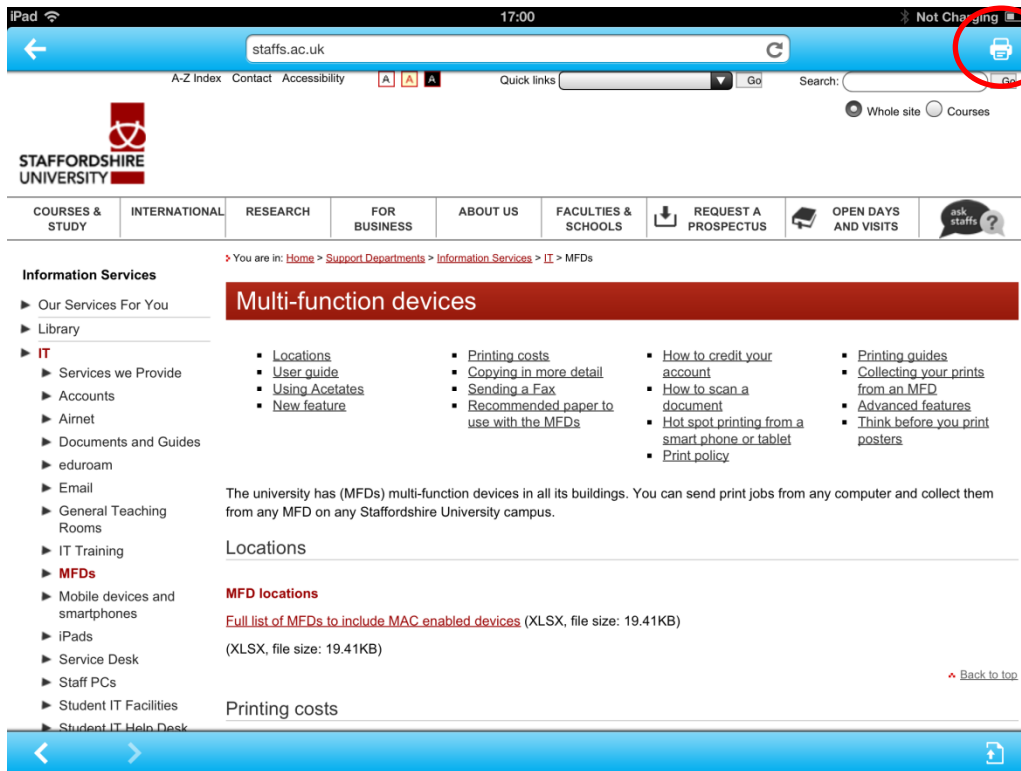
Email attachment Printing

From the 'Mail' app you can print email attachments. Open the email with the attachment and download the attachment if it has not already fully downloaded.

Press and hold on the attachment icon to get the print option to appear.

Print Preview

When the print button is pressed on photo, web or email a preview screen is displayed. On this screen there are option in the top right hand corner that allow users to print a number of copies and if the print job has multiple pages, certain pages can be selected to print
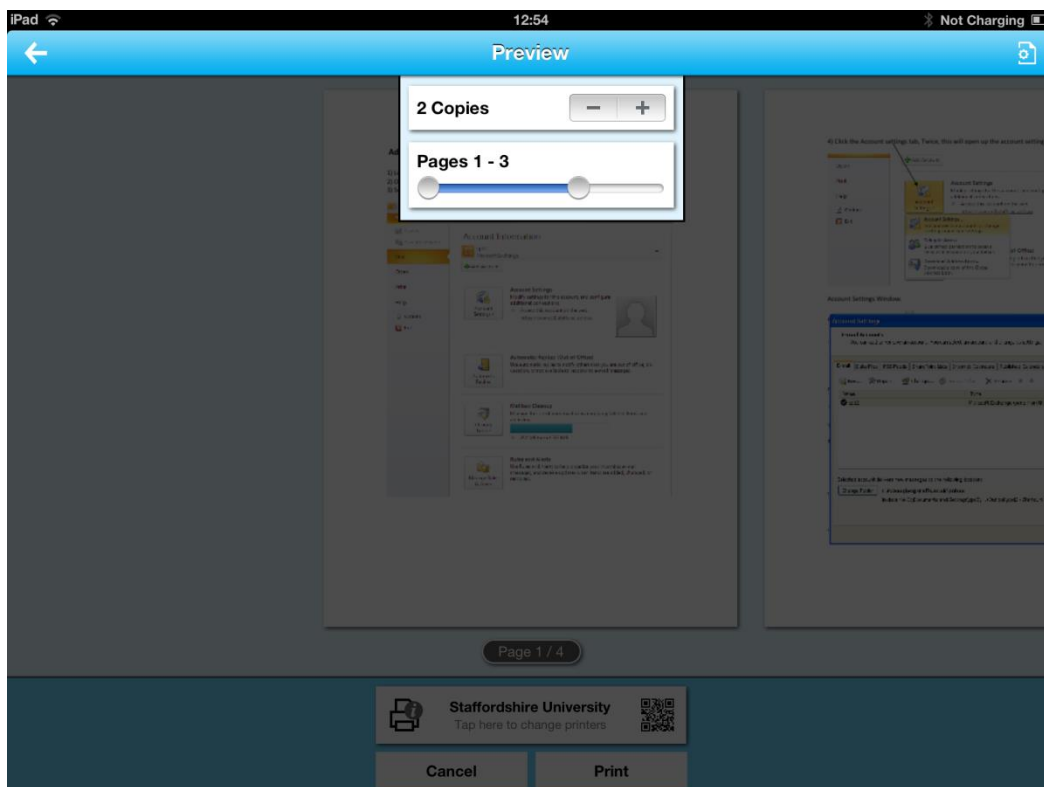
Printing

When the document, photo or web page is ready to print the last print queue will be shown above the 'Print' button. This can be changed by pressing the name which will take you to the 'Saved' printers on the device. To print the document press the print button, this will then displays the main screen with information about the status of the print job. This information will disappear but can be viewed from the 'Print History' on the main screen.