

PrinterOn Mobile Printing Instructions for Current Students

PrinterOn mobile printing allows Saint Paul College students to print from their personal mobile devices to the GoPrint Stations on campus. Students can only print to Student printers.

GoPrint Station Locations:

Student Computer Lab RM3115 Printer (Room 3125)

Student Computer Lab RM3215 Printer (Room 3215)

Student Library Black and White Printer (Room 1262)

Student Library Color Printer (Room 1262) – color printing is only available at this printer.

Student Writing Lab Rm3165 Printer (Room 3165)

PrinterOn Mobile Printing Methods

There are two ways to send mobile print jobs:

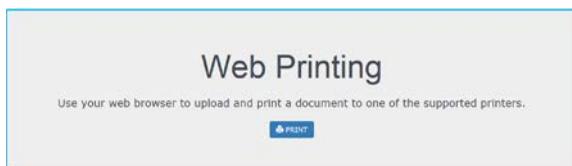
- **Web Portal**
- **Mobile App**

Web Portal

You can upload documents and print using the PrinterOn Web Portal. Follow

these steps:

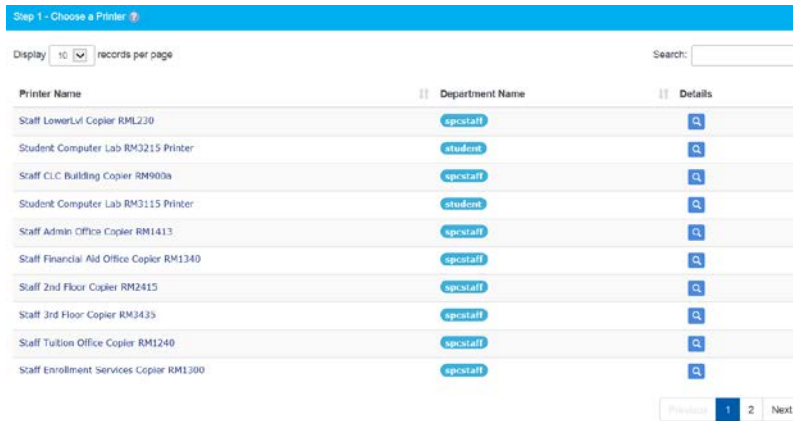
1. Enter the following URL in your browser's address bar: ***spc-cloud.saintpaul.edu***
2. The "Web Printing" window will appear. Click the PRINT button.



3. When prompted, login with your login credentials (StarID and Password), then press the LOG IN button.



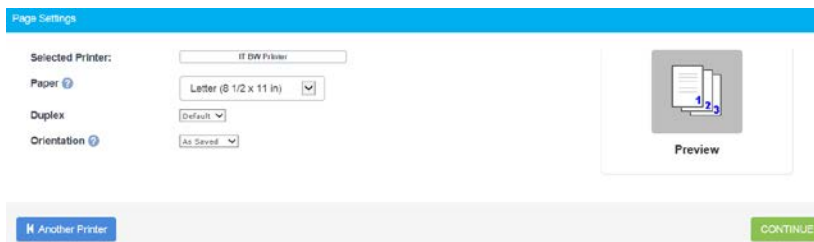
4. You will be given a list of the campus mobile printing devices available. Click on the blue hyperlink of the **Student** printer you want to send your print job to.



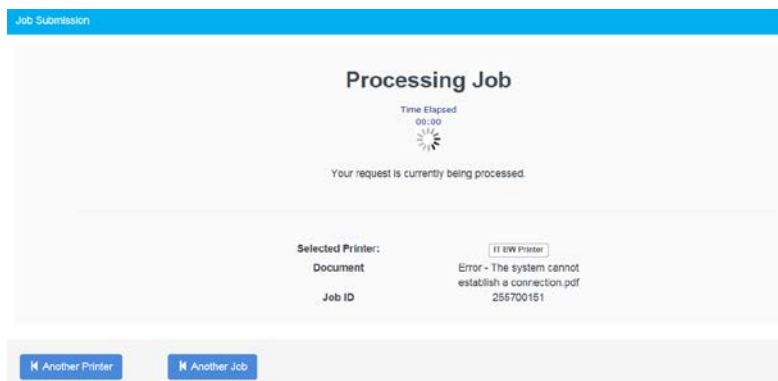
5. At the “Select your document and options” page, click the BROWSE button and select your document. Enter additional details as needed, such as the number of copies or specific pages to print. Once you have your options selected, click the CONTINUE button.



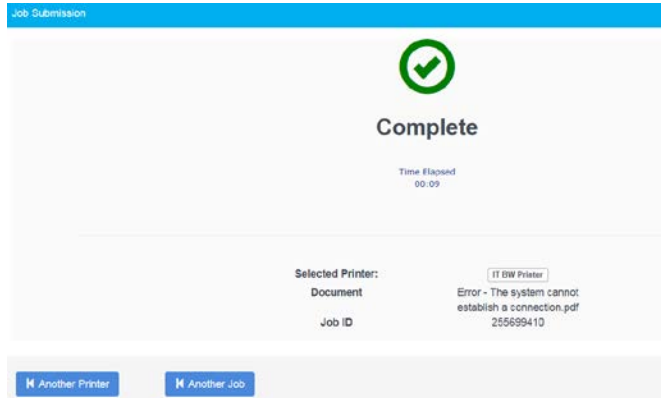
6. At the “Page Settings” page, you will have further options you may select, including Duplex (double-sided) printing. Review and select your options and press the CONTINUE button.



7. A status window will appear while your document is being loaded into the PrinterOn queue.



8. Once you see the “Complete” window, you may pick up your print job from the device where you sent it.



Mobile App for PrinterOn

PrinterOn offers **FREE** mobile apps that can be downloaded from app stores for your smartphone or tablet.



PrinterOn
PrinterOn Inc



FREE

PrinterOn mobile apps are available for

- iOS (iPhones, iPad, iPod Touch),
- Android (various smartphones and tablets)
- BlackBerry (smartphones and Playbook),
- Nook.

Visit the PrinterOn Mobile App website to get more information and to download the app that matches your device: <http://www.printeron.com/apps.html>

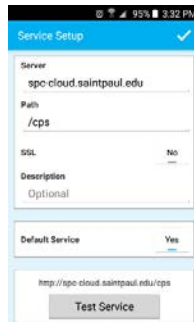
Once installed, you will need to open the app to configure the server setting, configure your user account and add printer.

Configuring server settings

If you have authorization to use private PrinterOn printers, you must supply your account and server information so that the PrinterOn app can locate and connect to the service.

To add and configure server information:

1. On the Home page, tap **Settings**. The Settings page appears.
2. Tap **Services**, and then tap **+** to view the Service Setup page.

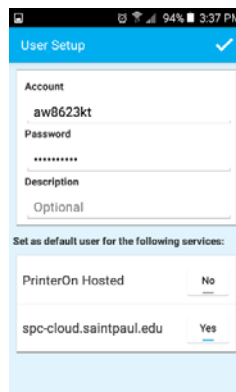


3. Configure the following settings:
 - **Server:** *spc-cloud.saintpaul.edu*
 - **Path:** */cps*.
 - **SSL:** OFF
 - **Description:** PrinterOn (Optional)
 - **Default service:** ON
4. To determine whether the plugin can successfully communicate with the server, tap **Test Service**.
5. Tap **✓**.

Configuring your user accounts

To add and configure user account information:

1. On the Home page, tap **Settings**. The Settings page appears.
2. Tap **User Accounts**, and then tap **+** to view the User Setup page.



3. On the Service Setup page, configure the following settings:
 - Account: StarID
 - Password: StarID Password
 - Description: Optional
4. Select *spc-cloud.saintpaul.edu* as the default user.
5. Tap ✓.

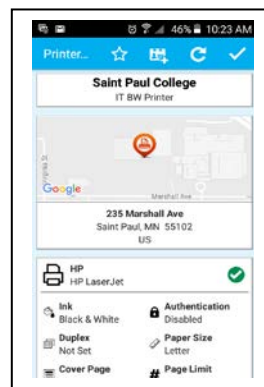
Search for Printer

Authorized/Enterprise Search:

1. Launch the app
2. Press **Tap here to change printers** from the Home page
3. Tap *Authorized/Enterprise*
4. A list of all printers specifically authorized to you based on the User Account enabled will be displayed
5. Select this printer as your destination by tapping the printer name
 - a. View printer details by tapping the “i” info icon beside the printer name

QR Search:

1. Launch the app
2. Tap the QR code on the main page
3. Line up your device to a QR code of a PrinterOn printer
4. Printer Details will be displayed
 - a. You can choose to save this printer to the app and by tapping the star
5. Select this printer as your destination by tapping the checkmark



Submission

Printing a document

1. Launch the app
2. Select your printer by scanning the QR code on the printer, selecting a save printer or search for a new printer
3. Confirm the printer you wish to submit to is shown in the Printer box on the app's Home page

4. Tap **Documents**
5. Select your Storage provider
6. Locate and tap on the desired document
7. You will now see a preview the job when available
8. To select copies and page range where applicable, tap the option icon on the top right corner
9. Tap **Print** to submit your job

Print a Photo

1. Launch the app
2. Select your printer by scanning the QR code on the printer, selecting a save printer or search for a new printer
3. Confirm the printer you wish to submit to is shown in the Printer box on the app's Home page
4. Tap Photos
5. Select the photo you wish to print
6. Tap the printer icon in the top right corner
7. You will now see a preview of the job when available
8. To select copies and page range where applicable, tap the option icon on the top right corner
9. Tap **Print** to submit your job