How to use the PrinterOn App for iPad, iPhone, iPod Touch Printing

1. Download and install the app from the App Store. Search for the free PrinterOn app.

2. Start the PrinterOn app

3. Add the printers to your PrinterOn App:

- Tap the button toward the bottom of the screen that says "No Printer Selected". Use the Location button to search for printers in surrounding areas (to use this you must allow the app to use your current location) or search by zip code.

- Select the printer icon by the blue dot over Antioch. A bubble will come up notifying you we have 2 Printers, tap the bubble, choose the BW Printer or Color Printer.

- Tap Save to save each printer and tap Add next to Save to add the printer to your contacts list. After doing this for each printer tap the checkmark in the upper right corner when done.

To print a Webpage:

- Open the PrinterOn App and select Web.

- Type in the address of the site to print.

- Tap the printer icon in the upper right corner.

- To select the number of copies and what pages to print, tap the icon in the upper right corner.

- Select the printer to use at the bottom of the screen.

- Tap Print.

- Type in your name, this will be the name you enter at the release station to retrieve your print jobs. When done, tap the checkmark in the upper right corner.

- When your job has been processed and sent to the printer you will see a green line saying Job Success.
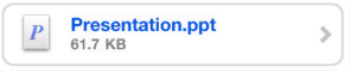
To print a Photo:

- Open the PrinterOn App and select Photos.
- Select the photo to print.
- Tap the printer button in the upper right corner.
- To select the number of copies tap the icon in the upper right corner.
- Select the printer to use from the button near the bottom of the screen.
- Tap Print in the lower right corner.
- Type in your name, this will be the name you enter at the release station to retrieve your print jobs. When done, tap the checkmark in the upper right corner.
- When your job has been sent to the printer and processed, you will receive a green line stating Job Success.

To print an E-mail

- From your Mail locate the e-mail to print

- Begin by tapping this icon 🔙 to forward the email.

- Select the printer to use from your Contacts by pressing the Add button. In your address book look for BW Printer or Color Printer

- Press Send

- You will receive an e-mail confirming the job was sent.

- Retrieve the job from either one of our Print Release Stations by entering the beginning part of your email address (everything before the @ symbol), that the e-mail was sent from.

To print Mail Attachments:

- From your Mail locate the attachment to print.

- Tap the attachment icon to open the attachment.

Presentation.ppt
61.7 KB

- tap the Open In icon, ⬆️ select Open in PrinterOn

- Tap the button toward the bottom of the screen to select the printer to use.

- Tap Print in the lower right corner.

- Type in your name, this will be the name you enter at the release station to retrieve your print jobs. When done, tap the checkmark in the upper right corner.

- When your job has been sent to the printer and processed, you will receive a green line stating Job Success.