



# EPSOM

COLLEGE

HOW TO PRINT FROM AN IPAD

# HOW TO PRINT FROM AN IPAD

## 1. Accessing the PaperCut Printing app on a College iOS device (iPad)

1.1. On the College iPad locate the 'Printing' App

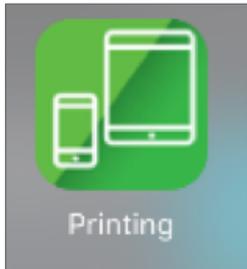


Figure 1. The PaperCut Printing App for iPad (icon appearance may change per device and iOS)

1.2. The PaperCut App for iPad / iPhone (Mobile Client) is used to:

- Authenticate the user and their print jobs.
- Display the user's balance.
- Perform print job confirmation.
- Perform shared account selection.
- Display Print Scripting messages.
- Perform other functionality such as message notification.

1.3 Once you have tapped the Printing App, a login screen will appear, login using your college credentials (firstname.surname for staff and firstname.surnameXXXX for students where XXXX is your year of entry). You do not need to enter in your email address. Once you have entered in your information, tap 'Log In' to proceed.

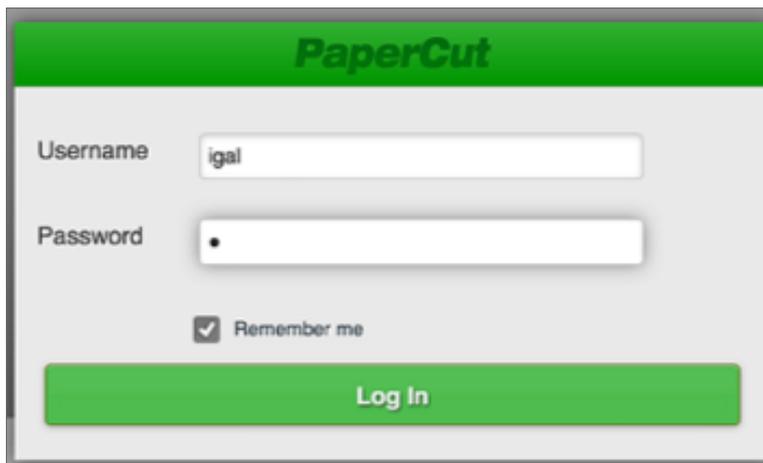


Figure 2. The PaperCut Printing App Login Screen

\*You should only tick 'Remember Me' if the device is personal to you, on a shared iPad it is not recommended to tick this box.

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- 1.4 You will now be presented with the PaperCut Printing Display Screen, from here you can see documents that are paused and awaiting printing.

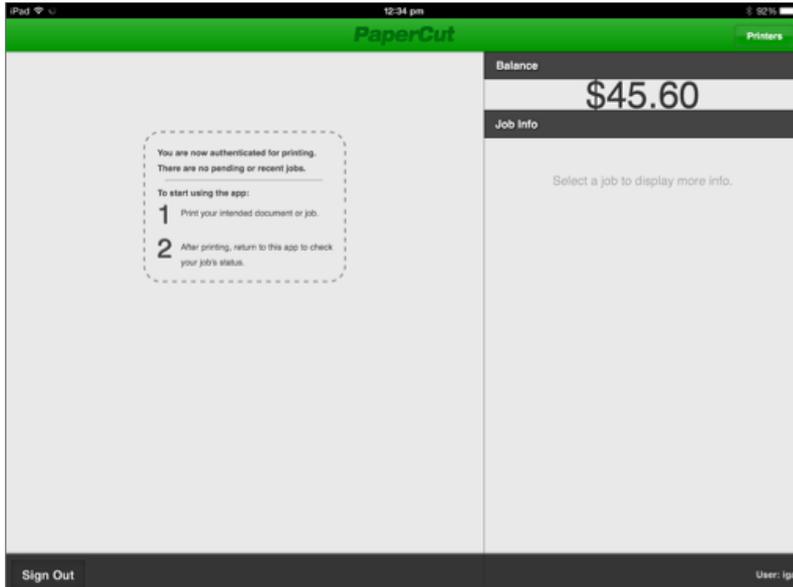


Figure 3. The PaperCut Printing App Display Screen

## 2. Printing from iOS device to FollowMe queue using the PaperCut app.

- 2.1. Send the job to FollowMe from your selected app e.g. Notes or Word etc. Each app will have a slightly different approach to printing, but generally it will still follow the same principles.
- 2.2. Locate the Print icon from your desired App, the example below shows the Notes App

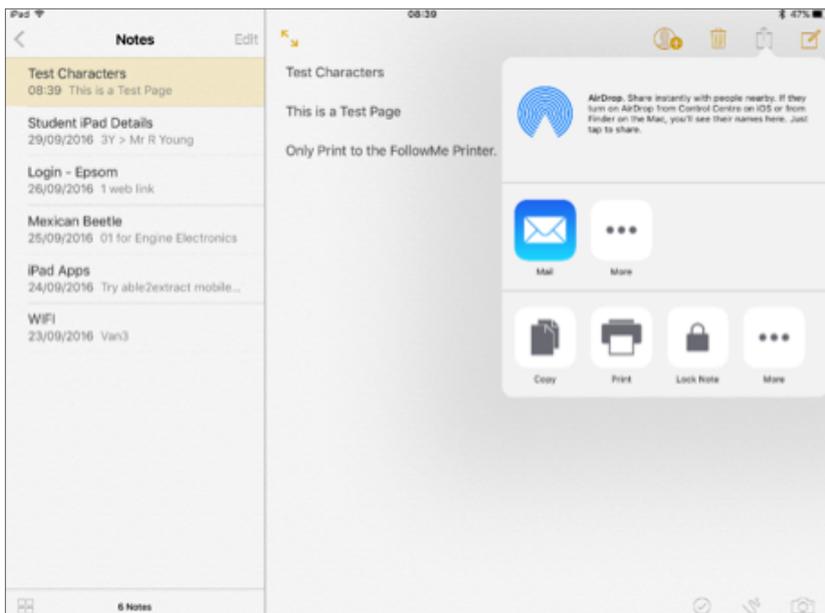


Figure 4. The PaperCut Printing App Login Screen

- 2.3. Ensure the FollowMe Printer is selected, also ensure that the Options are Set correctly, they should be Black & White & Single-Sided unless you require a colour copy. You may find that there is a delay in which the 'FollowMe' printer is displayed, therefore you may need to click 'Cancel' and repeat Step 2.2.



Figure 5. The PaperCut Printing App Login Screen

\*Please note that if the FollowMe Printer is not Available/Selected, please ensure that you are logged into the PaperCut App. **Only print to the FollowMe Printer!**

- 2.4. Once sent to the Printer minimise the app (Notes, Word etc.) and open the Printing (PaperCut) app. Apps can be minimised simply pressing the Home Button Once.

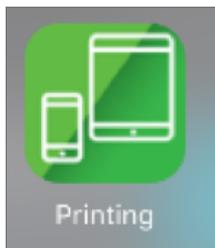


Figure 6. The PaperCut Printing App

- 2.5. You may be asked to re-enter in your login details for the PaperCut app, do so as in Step 1.3.
  - 2.6. Your print job is now authenticated and proceeds to the print queue. You can see the job progress within the Print app.
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2.7. You can now go to the Printer of your choice, enter in your Pin Code and release the print job.

The printing app can then be used again to check if the print job was successfully release to the printer.

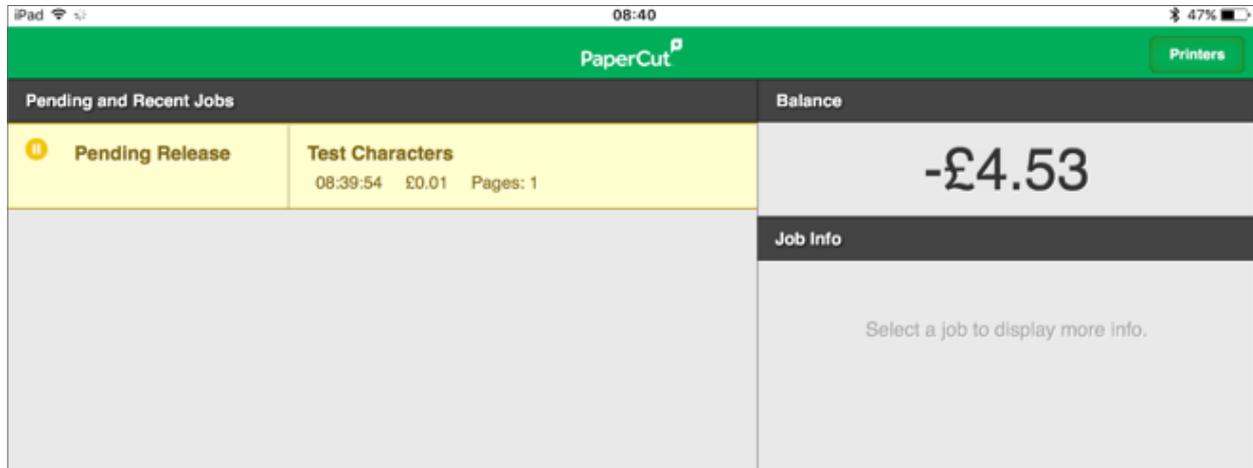


Figure 7. The PaperCut Printing App Print Release Screen



Figure 8. The PaperCut App for iPhone (after printing)

2.7. Please note that Print Jobs are only stored in the Print Queue for 24 Hours, so if you print your work on Monday, you need to visit a printer on Tuesday in order to collect your work, otherwise the Print job is deleted from the Queue. If you are in any doubt as to which printers you can print from, please speak to a member of IT Services or Teaching Staff.

If you are experiencing difficulties logging on, please contact our IT Services department using [ITsupport@epsomcollege.org.uk](mailto:ITsupport@epsomcollege.org.uk) or by telephoning **01372 821159**.

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