

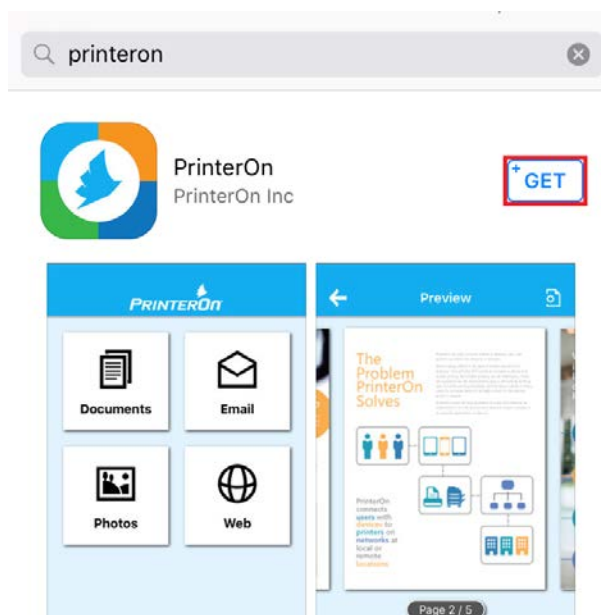


PrinterOn iOS: Quickstart Guide

The PrinterOn mobile application provides students the ability to securely and easily print to any of the general access printers on campus at James Cook University. This short guide shows you how to print from your iOS device.

Installing PrinterOn

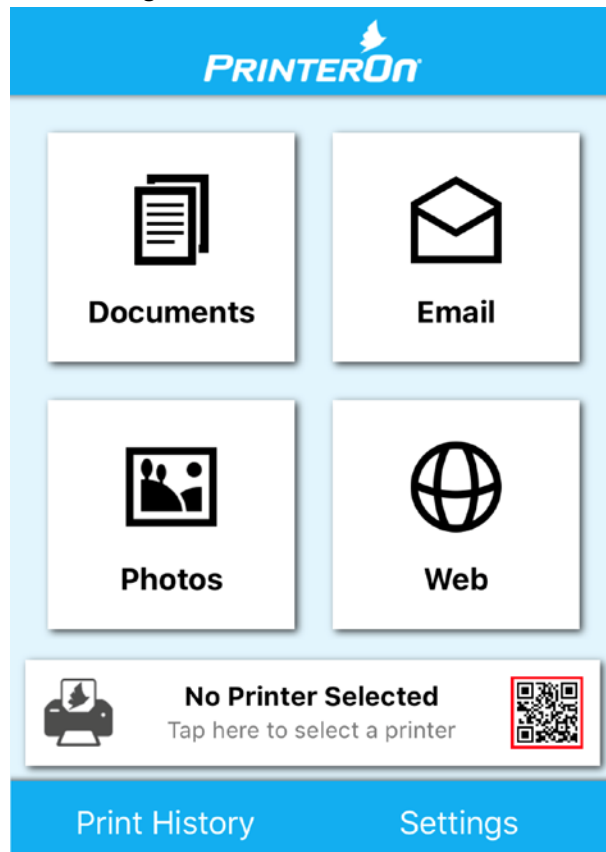
1. Search for **PrinterOn** in the **Apple App store**.



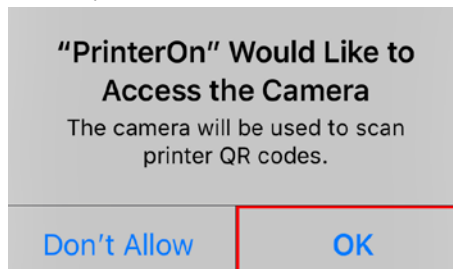
2. Click **Get** to begin the installation.

Connecting to the JCU Student Multi-function Print Queue

1. Open **PrinterOn**.
2. Tap the **QR code icon** in the bottom right.



3. PrinterOn will request camera access, tap **OK**.



4. Hold the camera over this QR Code and position it inside the box.

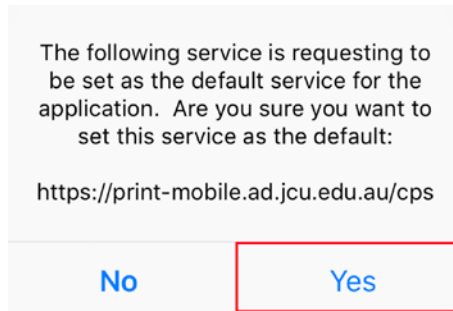


If reading the guide on the device, click this link:

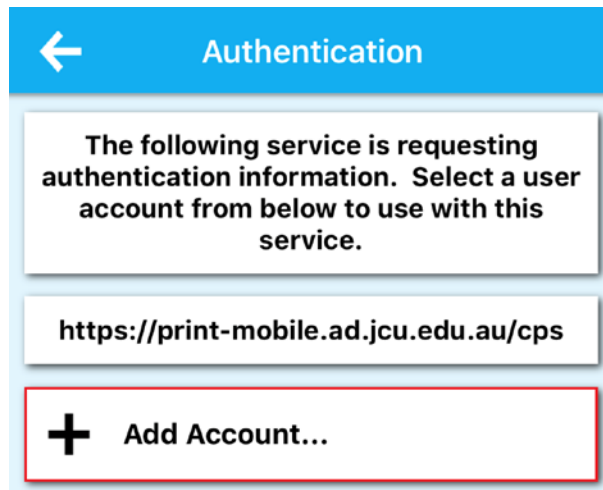
<pon:///surl=https://print-mobile.ad.jcu.edu.au/cps&sdef=1&sauth=1>

Note: link will only work with PrinterOn application installed.

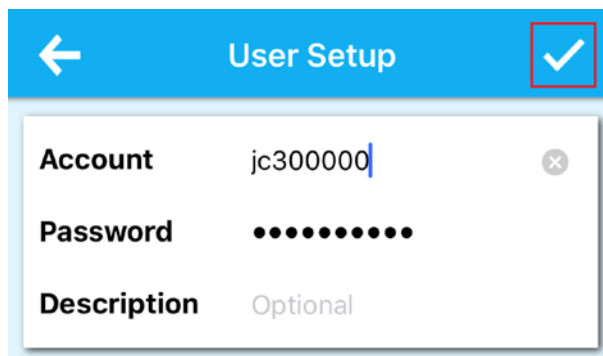
5. Select **Yes** to set JCU as the default service for PrinterOn.



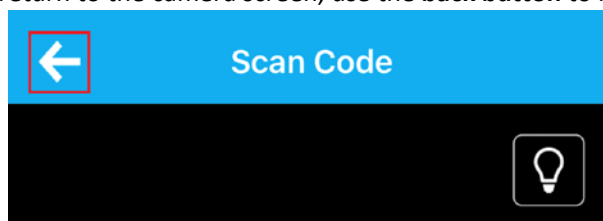
6. In order to use the service, authentication is required.
Tap **Add Account**.



7. Enter your **JCU account username and password**.
Tap the **tick icon** in the top right corner to save.



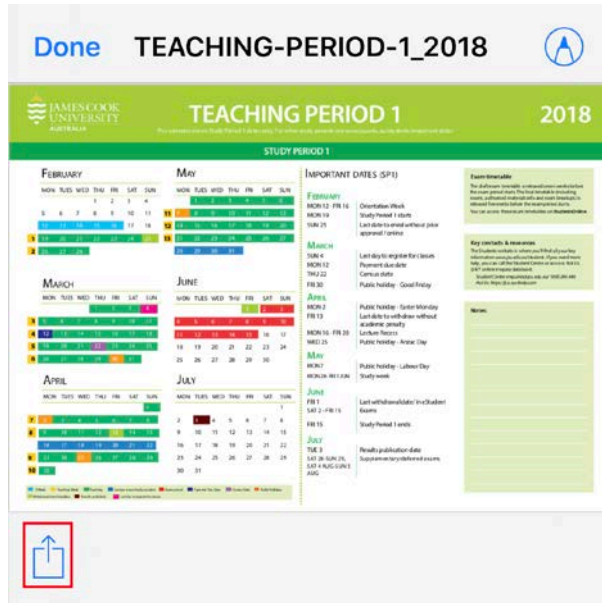
8. After saving, the app will return to the camera screen, use the **back button** to return to the main menu.



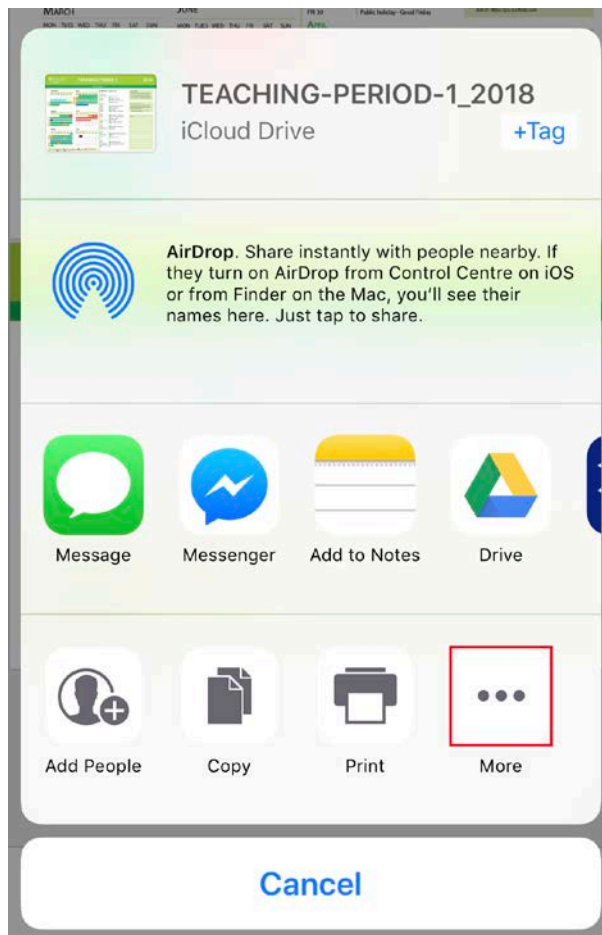
Printing to a JCU Student Multi-function Printer Queue

Once the JCU print service and a JCU user account have been added and authenticated, the device can access JCU printers. How To Print:

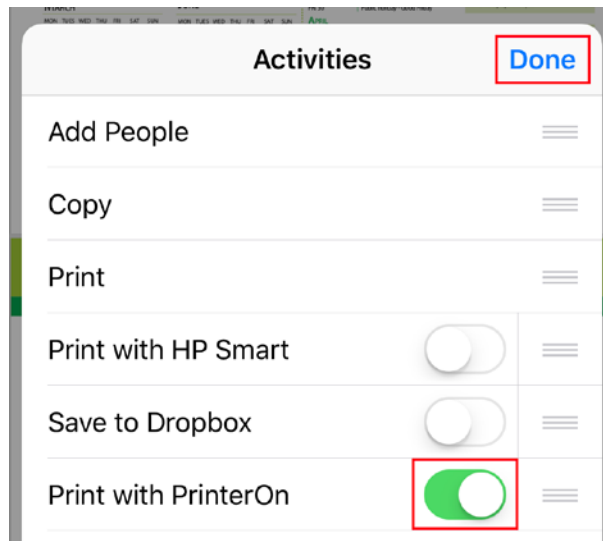
1. Open a document or photo and select **share**.



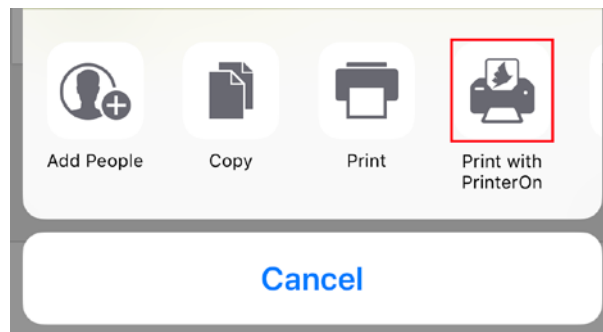
2. This opens the share menu.
On the bottom row, swipe all the way to the right and tap **More**.



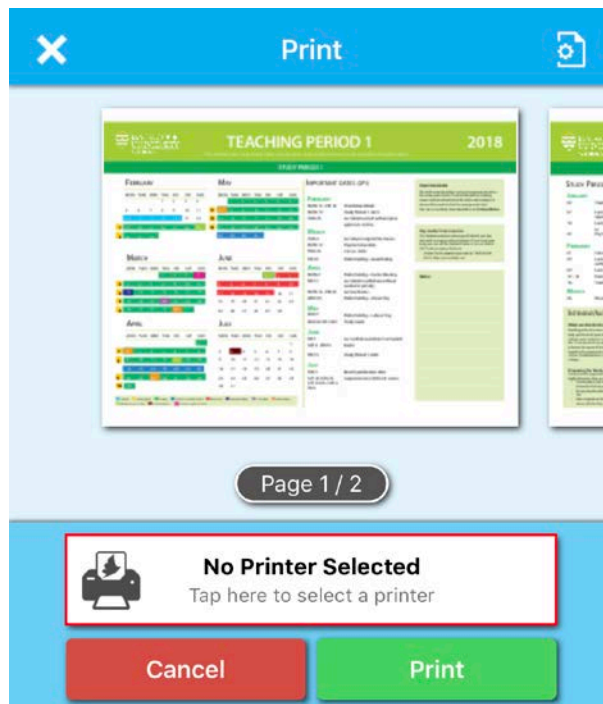
3. Slide the toggle for PrinterOn to the right (it should be green), then tap **Done**.



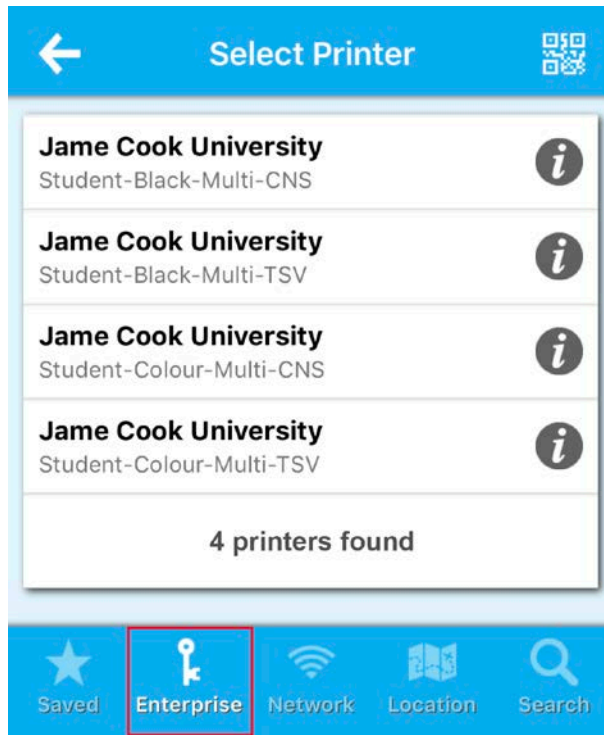
4. Select **Print with PrinterOn**.



5. The PrinterOn print menu will open.
Tap **No printer selected** to choose a print queue.



6. Select **Enterprise** from the bottom menu and choose the required print queue.

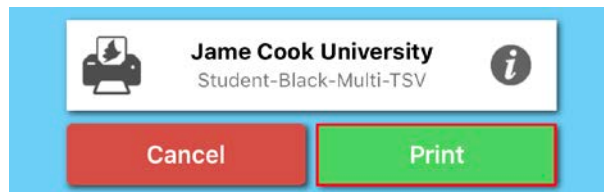


Each printer name correlates with a physical location and print type, for example:

To print black and white in Townsville select: **Student-Black-Multi-TSV**

To print black and white in Cairns select: **Student-Black-Multi-CNS**

7. Once the required print queue is selected, tap **Print**.



The job will now be sent to the printer ready for release.

For instructions on how to release print jobs visit:

<https://www.jcu.edu.au/information-and-communications-technology/help-and-support/copyprint/mfd-device-user-guide>