

Android Mobile Printing Instructions

You can print directly from your Android device to an Idea Exchange printer. Printouts must be picked up by closing each day. Follow these steps to begin:

1. Connect to the Internet

- a. From the home screen, press the **Settings** icon.
- b. Select **Wi-Fi** to view available networks. Connect to your network of choice.

2. Get the [PrinterOn App](#)

*You will only need to complete this step once.

- a. From the home screen, press the **Google Play** icon.
- b. Search for 'PrinterOn', and **Install**.
- c. Once the app is installed, return to the home screen.



3. Use the PrinterOn App

The app should appear as an icon on your apps page. Open the icon.

a. Add a printer

- i. Tap on **No Printer Selected**
- ii. Tap on the magnifying glass and search for "Idea Exchange"
- iii. Select the location where you want to pick up your print jobs. This location will be saved for future use.

b. Choose a type of file to print

i. Documents:

1. Tap **Documents**
2. Select a document from your device or a cloud service. It will appear in a print preview.

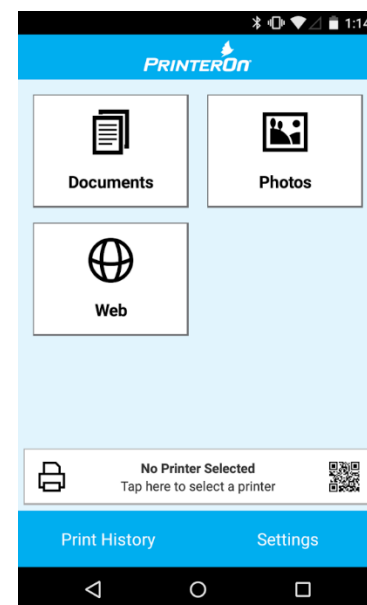
ii. Email:

To print an attachment only:

1. Launch the **Mail app**
2. Navigate to the email containing the attachment(s)
3. Tap the attachment, then in the **Complete action using** dialog, select the PrinterON app

To print an email, you have two options:

- A. Save email as a PDF then print as outlined above for **Documents**
 1. Launch the **Mail app**
 2. Navigate to the email containing the attachment(s)
 3. Using the menu, tap **Print**



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4. Tap **Save as PDF** and set your parameters, then tap round PDF download button
 5. Choose a place to save on your device
 6. Follow the instructions from the previous section for printing **Documents** to print the file you just saved
- B. Send the email you want to print to the email address corresponding to the desired pickup location and type of print. Visit our [wireless printing page](#) for full details.



iii. Photos:

1. Tap **Photos**
2. Select a photo from your device. You may need to tap it again to get it into print preview.

iv. Web:

1. Tap **Web**
2. A website entered previously may appear on the screen. Tap on that image to go to that site or enter another website into the address bar.
3. Tap on the **Printer icon**

c. Complete your print job:

At the print preview:

1. Tap on the **Settings icon** in the top right corner to change the number of copies printed, pages printed or page orientation.
2. Tap **Print**
3. Enter your email address
4. Tap on the blue checkmark
5. Go to your chosen pickup location. You will need to know your email address to pick up your print job.



d. View your Print History

Tap on **Print History** to see what you've printed. Tap on the print job to see where it was sent to print.

Need help? Contact us at <http://ideaexchange.org/contact> or 519-621-0460.

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