

Apple Mobile Printing Instructions

You can print directly from your iPhone or iPad 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 **App Store** 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

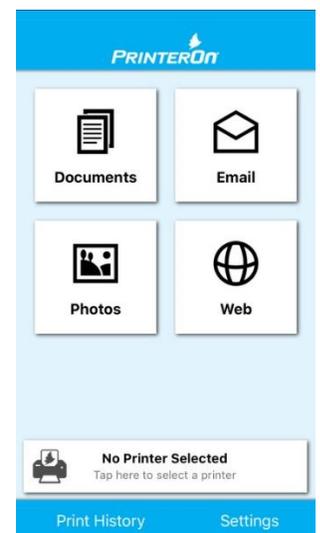
i. Documents:

1. Tap **Documents**
2. Select a document from your device
3. Tap on the **Printer icon**

ii. Email:

You must add your email account to the app to print email messages and attachments. To do this:

1. Tap **Email**
2. Tap the + sign
3. Select your email program from the list.
4. Enter your email address and password.
5. Tap **Allow**
6. Tap the blue Checkmark
7. Your email will be saved for future use



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To print an email:

1. Tap **Email**
2. Tap the email address
3. Tap on the message to be printed
4. Tap on the **Printer icon**
5. To print an email attachment, you must tap on the attachment, then tap on the attachment on the next screen to download it, and then tap on the **Printer icon**.

iii. Photos:

1. Tap **Photos**
2. Select a photo from your device
3. Tap on the **Printer icon**

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:

After pressing the **Printer icon**:

1. A preview may appear. To change the number of copies printed, pages printed or page orientation, tap on the **Settings icon** in the top right corner.
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.

