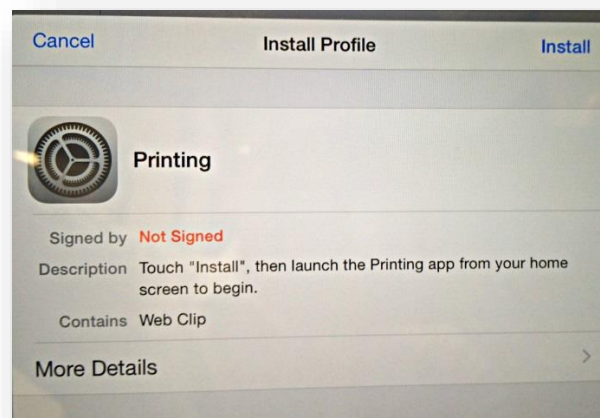


iOS (Mac, iPhone, iPad) Printing Procedure

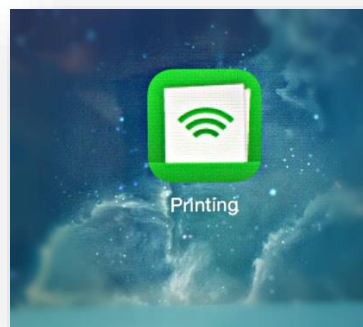
Note: Keep in mind that while being on a WiFi / Wireless connection, there might be a slight delay before the document starts printing.

STEPS:

1. **Install the “Printing” App** (this is a one-time step).
 - On your device, open a browser (Chrome, Safari, Etc.) and navigate to <http://print.hesston.edu/install>
 - The Install Profile window (below) will show.
 - Tap “Install”. The warning, “profile is not signed” will show.
 - Tap “Install” and then “Install” one more time.
 - Tap “Done” when finished.




- The “Printing” app (below) should now be installed on your device

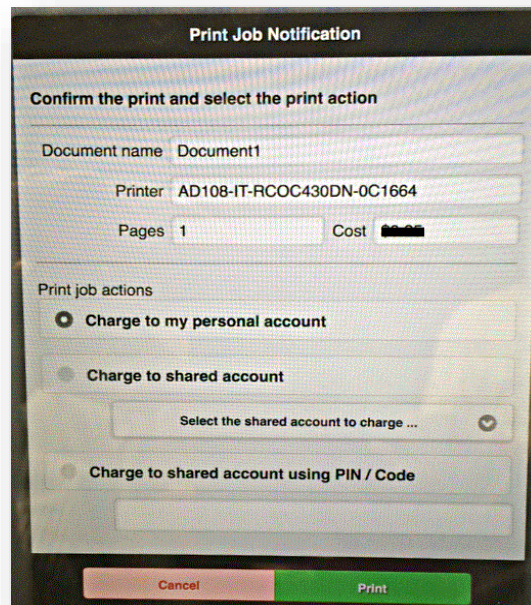


- The App is used to:
 - Authenticate the user and their print jobs.
 - Display the user's balance.
 - Perform print job confirmation.

- Perform shared account selection.
- Display Print Scripting messages.
- Perform other functionality such as message notification.

2. Print the file/document

- Tap/open the “Printing” App installed on step 1
- Enter your Hesston username and password (the same you use to login onto your computer)
- Open the file / document in the native application (e.g. Word, Google Docs, Excel, Adobe Reader, Etc.)
- Follow the native application’s specific printing procedure, for instance:
 - In PDF Reader, tap the share () icon, tap Print, in Printer Options you can select the target printer, number of copies, Double-sided.
 - Tap “Print”.
- Switch to the “Printing” App installed in step 1. There you can monitor your print job status and, if applicable, you may also be presented with a Print Job Notification (below) asking you to select the account to be charged for the print job; if so, select the appropriate account and tap “Print”



** This concludes the iOS printing procedure. Contact Helpdesk (XT 8103) if you have questions **