SARINA STATE HIGH SCHOOL
Student AirPrinting from iPads

Things to check first before printing

Make sure your iPad is connected to the school Wi-Fi (either iDET or QDETA-X). You will not be able to print to our network printers until your iPad is successfully connected to the school Wi-Fi.

Ensure you have enough printing credit. Students in years 7-9 receive $5.00 printing credit each term. If you require more printing credit you can pay at the office.

Setup your iPad for AirPrint with Papercut

1. Open Safari and type in the following URL: http://10.92.228.12:9191/ios/install

2. When you see the message below, press **Allow.**

> This website is trying to download a configuration profile. Do you want to allow this?
>
> Ignore   **Allow**

3. After entering the URL, a "Profile Downloaded" message will appear. Press **Close**.
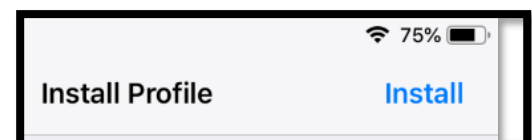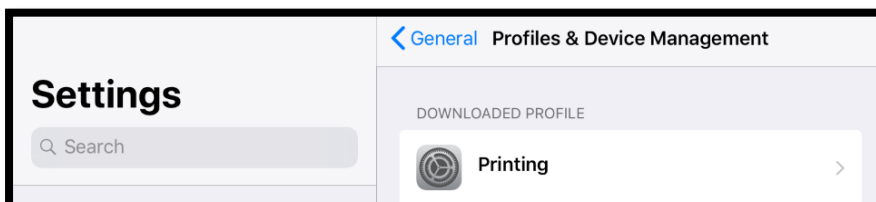
> **Profile Downloaded**
> Review the profile in Settings app if you want to install it.
>
> **Close**

4. Once completed, press the **home button** to close Safari and go to **Settings > General > Profiles & Device Management.**
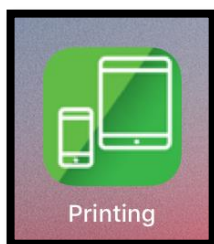
5. Press **Printing** and **Install.** You will be asked to **enter your iPad pin code**.
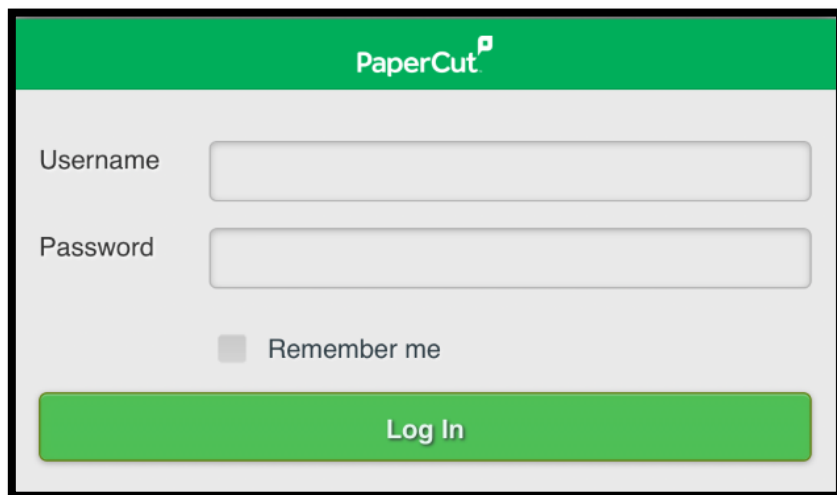
> **Settings**
> 🔍 Search
>
> ‹ General   Profiles & Device Management
> DOWNLOADED PROFILE
> ⚙ Printing   ›

> 🛜 75% 🔋
> **Install Profile**   **Install**

6. Press **Install** > **Install** > **Done.** More setup steps continued on the next page.

7. Press the **home button** on your iPad to take you back to the home screen and look for the green **printing web app.** Open this web app and **sign in** with your EQ username and password.


8. Now that you have signed into this app, this will allow you to print to the library printers. Occasionally you may need to go to this app and re-sign-in to make sure your print jobs are sent to **p2101sshsprinter.**

Printing from iPads using AirPrint

Now that you have setup the PaperCut web app on your iPad you can start printing your documents to the AirPrinter.
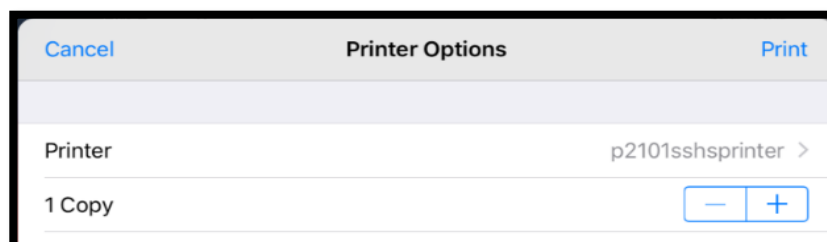
To print from your iPad select the app you would like to print from. The app shown in the example below is Photos.

1. Select the **upload/file icon** for the app you are using. For photos, it is the icon shown in the screenshot below. Then select **Print.**
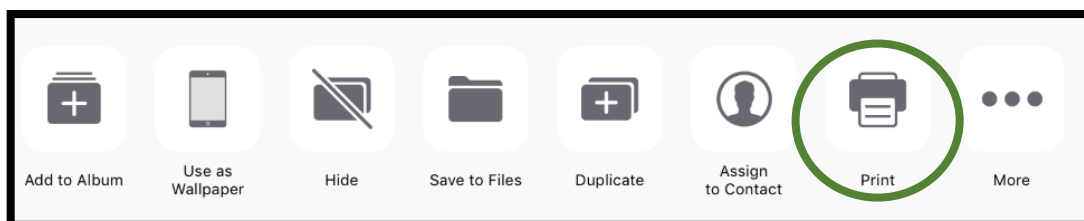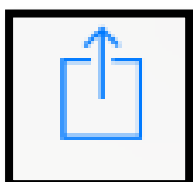
2. You will now see the printer options window. You may already have the **p2101sshsprinter** selected. If not, tap the *printer* option to scan for compatible AirPrinters. Select the **p2101sshsprinter** option when it appears. **(NOTE: It may take up to a minute to find the printer).**

   When you are ready to print, select the **Print** option.

3. Once the document has been uploaded, return to the **printing web app**. You will need to confirm the print and select the **print** action.

4. You should see the below message informing you that the file has been held in a queue. Select **OK.**

5. From the printing web app you will be able to see any recently printed jobs and any jobs that are pending release.

6. **RELEASE YOUR JOB AT THE PRINTER** - When you see jobs pending release you may release them from the library printers using your login details or your ID card.