Nagle Catholic College
How to print from an iPad or iOS device

Staff and students can print to some printing devices at Nagle Catholic College from an iOS device (iPads, iPhone or iPod). However, not all printers have the ability to receive print jobs. At the time of writing, only the IT lab and library photocopiers are available.

Setting up printing on your device is very easy. This guide is split into two parts:

- Installing the PaperCut app
- Printing

If you skip the PaperCut app setup, the printer will not accept jobs. It is designed this way so all student and staff print jobs are logged.

Installing the PaperCut app

1. Open Safari and go to the following URL: http://print/ios/install

2. When the '**Install Profile**' screen comes up, press '**Install**' and enter your passcode if prompted.
    - NOTE: It is important that you read before you install anything. If you are unsure, you can tap 'More Details'. In this case, you can see you are installing a 'Web Clip'. This is little more than a shortcut to an intranet site. Only install something if you trust the vendor or network etc.
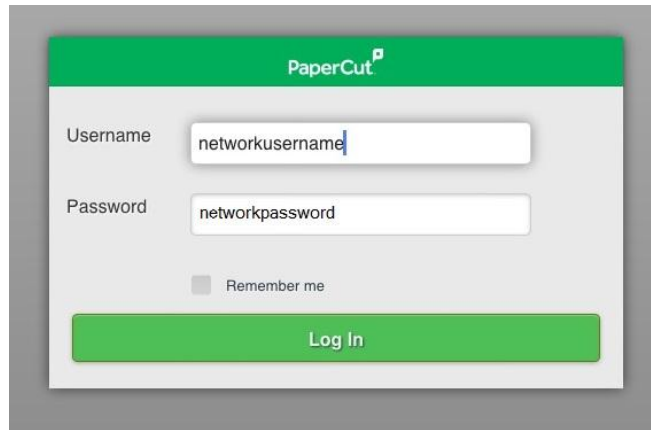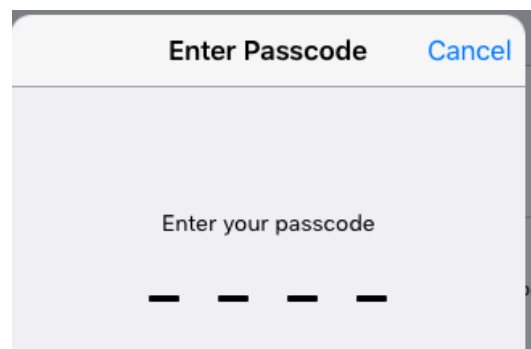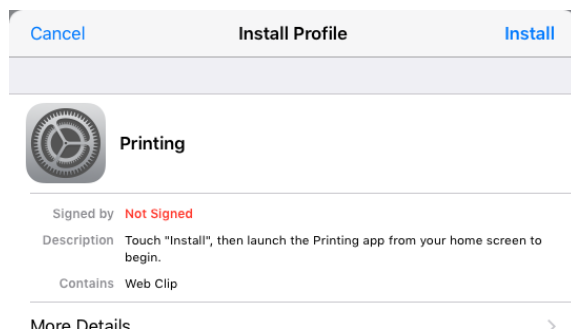

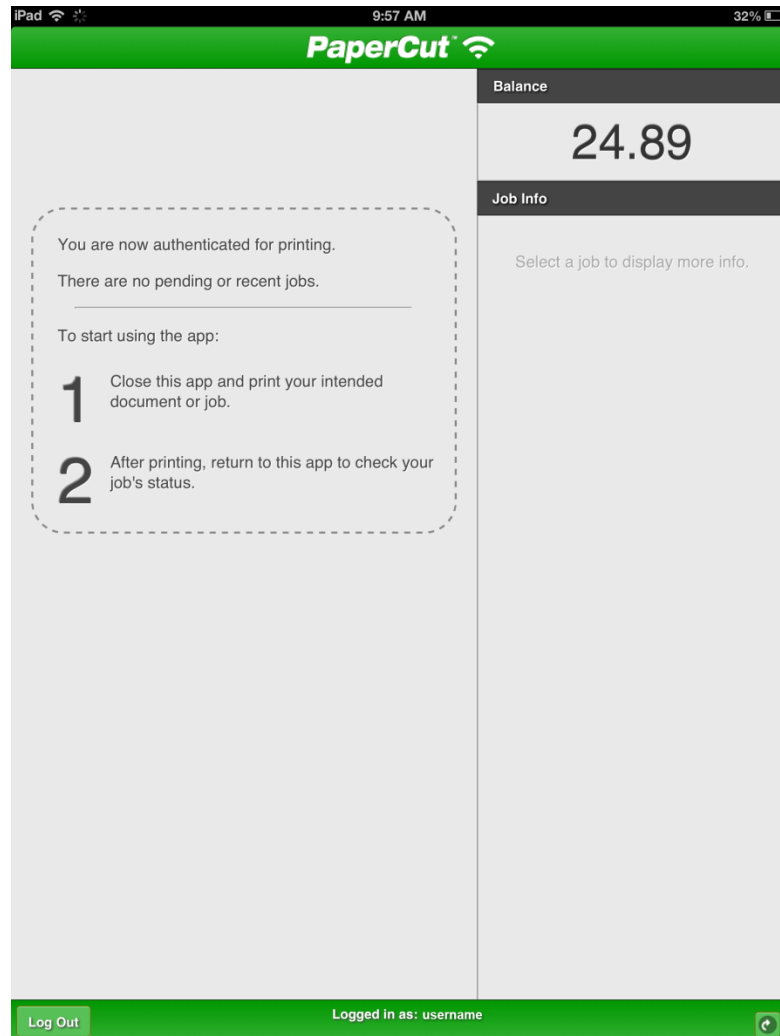3. Click '**Install'** on the next pop up box and then '**Done'**.
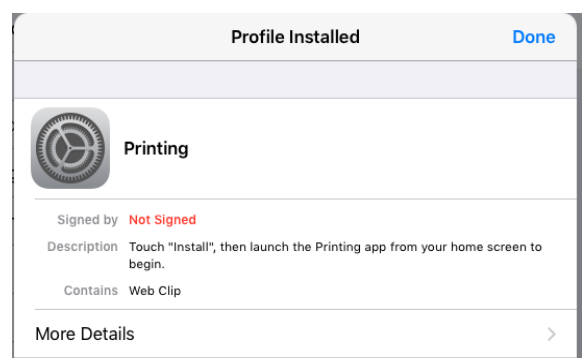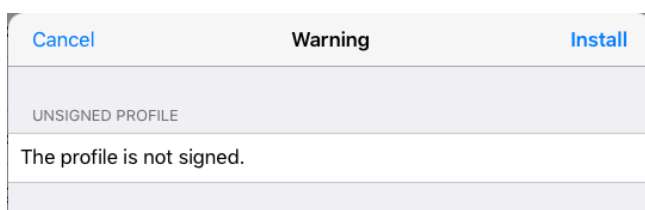
4. Open the app
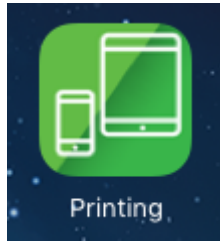
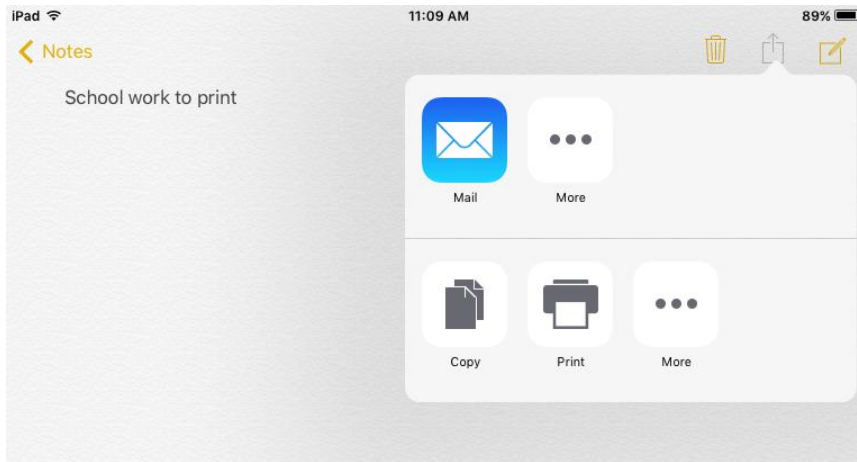5. Login with your **network** credentials (you use these to log into college PCs).

6. You will see and screen like this. Leave this app running in the background while you print.
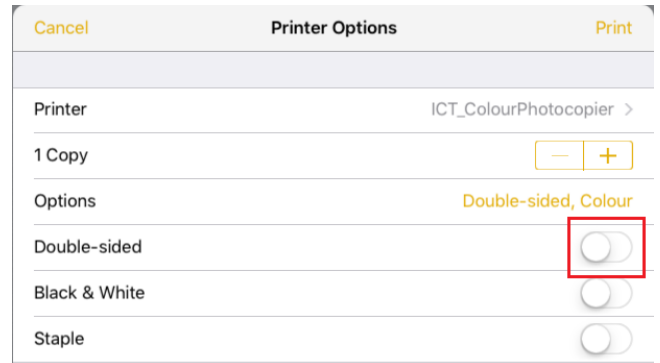
Printing

You can now print from any print capable app. In Notes for example, tap the page with the up arrow then **'Print'**.

Tap on **"Select Printer"** and choose your printer from the list available.

Tap on **"Double-sided, Colour"**. Ensure that you set double sided to **OFF** as this feature will not work.

You may now press **print**

Note: Next time, before you print you will need to open/login to the PaperCut app first