BRISBANE
STATE
HIGH
SCHOOL

IT SERVICES

Student AirPrinting from iPads

Please follow this guide if you need to know how to AirPrint from your iPad

Things to check first before printing

Make sure your iPad is connected to the school wireless iDET. You will not be able to print to our network printers until your iPad is successfully connected to the wireless.

Make sure you have enough printing credit to print the job that you need to print. Use the points below to help you calculate the costs. These apply to both A3 and A4 pages.

- Black and white pages cost **7c** per page
- Duplex black and white pages (printed on both sides) cost **14c**
- Colour pages cost **14c** per page
- Duplex colour pages (printed on both sides) cost **28c**

Setup your iPad for AirPrint with PaperCut

1. Open Safari, and type in the following URL:
   http://BSHSPrint/ios/
2. After entering the URL, you will be taken to a profile install page. Press **Install** as seen in the screen shot below. You may be asked to enter your iPad pin code.
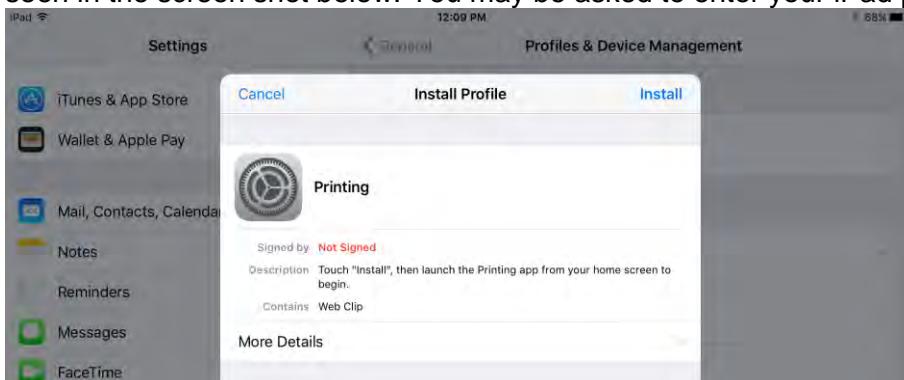
3. When you see the screen below, press **Install** again.
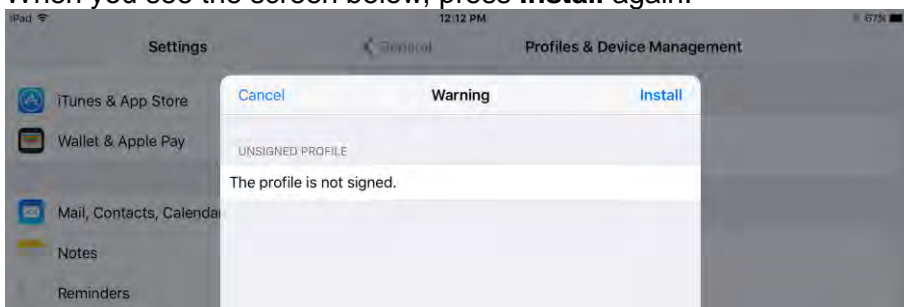
4. Once completed, press **Done**. More setup steps continued on the next page.

5. Press the **Home** button on your iPad to take you to back to the Home screen, and have a look for the green Printing web app as seen in the screen shot below. Open this web app, and sign in with your EQ username and password.


6. Now that you have signed into this app, this will allow you to print to the multifunction devices around the school. Occasionally you will need to go to this app and re-sign-in to make sure your print jobs are sent to the P2003Print queue.

Printing 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 is *Word*

1. Select the upload/file icon for the application you are using, for Word, it is the icon shown in the screenshot below. Then select *Print*.
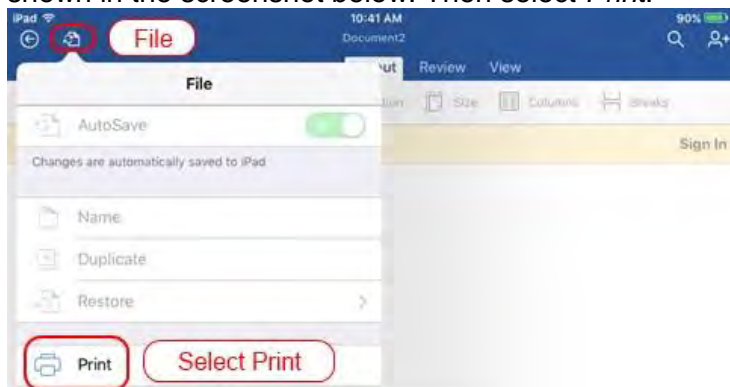

2. You will now see the *Printer Options* window, you may already have the P2003Print queue selected, if not tap the *Printer* option to scan for compatible AirPrinters. Select the P2003Print option when it appears. **(NOTE: It may take up to a minute to find the Queue)**

3. When you are ready to print, select the *Print* option.
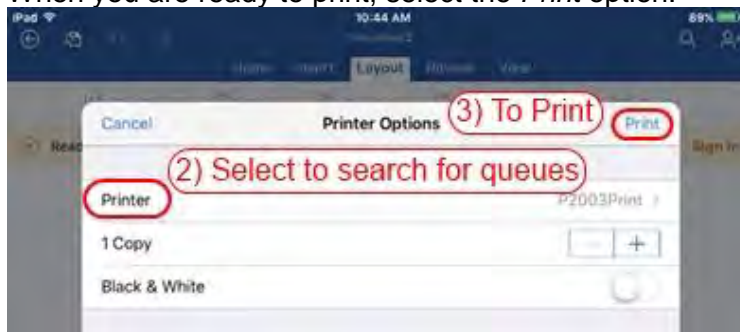
4. You may see the below message while the document is sent to the Print server. It may appear for up to a minute while the document is uploaded.

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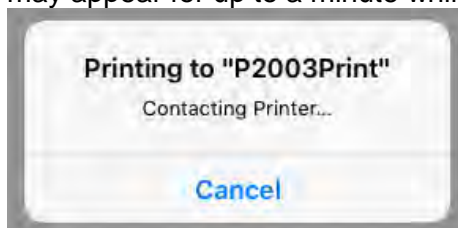
5. Once the document has been uploaded, return to the Printing web app. You should see the below message informing you that the file has been held in a queue. Select *OK*.
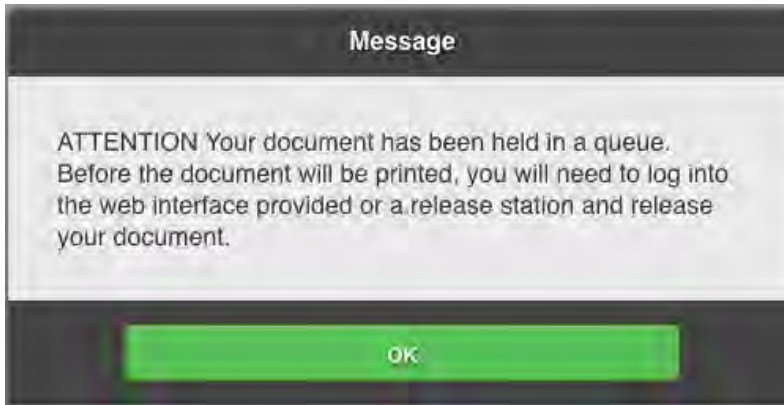
6. From the Printing web app you will be able to see any recently printed jobs and any jobs that are pending release.
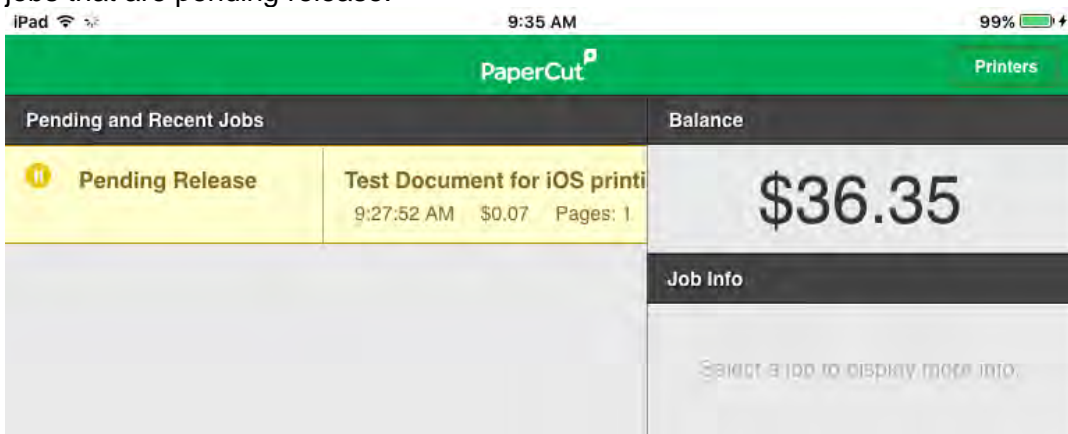
7. When you see jobs pending release you may release them from the desired physical printer using your login details or your associated ID Card at the printer. **(NOTE: It may take several minutes for your document to print once you have released it from the Printer)**

To learn how to log in to a Ricoh device and release your documents please see the *Student Ricoh Quick Reference Guide* available from *G:***YOUR YEAR LEVEL HERE***iPAD HELP (e.g G:\\Year 10\\iPAD HELP)*

To learn how to transfer credit from your My Student Account balance to your PaperCut account and how to release queued documents via the web interface see the *PaperCut Web Interface Guide* available from *G:***YOUR YEAR LEVEL HERE***iPAD HELP (e.g G:\\Year 10\\iPAD HELP)*