



## **Printing from iPads**

**Please Note:** There is only 1 printer setup to print from iPads and that is either the main black and white copier or the Library Printer. You don't need to add a printer or install anything, you just need to print a document and select the one printer available out of the list.

1	Open a document/file you wish to print.	9:11 AM Fri Mar 8	Aa 8=		* 74% <b>••</b>
Ť	Tap the <b>"Share icon"</b> located (usually) top right.	Test prin	it		
2	Select <b>"Print".</b>		Test print	Test print Test print Test print Test print Test print Test print Save to Files	C → Pic C <sup>1</sup> C <sup></sup>
	Tap <b>"Printer"</b>			RECENT PRINTERS	0
3	Select your printer from the list. (It will have a checkmark beside the selected printer) Note: It is quite possible only one printer is available.	Cancel Printer Presets	Print Options	DAC-PRINT-02 OTHER PRINTERS HPA-OFF-COPIER-I Office Copier ITC-OFFICE-COLOL DAC-PRINT-02 ✓ ITC-OFFICE-MONO ITC Office	D ①
1	Tap <b>"Print".</b>	9:11 AM Fri Mar 8	Cancel	Print Options	<ul> <li>₹ 74%</li> <li>Print</li> </ul>
		Test print	Printer Presets	ITC-O	FFICE-MONO > None >
2	Enter in district login credentials for <i>"user name"</i> and password. Students: student# Staff: firstname.lastname		Password req "AIR-LIBRA user name password OK Cancel Prin	quired for ARY-P"	