

Kiosk

Release Station

User Guide

Version 4



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1 Print Your Documents

USB or Memory Card

ePrintit makes it easy to print from a USB thumb drive or memory card.

1. Touch **Print Your Documents** then Touch the **USB or Memory Card** tile



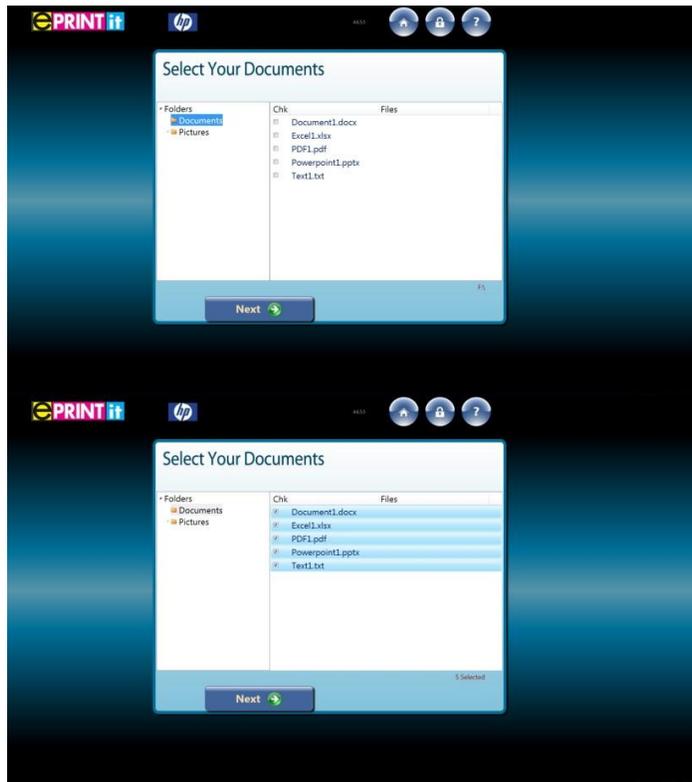
The following screen will be displayed.



Note: If you touch **Next** before inserting any device you will be prompted with the following message: **“Please insert USB device”**. As shown below.

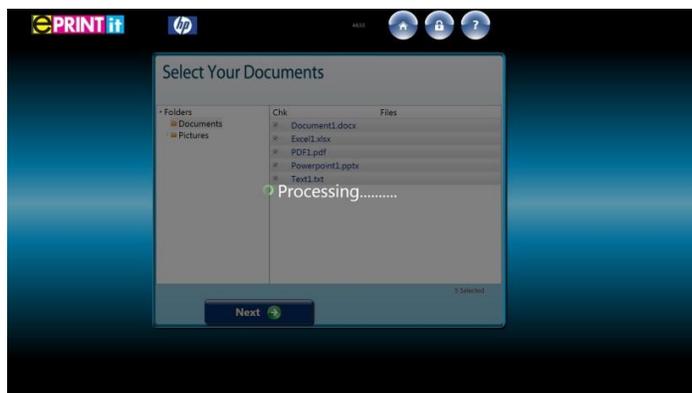


2. Select your documents to print.



Important: The following file types can only be printed: **.PDF, .DOC(x), .XLS(x), .PPT(x), .RTF, .TXT** and Image files (**PNG, BMP, JPEG, GIF, TIFF**) If you're document is unsupported please note that we recommend you save/convert your document to a PDF file. Consult your IT support branch on how this can be done.

3. Once you have selected your documents touch **Next** to process your documents for print.



4. Once the document is processed you will be taken to the document viewer to print preview your document and to choose alternative print options. I.e. Colour vs. black and white, etc. Please consult the chapter 1 section titled **Document Viewer** for a detailed overview.
5. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment** for a detailed overview.
6. Once you have paid for your print touch the **Print** button to print.

Cloud Files

ePrintit makes it easy to print your cloud files from sites such as Dropbox.

1. Touch **Print Your Documents** then Touch the **Cloud Files** tile.



The following screen will be displayed.



Note: The Dropbox tile is only the cloud file site currently online. SkyDrive and Google Docs are to be included in version 5 of the ePrintit Kiosk application.

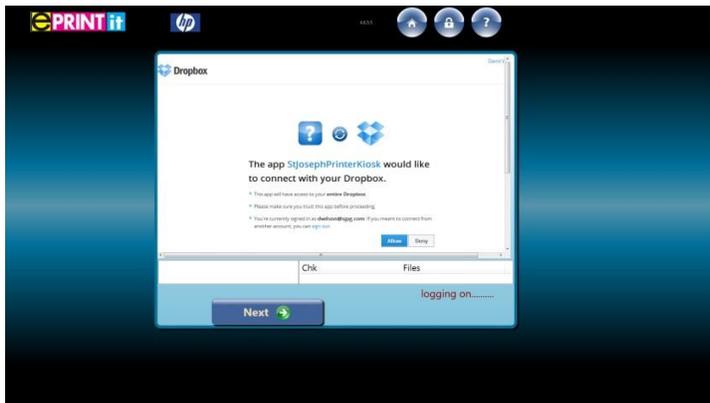
2. Touch the Dropbox tile then type in your Dropbox username and password.



3. A Dropbox window will prompt you to sign in. Touch the blue **Sign in** button.



4. A Dropbox security window will now prompt for authentication to allow the application to access your account. Touch the blue **Allow** button.



5. Select your documents to print.

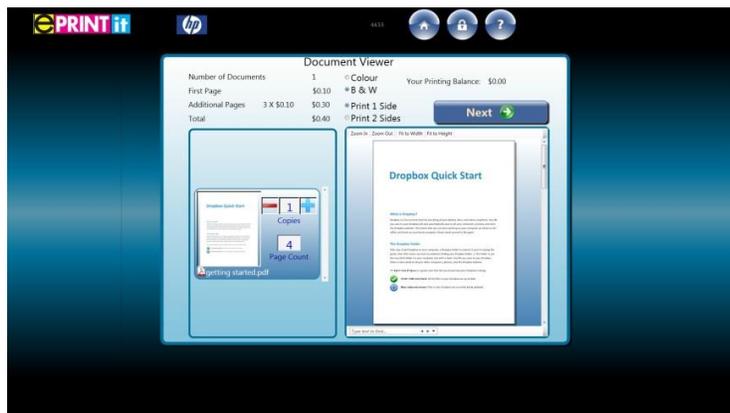


Important: The following file types can only be printed: **.PDF, .DOC(x), .XLS(x), .PPT(x), .RTF, .TXT** and Image files (**PNG, BMP, JPEG, GIF, TIFF**) If you're document is unsupported please note that we recommend you save/convert your document to a PDF file. Consult your IT support branch on how this can be done.

- Once you have selected your documents touch **Next** to process your documents for print.



- Once the document is processed you will be taken to the document viewer (see below) to print preview your document and to choose alternative print options. I.e. Colour vs. black and white, etc. Please consult the chapter 1 section titled **Document Viewer** for a detailed overview.



- Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
- Once you have paid for your print touch the **Print** button to print.

Cloud Files (Your School – College or University)

ePrintit makes it easy to print cloud files from your schools designated cloud site.

1. Touch **Print Your Documents** then Touch the **Your School** tile.

Note: Each school will have their own school branded tile which will replace the “Your School” tile.



2. After touching the “Your School” tile you will be prompted to enter your user name and password.



Note: You have two methods to login. Enter your username and password **manually** or **swipe** your student card (*mounted on the right hand side of the kiosk*) to login.

Important first time users: To use your student card to login you need to “Tag” your card with your login and password. This method will remember your credentials associated to the student card swiped. Perform the following steps:

3. Swipe your card. A message will be displayed “Card not found”.



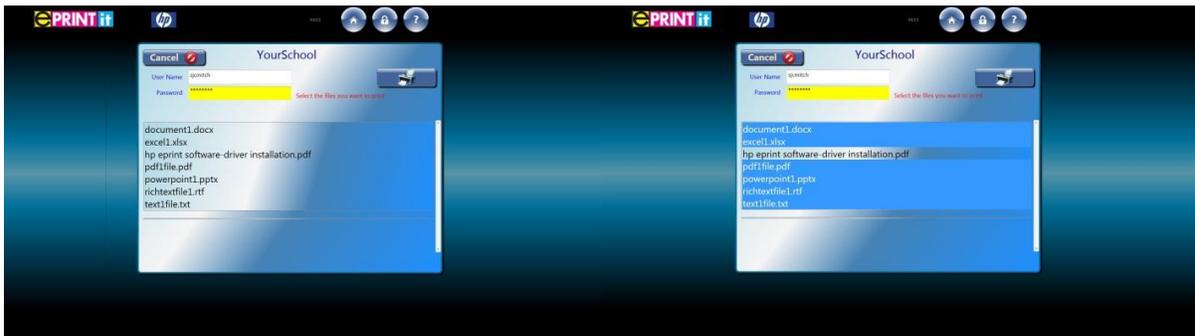
4. At this point manually enter your username and password.

Important: If you make a mistake when entering your username and password you must start over from Step 1 as the “tagging” will not be successful.

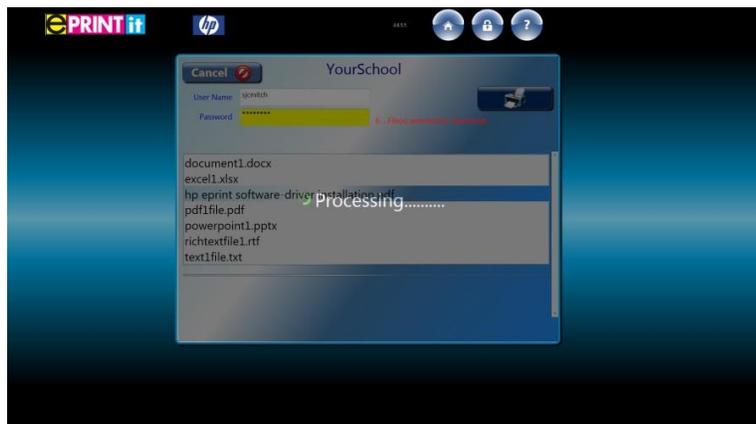


5. Once you proceed to the document selection page you have successfully “tagged” your card. Select the documents you wish to print and Touch the **print** icon.

NOTE: The next time you swipe your card to login it will automatically login.



- Your documents will now be processed.



- Once the document is processed you will be taken to the document viewer (see below) to print preview your document and to choose alternative print options. I.e. Colour vs. black and white, etc. Please consult the chapter 1 section titled **Document Viewer** for a detailed overview.

Important: Your student balance is displayed above the Next button below. **Your student balance is only displayed in the document viewer when you use the "Your School" section to print.**

Note: All other methods of print show a zero balance in the document viewer. You will need to login / swipe your student card at the **Payment** screen. You will be prompted if your student account has insufficient funds. Please consult the section titled **Payment Process** for a detailed overview.



- Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment** for a detailed overview.
- Once you have paid for your print touch the **Print** button to print.

Send it from Your E-mail

ePrintit makes it easy to print from (mobile) computing devices, such as smartphones, tablet computers, and laptops by simply emailing your document to any ePrintit release station. Just click **Send** (with your attachment in the E-mail) and you'll receive a 6 digit code. Select an available kiosk anywhere on campus and then print!

1. Touch **Print Your Documents** then Touch the **Send it From Your Email** tile.



2. After touching the **Send it From Your Email** tile you will be prompted with the following screen.

Send the attachment you want to print via email. Open your email application on your mobile device, computer, etc. and send your email (with attachment) to: KioskPublic@sjcottawa.com.

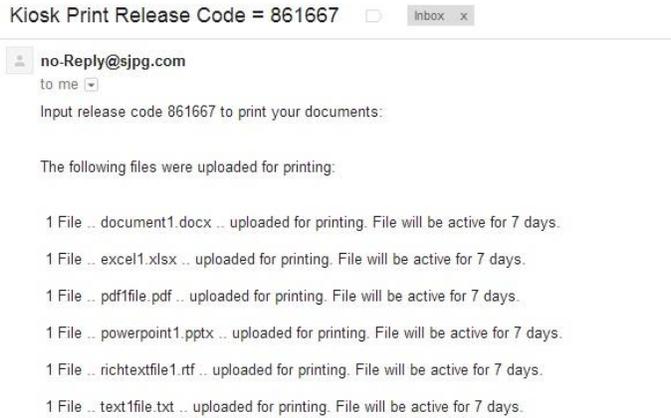
You will be returned with an email and a 6 digit code.

Touch **Next** below to enter your code.

Important: The following file types can only be printed: **.PDF, .DOC(x), .XLS(x), .PPT(x), .RTF, .TXT** and Image files (**PNG, BMP, JPEG, GIF, TIFF**) If you're document is unsupported please note that we recommend you save/convert your document to a PDF file. Consult your IT support branch on how this can be done.



3. The email will look as follows:



4. Enter your 6 digit code and touch **Next** to proceed. Please note larger files may take a few moments to process within the email.



5. Once a valid code has been entered it will process your print job.



- Once the document is processed you will be taken to the document viewer (see below) to print preview your document and to choose alternative print options. I.e. Colour vs. black and white, etc. Please consult the chapter 1 section titled **Document Viewer** for a detailed overview.



- Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
- Once you have paid for your print touch the **Print** button to print.

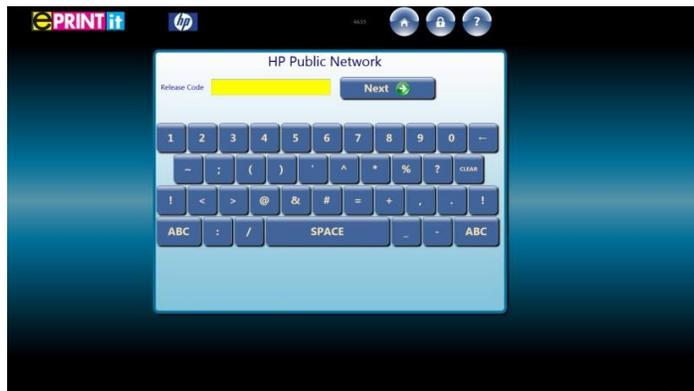
Print Using the HP Public Network

ePrintit makes it easy to print using HP's Public Network from (mobile) computing devices, such as smartphones, tablets, computers, and laptops. Simply use the HP ePrint Enterprise app or software to upload your document. You will receive an 8 digit code release code from the app itself (and also in your email). Select an available kiosk anywhere on campus to enter your release code and then print!

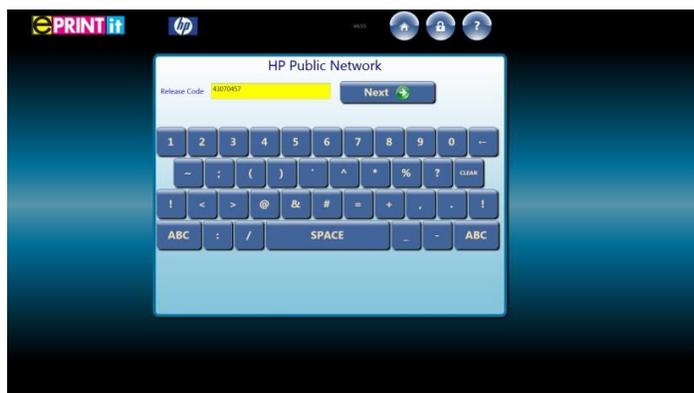
1. Touch **Print Your Documents** then Touch the **Print Using the HP Public Network** tile.



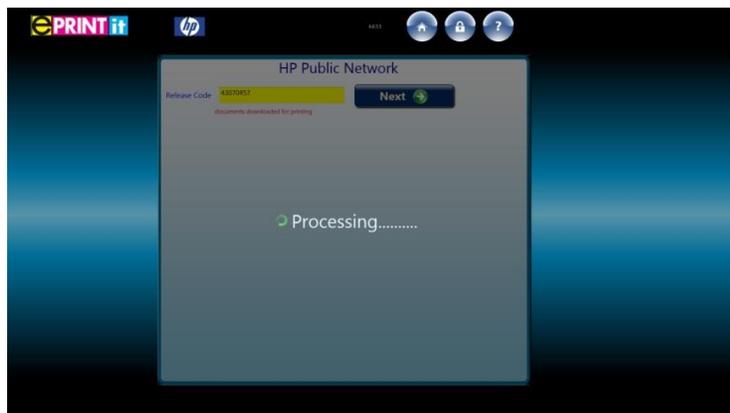
2. You will be prompted to enter your 8 digit code.



3. Enter your 8 digit release code and touch **Next**.



- Your documents will now be processed.



- Once the document is processed you will be taken to the document viewer (see below) to print preview your document and to choose alternative print options. I.e. Colour vs. black and white, etc. Please consult the chapter 1 section titled **Document Viewer** for a detailed overview.



- Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
- Once you have paid for your print touch the **Print** button to print.

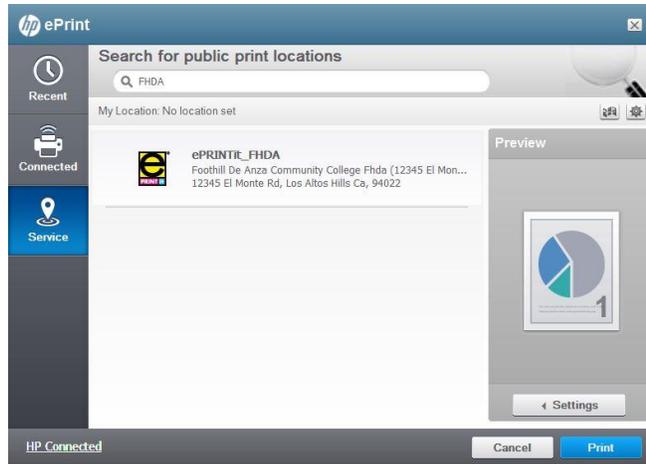
How to obtain a release code to print using the HP Public Network

There are two ways you can print to HP's Public Network to obtain release codes.

1) HP ePrint Software

- On a Computer or Laptop download and install the following application to send print jobs to your ePrintit release stations on campus.
 - Go to www.hp.com/go/eprintsoftware to download

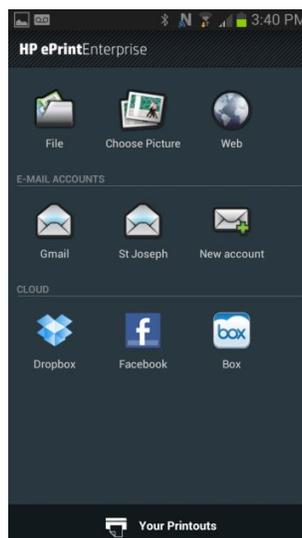
Important: For a detailed “How to” user guide of the installation process & user features please review the document [HP ePrint Software-Driver Installation.](#)



2) HP ePrint Mobile App

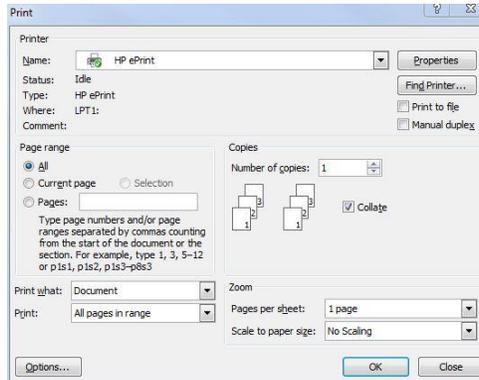
- On mobile devices such as smartphones and tablets simply install the HP ePrint Enterprise app.
 - The HP ePrint Service app is free and includes versions for Apple iPhones and Android devices. Users can find it at [iTunes App store](#) or [Google Play](#). It is also available for Blackberry mobile devices from [BlackBerry App World](#). ←The links direct you to the app.

Important: The app to download is the HP Enterprise App. Look for the following logo to verify you have installed the correct one.

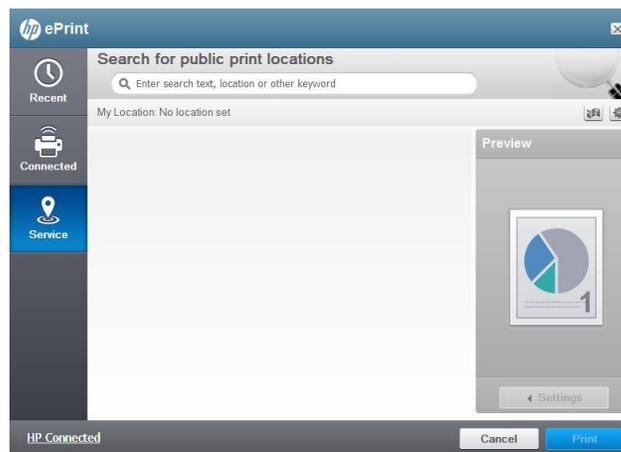


Obtaining a release code using the [HP ePrint Software for PC's and Laptops](#)

1. Within any application, select the **File** menu.
2. From the **File** menu dropdown list, select **Print**.
3. From the list of printers, select **HP ePrint**.



4. Click **OK**.
5. The HP ePrint application will launch. Click the **Service** icon.



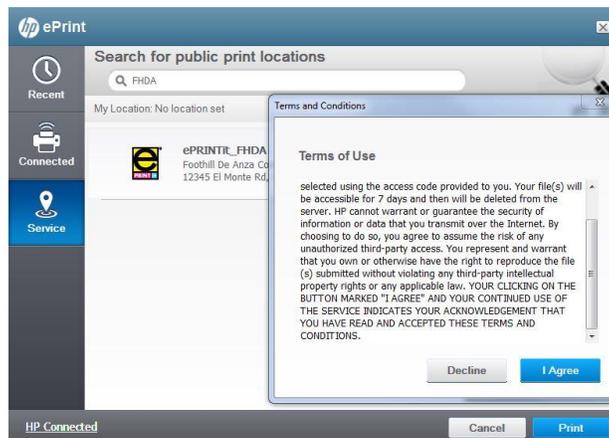
NOTE: If you did not register the product when you set up HP ePrint, you will be prompted to register the software with HP ePrint services. The prompt will appear every time until a printer is placed into the **recent** tile container.

- In the **Search for kiosk print locations** search box, type the name of a college or university.



- Select the kiosk print location, and then click **Print**.

- In the **Terms of Use** dialog box, click **I Agree**.



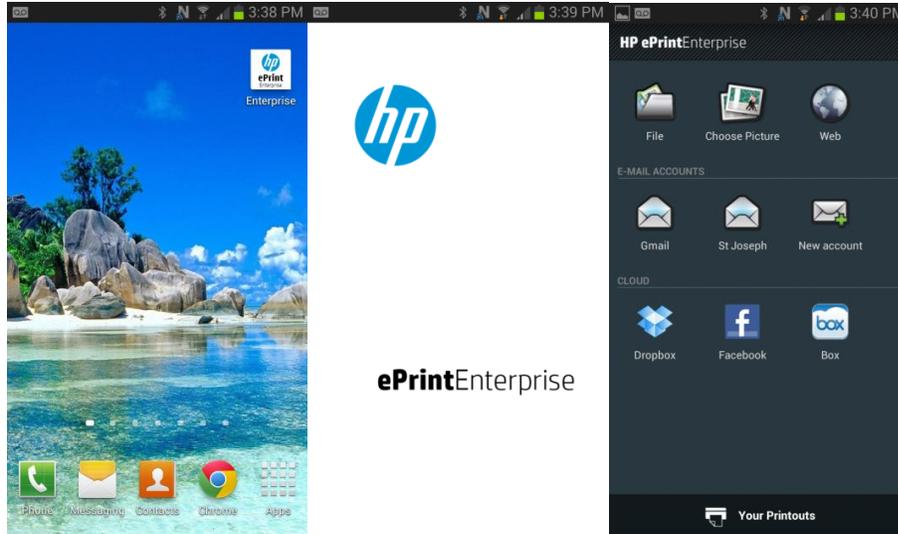
- A dialog box will appear, and it contains the release code. You will use this release code to pick up the document from the public print location. Take note of the code, and click **OK**.

NOTE: For your records, an email confirmation containing the release code will be sent to you.

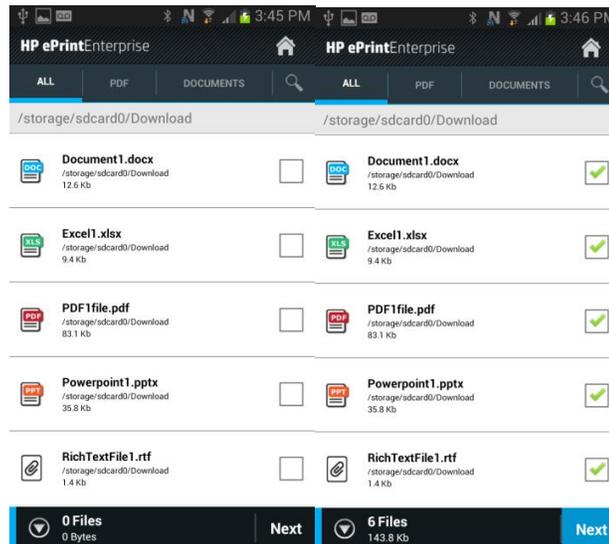
Obtaining a release code using the [HP ePrint Mobile App](#) for mobile devices



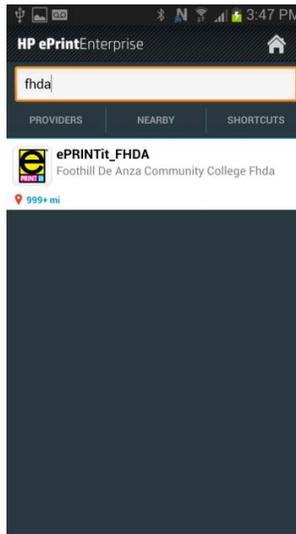
1. From your mobile device launch the app. It will take you to the home menu. At the home menu select **File**



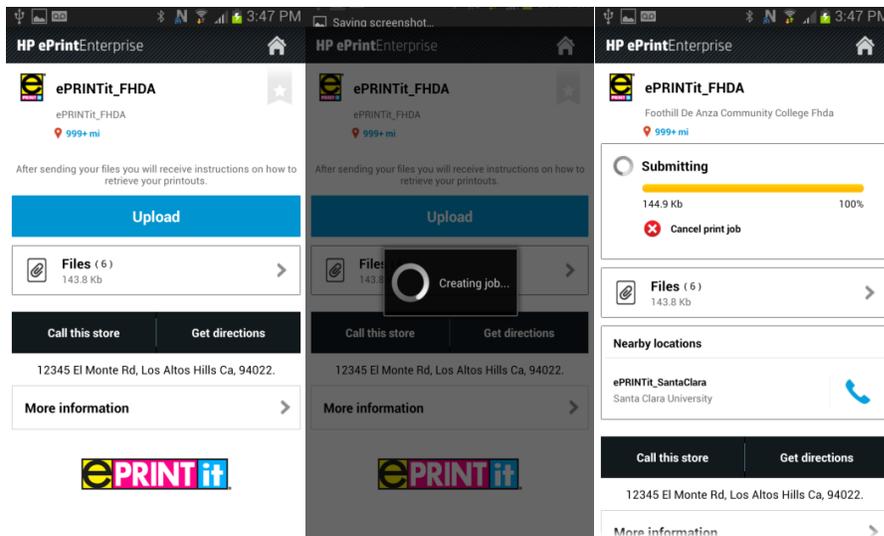
2. Browse your device and choose your document(s). Hit **Next** when done.



3. From the search menu type in your school campus name. Once your school is identified select it.



4. After selecting your school you will now be ready to upload. Touch the blue Upload button to process the job.



5. Once it has completed it will generate an 8 digit code to be entered into the ePrintit release station.

Job sent.

HP ePrintEnterprise

ePRINTit_FHDA
Foothill De Anza Community College Fhda

Done
Release code
43070457
Valid until **2013-06-25**

Files (6)
143.8 Kb

Nearby locations

ePRINTit_SantaClara
Santa Clara University

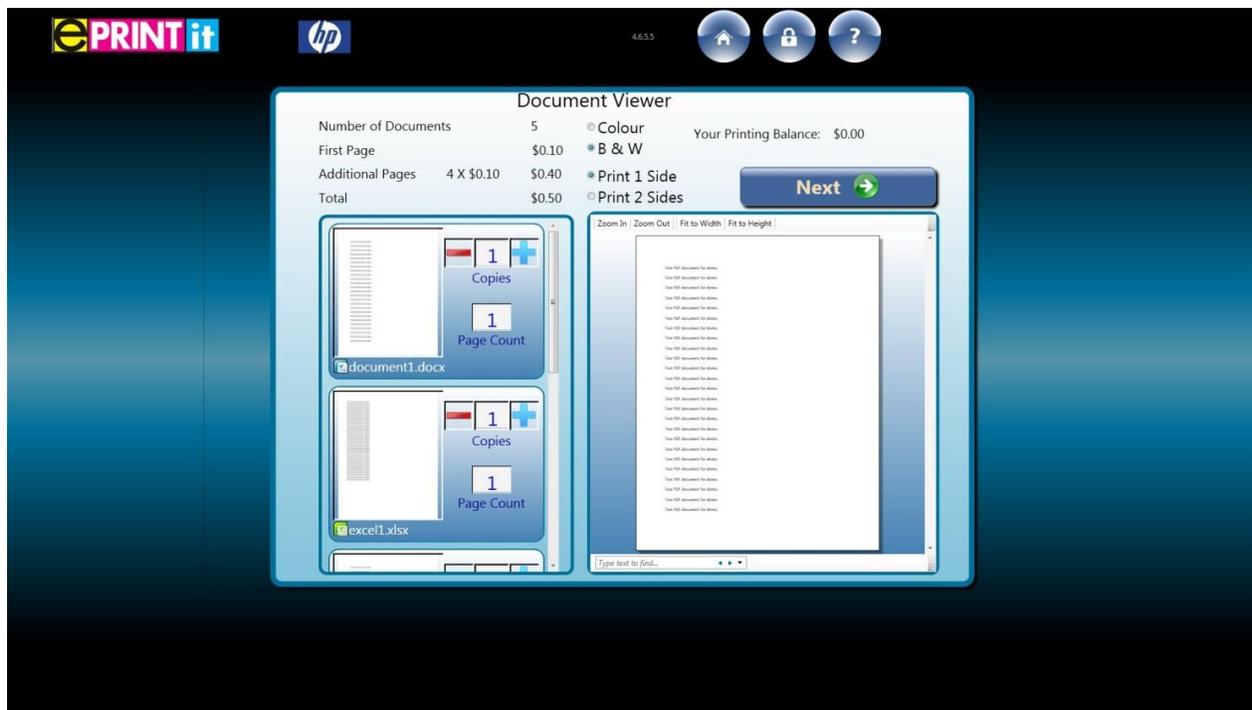
Call this store **Get directions**

12345 El Monte Rd, Los Altos Hills Ca, 94022.

More information

Document Viewer

ePrintit has made it possible to print preview your document at a kiosk using a universal document viewer. This is an industry first and a one of kind feature within print Kiosk technology. The document viewer allows you to ensure the document you have uploaded to print is what you want with the added functionality of changes to the document.



The document viewer contains the following information about your print job:

- Number of pages chosen for print
- Page cost's including the total print cost.
- How many copies of each document chosen
- How many pages each document consists of

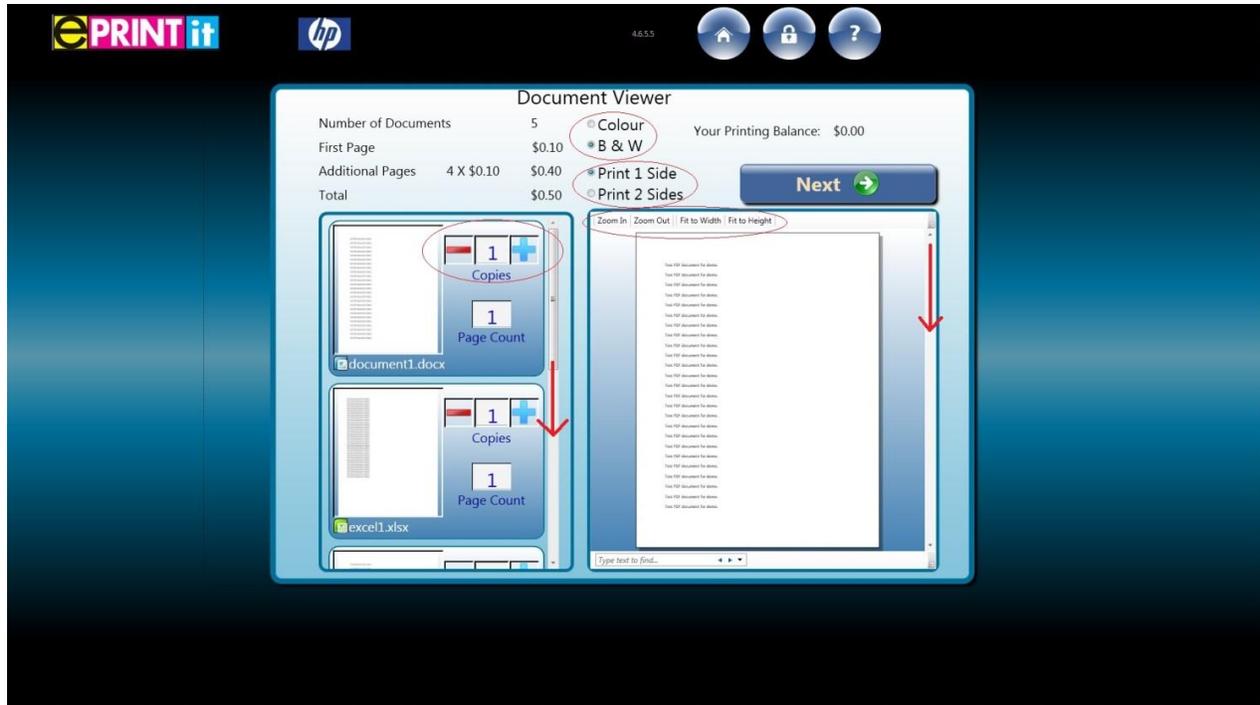
Important: Your student balance is displayed above the Next button below. Your student balance is only displayed in the document viewer when you use the "Your School" section to print.

Note: All other methods of print show a zero balance in the document viewer. You will need to login / swipe your student card at the **Payment** screen. You will be prompted if your student account has insufficient funds. Please consult the section titled **Payment** for a detailed overview.

The document viewer also contains the following options to modify your document:

The image below highlights the options you can adjust.

- Adding more copies to print
- Changing from Black and White to Color and vice versa
- Choosing from single sided print to double sided print
- Zooming in and Zooming Out
- Fit to width and fit to height
- You can touch the screen to scroll through your documents using the multi touch capability



Payment Process

ePrintit is integrated with your school's student payment cards. ePrintit has integrated our payment process with Blackboard, Heartland, OneCard, Nuvision and CBORD. We have made it possible to pay at the release station with your student card with the added ability to "top-up" your student account with a Visa, MasterCard or American Express.



From the payment screen you have four options

- **Cancel** – Cancel print job
- **Student Account** – Top up your student account with a VISA, MasterCard or AMEX card.
- **Student Pay** – Pay with your student account
- **Pay** – Pay only with your credit card instead of student card (Disabled in schools with Student Card Systems unless requested)

How to pay at the ePrintit release station

1. Touch the Student Account button to present the following window.

Note: Skip steps 1-4 if you have sufficient funds and do not need to “top-up” your student account.



Note: You will need to login / swipe your student card if you are not using the “Your School” cloud print option (As per the screen below). The reason being is that your credentials had been entered already to login into “Your School”.



2. Choose the amount you wish to top up your student account with. It can be \$5, \$10, \$15, or \$20 dollars. Once you have chosen your amount the onscreen prompt indicates “Now swipe your credit card to make a payment”.



3. Once you swipe your credit card it will indicate “card swiped ok...waiting.”



4. Should your payment be successful it will return a message *"Payment Successfully Made!"* Your Current Balance:



5. The payment screen will then return to the summary. You then need to proceed with touching the student pay button.

NOTE: If you push student pay and you have insufficient funds a message will prompt.



6. Once you touch **Student Pay** button the following screen will come up followed by the print button screen. Push print to complete the transaction.

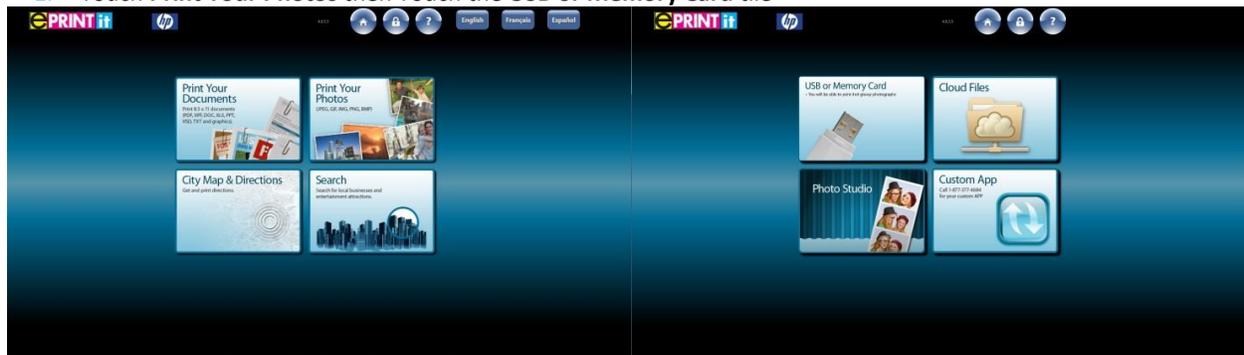


2 Print Your Photos

USB or Memory Card

ePrintit makes it easy to print from a USB thumb drive or memory card to your Photo Printer (**If Equipped**)

1. Touch **Print Your Photos** then Touch the **USB or Memory Card** tile



The following screen will be displayed.

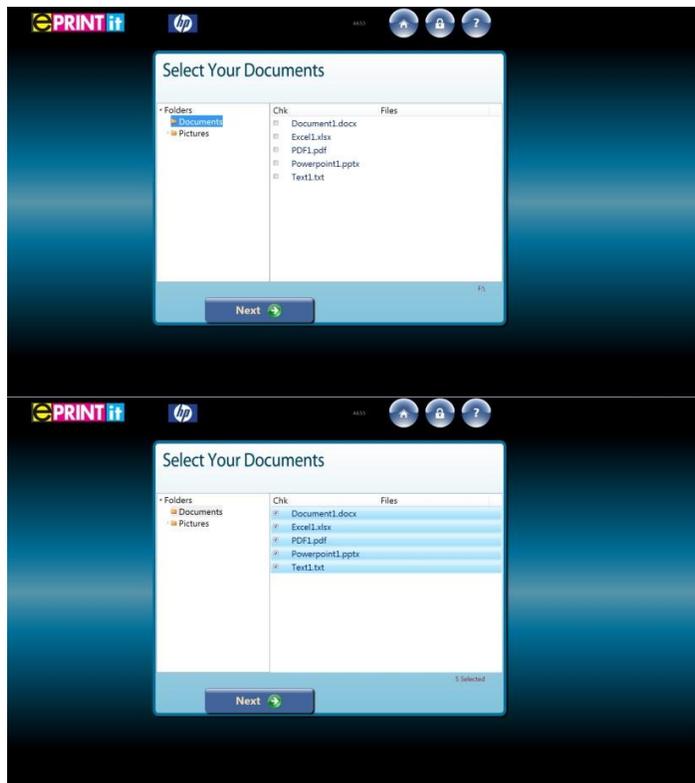


Note: If you touch **Next** before inserting any device you will be prompted with the following message:
"Please insert USB device". As shown below.

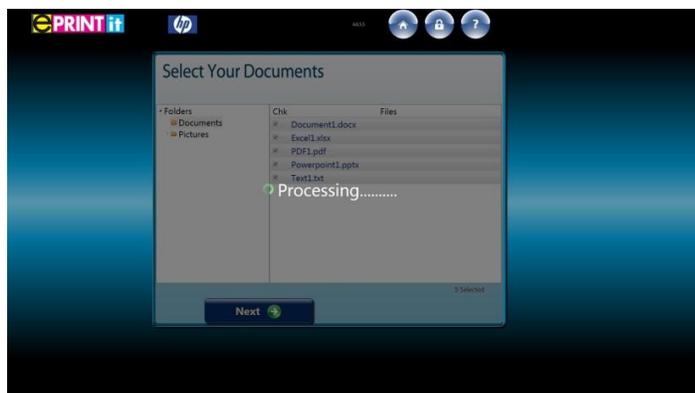


2. Select your documents to print.

Important: The following file types can only be printed: **.PDF, .DOC(x), .XLS(x), .PPT(x), .RTF, .TXT** and Image files (**PNG, BMP, JPEG, GIF, TIFF**) If you're document is unsupported please note that we recommend you save/convert your document to a PDF file. Consult your IT support branch on how this can be done.



3. Once you have selected your photos touch **Next** to process your photos for print.



4. Once the photos are processed you will be taken to the photo viewer to print preview your photo.



5. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment** for a detailed overview.
6. Once you have paid for your print touch the **Print** button to print.

Cloud Files

ePrintit makes it easy to print your cloud photos from sites such as Dropbox and Facebook to your Photo Printer (**If Equipped**). If not equipped you can print photos to the laser printer.

Dropbox

1. Touch **Print Your Photos** then Touch the **Cloud Files** tile.



The following screen will be displayed.



Note: The Dropbox tile is only the cloud file site currently online. SkyDrive and Google Docs are to be included in version 5 of the ePrintit Kiosk application.

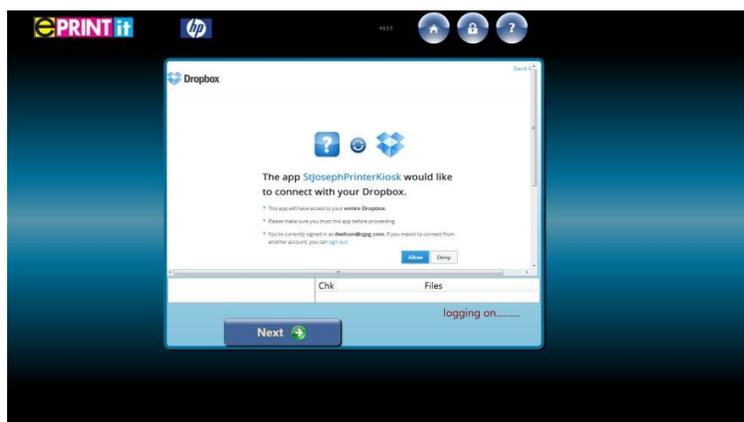
2. Touch the Dropbox tile then type in your Dropbox username and password.



3. A Dropbox window will prompt you to sign in. Touch the blue **Sign in** button.



4. A Dropbox security window will now prompt for authentication to allow the application to access your account. Touch the blue **Allow** button.



5. Select your photos to print.



Important: The following file types can only be printed: **.PDF, .DOC(x), .XLS(x), .PPT(x), .RTF, .TXT** and Image files (**PNG, BMP, JPEG, GIF, TIFF**) If you're document is unsupported please note that we recommend you save/convert your document to a PDF file. Consult your IT support branch on how this can be done.

6. Once you have selected your photos touch **Next** to process your photos for print.



7. Once the photo is processed you will be taken to the photo viewer (see below) to print preview your photos.



8. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
9. Once you have paid for your print touch the **Print** button to print.

Facebook

1. Touch **Print Your Photos** then Touch the **Cloud Files** tile.



The following screen will be displayed.

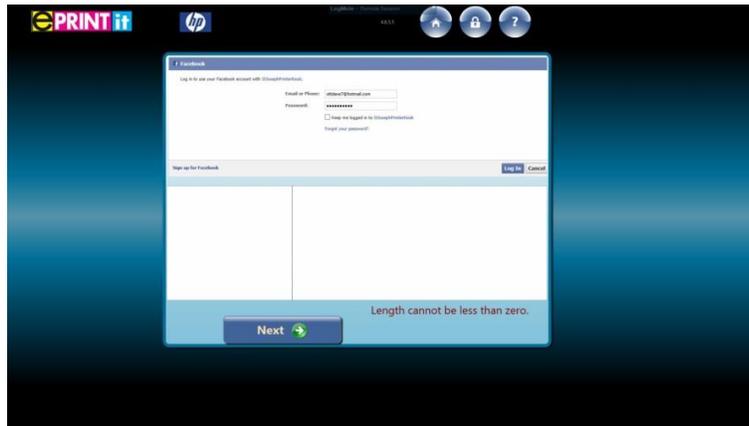


Note: The Facebook and Dropbox tiles are the only cloud file site currently online. SkyDrive and Google Docs are to be included in version 5 of the ePrintit Kiosk application.

2. Touch the Facebook tile then type in your Facebook username and password.



3. A Facebook window will prompt you to sign in. Touch the blue **Log in** button.



4. Select your photos to print.



Important: The following file types can only be printed: **.PDF, .DOC(x), .XLS(x), .PPT(x), .RTF, .TXT** and Image files (**PNG, BMP, JPEG, GIF, TIFF**) If you're document is unsupported please note that we recommend you save/convert your document to a PDF file. Consult your IT support branch on how this can be done.

5. Once you have selected your photos touch **Next** to process your photos for print.

6. Once the photo is processed you will be taken to the photo viewer (see below) to print preview your photos.



7. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
8. Once you have paid for your print touch the **Print** button to print.

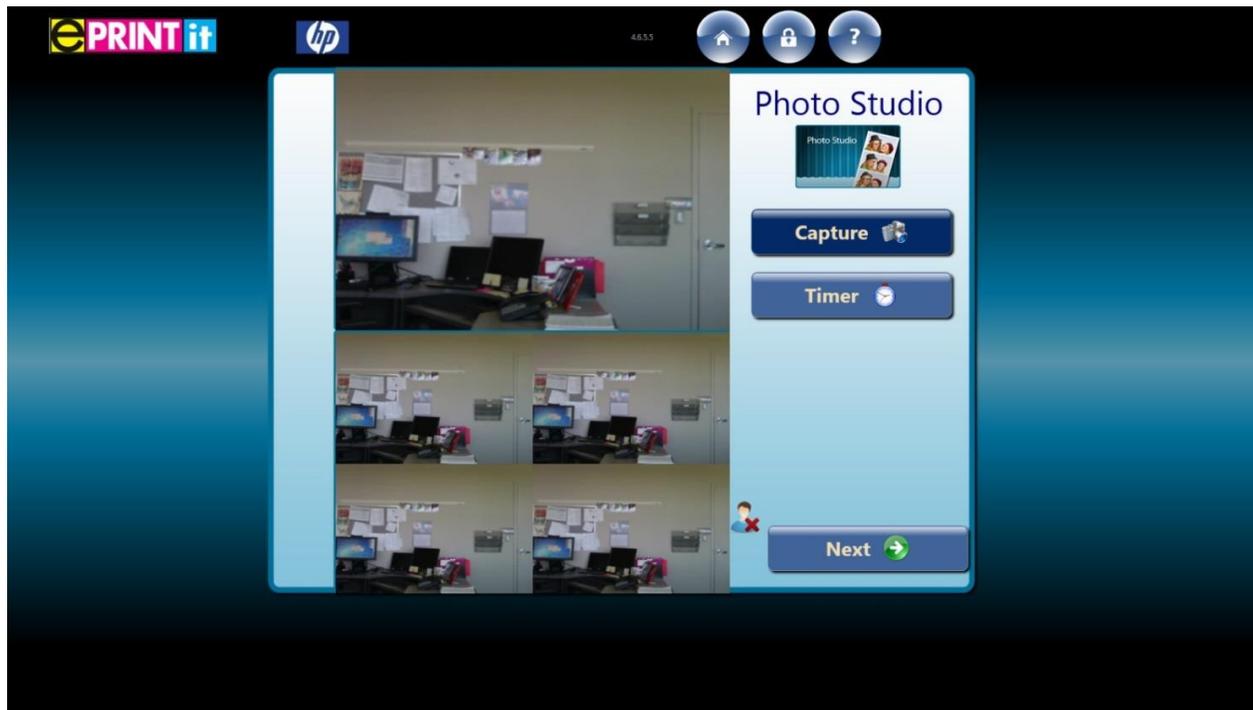
Photo Studio

ePrintit has introduced a fun app called Photo Studio. Photo Studio for ePrintit release stations is utilized by both amateur and professional photographers who seek simple, but powerful photo booth on-the-go. Users can turn their ePrintit release stations into a modern styled photo booth.

1. Touch **Print Your Photos** then Touch the **Photo Studio** tile.



2. The app will launch and give you the following features. Expect to take 4 photos. Touch **Next** when done.
 - Capture photos individually or by using a timer.
 - You have the ability to remove photos taken and as to replace them.



- Once you have selected your photos touch **Next** to process your photos for print.



- Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
- Once you have paid for your print touch the **Print** button to print.

3 City Map & Directions and Search

ePrintit has made it easy to search for an address, get directions or even search for local restaurants. ePrintit release stations utilize simple but powerful mapping search tools to quickly showcase local venues. This allows users to turn their ePrintit release stations into personalized mapping and search companions.



City Map & Directions

Find address

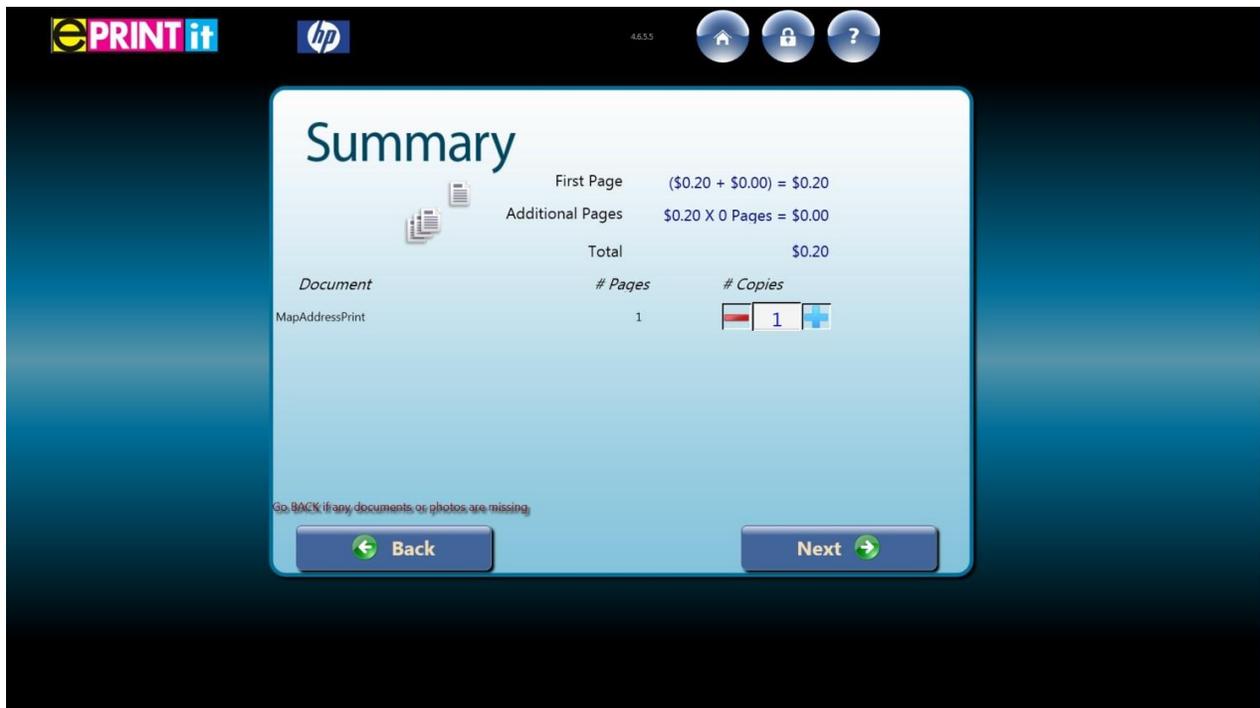
1. From the Home Page touch **City Map & Directions** and touch **Find Address**.



2. Enter the address you wish search for. Touch **Find** once ready. The map will load with the address.



3. At this point you have the opportunity to print the map. Push the **Print** Icon. It will take you to the print summary page below.

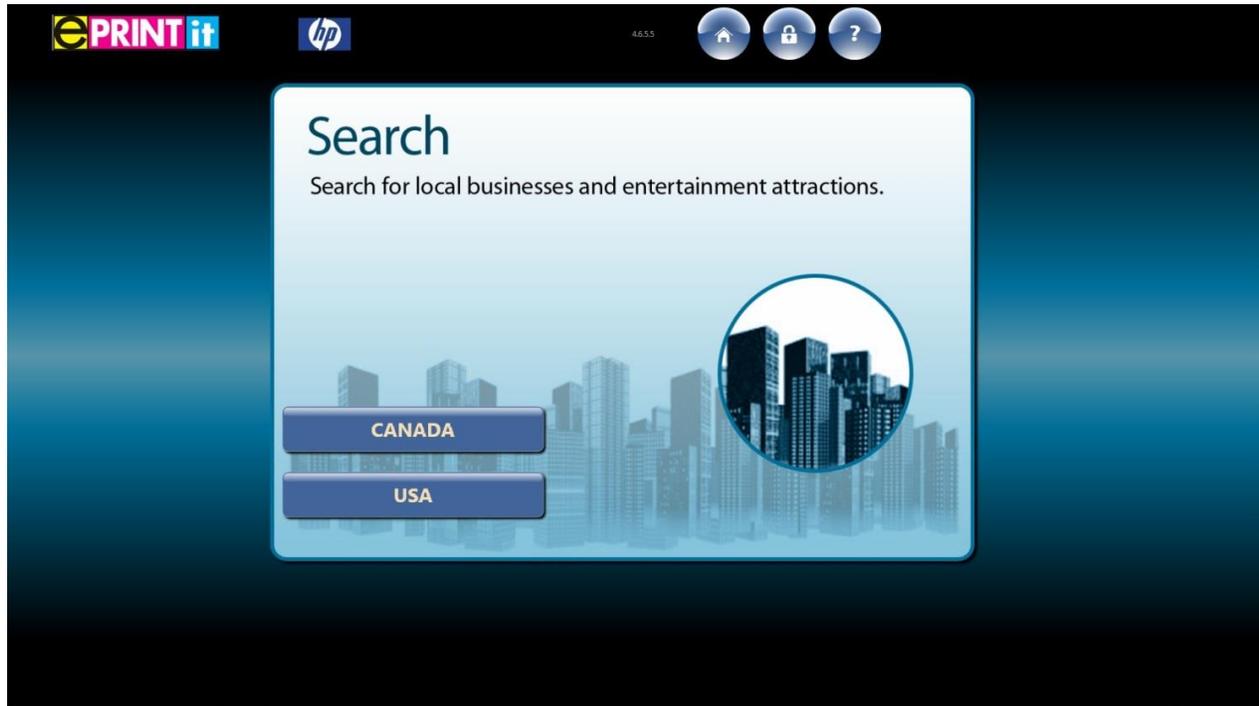


4. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
5. Once you have paid for your print touch the **Print** button to print.

4. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
5. Once you have paid for your print touch the **Print** button to print.

Search

1. From the Home Page touch **City Map & Directions** and touch **Search**.



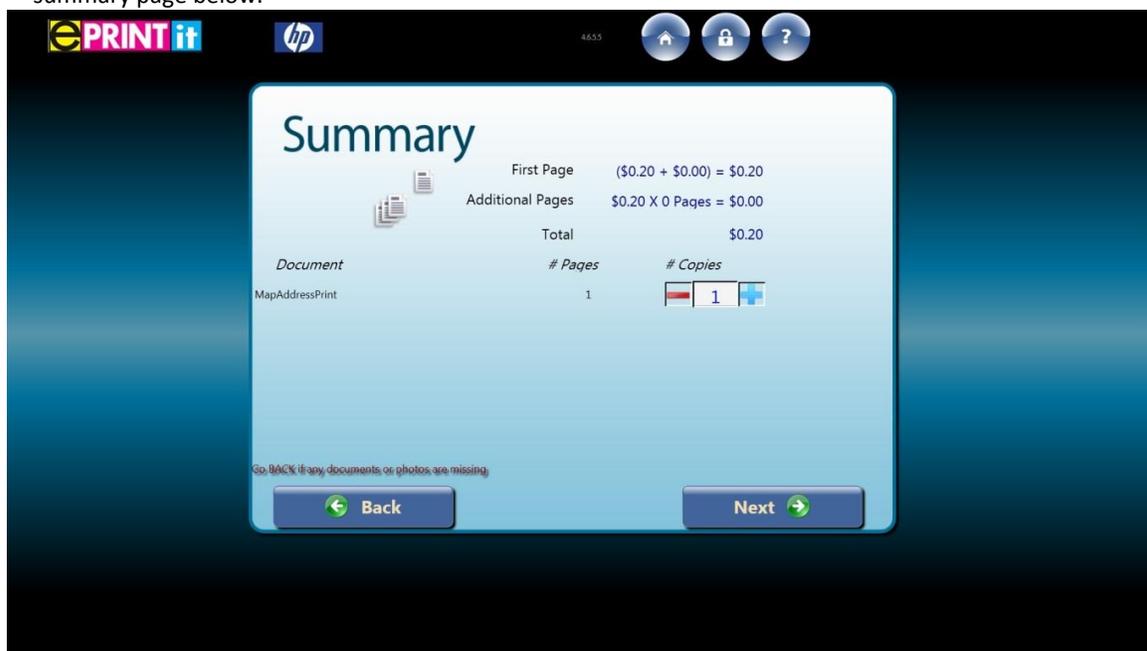
2. Once a country has been chosen you will be presented with the following search choices:
 - Accommodations, Restaurants, Theatres and Attractions



3. Within each choice you have the ability to search and interact onscreen through the options. View the sample below.



4. At this point you have the opportunity to print the directions. Push the **Print** icon. It will take you to the print summary page below.



5. Once you have confirmed your print job is ready touch **Next** to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
6. Once you have paid for your print touch the **Print** button to print.