



# Kiosk Release Station User Guide Version 4







# **Table of contents**



1 Print Your Documents	3
USB or Memory Card	3
Cloud Files	5
Cloud Files (Your School - College/University)	8
Send it from Your E-mail	11
Print Using the HP Public Network	. 14
Print Using the HP Public Network - Obtaining a release code using the HP ePrint Mobile Software for PC's and Laptops	. 17
Print Using the HP Public Network - Obtaining a release code using the HP ePrint Mobile App for Mobile Devices	19
Document Viewer	22
Payment Process	24

2 Print Your Photos	28
USB or Memory Card	28
Cloud Files	31
Photo Studio	37

3 City Map & Directions	39
Find Address	39
Get Address	41

4 Search	42
Canada and USA	42
Search Choices	43



# **1 Print Your Documents**

# **USB or Memory Card**

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





The following screen will be displayed.



Note: If you touch <u>Next</u> 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.

Select Tour	Documents	
• Folders • Documents • @ Pictures	Chk Document1.docx Excel1.stsx POPCL.pdf Powerpoint1.pptx Text1.tst	Files
	iext 🔹	а • • • •
Select Your	Documents	
Folders • Polders • Pictures	CN: P DocumentIdox P DocumentIdox P POFLpdf P POPUpdf P TextLts	Files

**Important**: The following file types can <u>only</u> 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 <u>Next</u> to process your documents for print.

Select Your - Foldes - Pocuments - Pictures	Citk File Social States of States o		
N	ext 🥱	5 Selected	

- 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 <u>Next</u> 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 **<u>Print</u>** 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.

(tp)	4455	
Contraction Dropbox	Windows Live	
Google Docs	Print Using Wi-Fi Oring son.	

**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 <u>only</u> 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 documents touch <u>Next</u> to process your documents for print.



7. 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.



- 8. Once you have confirmed your print job is ready touch <u>Next</u> 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 **<u>Print</u>** 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 <u>manually</u> or <u>swipe</u> 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".

Cancel O YourSchool
Password Card not found, log on its register card
qwertyuiop-
.7123 : / SPACE7123

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

**Important**: If you make a mistake when entering your username and password you <u>must</u> start over from Step 1 as the "tagging" will not be successful.

(p)					6633			ê		?
Cancel	0		Y	ourS	chool					
User Name Passwore	sjomitch	4			Card not	found, log	on to re	qister ca		
۹ <b>۱</b>	v e		ŀ	J,	<u> </u>	ļi	ļ			-
÷	s	٩	Ļ	g T	h	Ļ	k	+	en0	•
2122		ſ	Ľ		n n	<u> </u>	Ļ	j		1
	ك	Ĺ		Shr.	ACE		-			125

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 logon.







6. Your documents will now be processed.



7. 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 <u>only</u> 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.

		Docum	ent Viewer		
	Number of Documents First Page	6 \$0.10	Colour Your Printing B     & W	lalance: \$97.10	
	Additional Pages 5 X \$0.10 Total	\$0.50 \$0.60	Print 1 Side     Print 2 Sides	Next 🕤	
			Zoom In: Zoom Out   Fit to Width   Fit to Height		
	Copies		Text 10 Annual (Sa Annu Sa Chi Daganti (Sa Annu Sa Chi Daganti (Sa Annu Sa Chi Daganti (Sa Annu		
	1 Page Cox	int	And the second of the second o		
	document1.xps		for the former the term for the former for term for the former term for the former term		
	1	Ŧ	The UP Control 1.0 Allow The UP Control 1.0 Allow All UP Control 1.0 Allow All UP Control 1.0 Allow The UP Control 1.0 Allow The UP Control 1.0 Allow		
_	1		Sec 40 Second 9 Films Sec 40 Second 9 Films Sec 40 Second 9 Films Sec 40 Second 9 Films Sec 40 Second 9 Films		
	Page Co.	mt	No. 10 page 19 days. No. 10 page 19 days. No. 10 page 19 days.		
		<u>.</u>	[fige and is first.		

- 8. Once you have confirmed your print job is ready touch <u>Next</u> to proceed to the payment screen. Please consult the section titled **Payment** for a detailed overview.
- 9. Once you have paid for your print touch the **<u>Print</u>** 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: <u>KioskPublic@sjcottawa.com</u>.

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 <u>only</u> 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:

Kiosk Print Release Code = 861667

### ano-Reply@sjpg.com

Input release code 861667 to print your documents:

The following files were uploaded for printing:

1 File ... document1.docx .. uploaded for printing. File will be active for 7 days.

- 1 File .. excel1.xlsx .. uploaded for printing. File will be active for 7 days.
- 1 File .. pdf1file.pdf .. uploaded for printing. File will be active for 7 days.
- 1 File ... powerpoint1.pptx .. uploaded for printing. File will be active for 7 days.
- 1 File  $\ldots$  richtextfile1.rtf  $\ldots$  uploaded for printing. File will be active for 7 days.
- 1 File .. text1file.txt .. uploaded for printing. File will be active for 7 days.
- 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.







6. 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.



- 7. Once you have confirmed your print job is ready touch <u>Next</u> 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 **<u>Print</u>** 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**.







4. Your documents will now be processed.



5. 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.



- 6. Once you have confirmed your print job is ready touch <u>Next</u> to proceed to the payment screen. Please consult the section titled **Payment Process** for a detailed overview.
- 7. Once you have paid for your print touch the **<u>Print</u>** 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 <u>iTunes App store</u> or <u>Google Play</u>. It is also available for Blackberry mobile devices from <u>BlackBerry App World</u>. ← 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 <u>HP ePrint Software</u> 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**.

Print					8 63
Printer					
Name:	HP ePrint			-	Properties
Status:	Idle				Find Printer
Type:	HP ePrint				Drint to file
Where:	LPT1:				Manual durley
Commerica					
Page range	2		Copies		
All			Number of copies:	1 🜩	
Currer	it page 🕐 Selection				
Pages:				🔽 Colla <u>t</u> e	
Type p ranges from t section or p1s	bage numbers and/or pag s separated by commas o he start of the document n. For example, type 1, 3 1, p1s2, p1s3-p8s3	ounting or the 1, 5–12			
Print <u>w</u> hat:	Document	-	Zoom		
Print:	All pages in range	•	Pages per sheet:	1 page	•
			Scale to paper size:	No Scaling	•
Options				ОК	Close

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

🅼 ePrint		×
$\bigcirc$	Search for public print locations	
Recent	Q Enter search text, location or other keyword	
Necon	My Location: No location set	(4) (4)
Connected		Preview
Service		4 Settings
HP_Connect	ed	Cancel

**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.





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

🅼 ePrint		×
Recent	Search for public print locations Q, FHDA	
Connected	My Location No location set  ePRINTIE_FHDA Foothill De Anza Community College Fhda (12345 El Mon 12345 El Monte Rd, Los Altos Hills Ca, 94022	Preview
HP Connect	ed	Cancel Print

- 7. Select the kiosk print location, and then click Print.
- 8. In the Terms of Use dialog box, click I Agree.

🅼 ePrint		
	Search for public print lo	cations
Recent	My Location No location set	Terms and Conditions Terms of Use  selected using the access code provided to you. Your file(s) will excessible for 7 days and then will be deleted from the server. IP cannot warrant or guarantee the security of information or data that you transmit over the internet. By choosing to do so, you agree to assume the risk of any unuthrized third-party access. You represent and warrant that you own or thenvise have the right to reproduce the file (s) submitted without violating any third-party intellectual property rights or any applicable. Wy, OUR CLUKING OIT THE BUTTON MARKED 'I AcAKEE' AND YOUK CONTINUED USE OF UNITIONS.  Decline Lights
HP Connect	ed	Cancel

**9.** 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.







**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	<b>^</b>
ePRINTit_FHDA Foothill De Anza Communi	ty College Fhda
📀 Done	
Release code	
43070457	
	Valid until 2013-06-25
	]
<b>Files</b> (6) 143.8 Kb	>
Nearby locations	
ePRINTit_SantaClara	•
Santa Clara University	
Call this store	Get directions
12345 El Monte Rd, Los Alt	os 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.

<b>CPRINT</b> if		4555	
		Document Viewer	
	Number of Documents First Page	5 Colour Your Printing Balance: \$0.00 \$0.10 • B & W	
	Additional Pages 4 X \$0.10 Total	\$0.40     • Print 1 Side       \$0.50     • Print 2 Sides	
	Copies  Copie	Zoom Dr.   Zoom Ori   Fit to Width   Fit to Height	
		Type tool find.	

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 <u>only</u> 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.

<b>PRINT</b> if		
	Payment Touch "Pay Now" and follow the instructions on the PinPad.	
	Price     \$0.50       Tax     \$0.00       Total     \$0.50       Imput a Promo Code to receive a discount	
	Ut want a receipt emailed to me	
	Cancel 🖉 Student Account 🛎 Student Pay 🛎 Pay 🌖	

#### 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.

<b>CPRINT</b> if	Ø	ass 🙆 🙆	?	
	Paym	ent		
	Touch "f	Student Account Payment Scutter Sectors Sector		
		-		

**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".

<b>CPRINT</b> if	
	Cancel VourSchool
_	qwertyuiop- asdfghjkloom tzxcybnm,,t
	.7123 : / SPACE7123

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 <u>Next</u> 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 <u>only</u> 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.

<b>OPRINT</b> if	(D)	4655				
	Select Your Documents					
	Folders     Documents     Pictures	Chk File DocumentLdocx ExcelLstax PDE1pdf PowerpointLpptx TextLbt	es			
	Next	3	Ą			
CPRINT if	Constant Select Your Do	ocuments				
	Folder:     in: Documents     in: Pictures	CNt Fill 7 DocumentLdocx 7 EverLintx 9 POFLpdf 7 PowerpointLpptx 7 TextLtst	85			
	Next	•	\$ Selected			

3. Once you have selected your photos touch <u>Next</u> 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 <u>Next</u> 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 **<u>Print</u>** 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.





**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 <u>only</u> 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 <u>Next</u> 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 <u>Next</u> 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 **<u>Print</u>** button to print.





#### **Facebook**

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



**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 <u>only</u> 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 <u>Next</u> 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 <u>Next</u> 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 **<u>Print</u>** 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.







3. Once you have selected your photos touch <u>Next</u> to process your photos for print.

<b>PRINT</b> if		4655		
	Select Your Ph	iotos		
	Total Photos 5 X	0.35 + 0.00 = \$1.75	Next 📀	
	Photos Copies	Photos Copies	Photos Copies	
	1			

- 4. Once you have confirmed your print job is ready touch <u>Next</u> 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 **<u>Print</u>** 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.

<b>CPRINT</b> it	(D)	4433 <b>(a)</b>		40	····	
	Address 1165 Kenaton Striet	Find 🥄		Address 1165 Kenaston Street	Find	
	Q W E R A S D F I Z X C .1223 : /	T Y U I O P G H J K L cons V B N M , - T SPACE7123				

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.

<b>PRINT</b> if	<b>(D)</b>	4655		
	Summar	y		
		First Page	(\$0.20 + \$0.00) = \$0.20	
	1 III	Additional Pages	\$0.20 X 0 Pages = \$0.00	
	<u> </u>	Total	\$0.20	
	Document	# Pages	# Copies	
	MapAddressPrint	1	1	
	Go BACK if any documents or photos are	missing		
	🕞 Back	J	Next 📀	

- 4. Once you have confirmed your print job is ready touch <u>Next</u> 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 **<u>Print</u>** button to print.





# Get address

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



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

<b>CPRINT</b> if	(D)		<b>CPRINT</b> it	(p)	44X 🙆 🔒 🕐
	From 1365 Kenaton Street			To 75 Laurier Avenue East	Find 🔍
	Q         W         E         R         T         Y         U         I         C           A         S         D         F         G         H         J         K           I         Z         X         C         V         B         N         M	2 P L cm - 1 - 7223	_	Prove Statement Control Contro	
				T KIXIA), Canak Manaka D201 Goode	

3. 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.

	4655		
Summai	ſy		
	First Page	(\$0.20 + \$0.00) = \$0.20	
	Additional Pages	\$0.20 X 0 Pages = \$0.00	
	Total	\$0.20	
Document	# Pages	# Copies	
MapAddressPrint	1	<b>—</b> 1 <b>—</b>	
Go BACK if any documents or photos are	e missino.		
S Back	J	Next 🕏	





- 4. Once you have confirmed your print job is ready touch <u>Next</u> 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 **<u>Print</u>** button to print.

### Search

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



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.

<b>CPRINT</b> if		
	Summai	Y First Page (\$0.20 + \$0.00) = \$0.20 Additional Pages \$0.20 X 0 Pages = \$0.00
	<i>Document</i> MapAddressPrint	Total \$0.20 # Pages # Copies 1 1 1
	Go. BACK if any documents or photos are	missing Next 📀

- 5. Once you have confirmed your print job is ready touch <u>Next</u> 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 **<u>Print</u>** button to print.