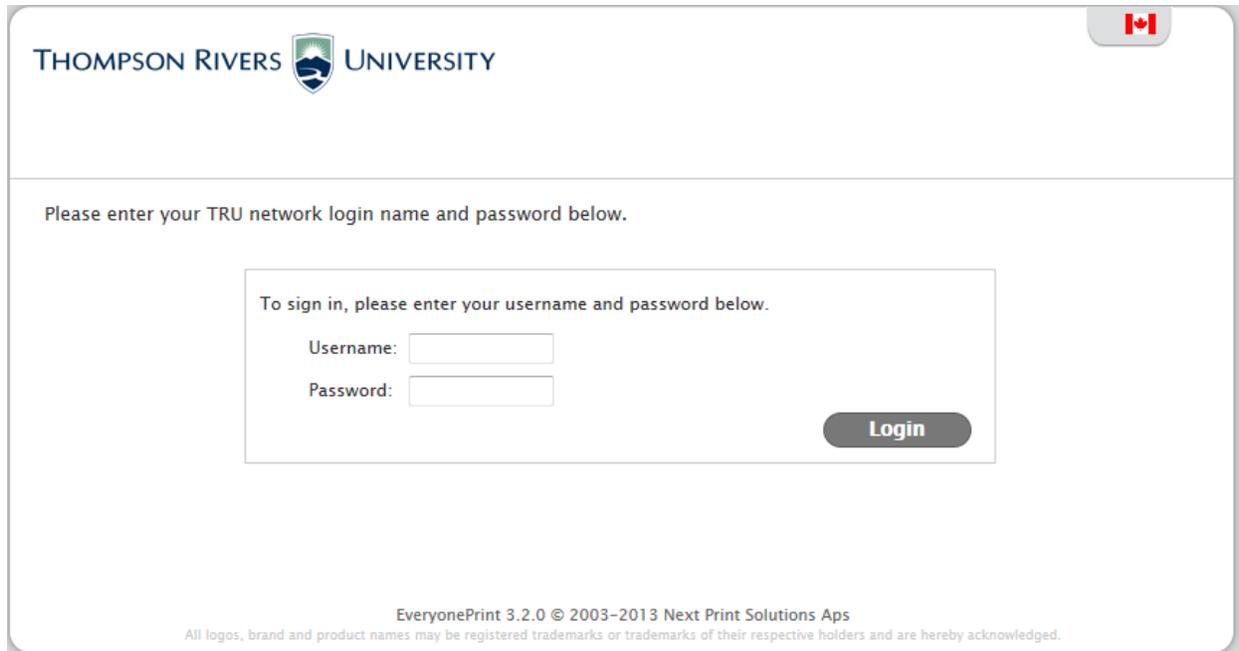


Wireless Printing Instructions: (iPhone and iPads print via Airprint - [click here](#))

Supported documents include Microsoft Office, OpenOffice, and the following file formats: pdf, jpg, gif, png, tif, and bmp.

Open your browser and type the following in the address bar: myprint.tru.ca

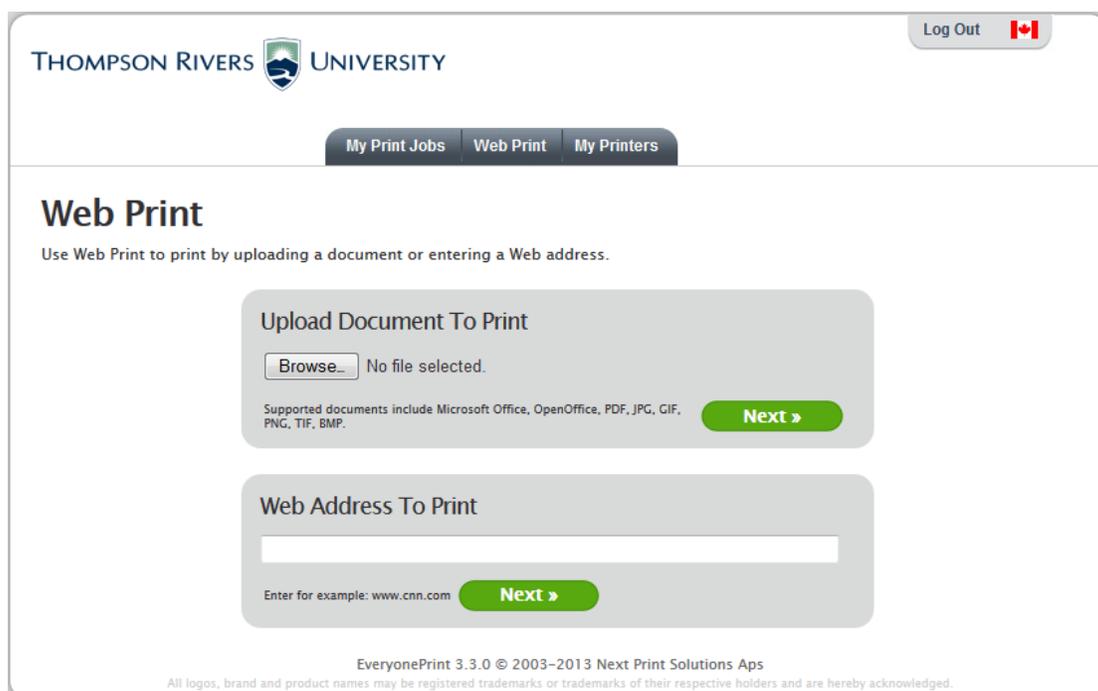
You are directed to the following login page where you must enter your TRU network login credentials (same as logging in to lab computers and TRU wireless networks).



The screenshot shows the login page for Thompson Rivers University. At the top left is the university logo and name. At the top right is a Canadian flag icon. The main heading reads "Please enter your TRU network login name and password below." Below this is a form box containing the text "To sign in, please enter your username and password below." There are two input fields: "Username:" and "Password:". To the right of these fields is a "Login" button. At the bottom of the page, there is a copyright notice: "EveryonePrint 3.2.0 © 2003-2013 Next Print Solutions Aps" and a disclaimer: "All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged."

To print a local document, browse to the file on your computer to upload, and click next.

To print a webpage from a web address, use the "Web Print" tab, enter the web address, and click next.



The screenshot shows the "Web Print" page on the TRU network. At the top left is the university logo and name. At the top right is a "Log Out" button and a Canadian flag icon. Below the logo is a navigation bar with three tabs: "My Print Jobs", "Web Print" (which is selected), and "My Printers". The main heading is "Web Print" with the sub-heading "Use Web Print to print by uploading a document or entering a Web address." There are two main sections: "Upload Document To Print" and "Web Address To Print". The "Upload Document To Print" section has a "Browse..." button, the text "No file selected.", a list of supported document types (Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP), and a "Next »" button. The "Web Address To Print" section has a text input field, the text "Enter for example: www.cnn.com", and a "Next »" button. At the bottom of the page, there is a copyright notice: "EveryonePrint 3.3.0 © 2003-2013 Next Print Solutions Aps" and a disclaimer: "All logos, brand and product names may be registered trademarks or trademarks of their respective holders and are hereby acknowledged."

You will see a message to say the print job has been added successfully. Click on the dropdown with the printer name to which you want to send your file to, Click in the "Advanced" checkbox if you need additional printer options. By default the printer is set to print double-sided. Your print job will be held in the print queue for 60 minutes. Take your paper with you to the lab where the printer is located, select your job on the Print Release Station, and then click Print.

THOMPSON RIVERS UNIVERSITY

Log Out

My Print Jobs Web Print My Printers

My Print Jobs

Upload Document To Print

No file selected.

Supported documents include Microsoft Office, OpenOffice, PDF, JPG, GIF, PNG, TIF, BMP.

Date/Time	Filename	Pages	Status	refresh
22/11/13 2:21 PM	EveryonePrint Wireless Printing Instructions.docx	3	Awaiting release	Delete

To print this job, select a printer below:

OM1325-HP4515 Advanced

Number of copies:

Print from page to

Double-sided print (works only if the printer supports duplex):

None

Long-side (most common)

Short-side

Print in black/white even if document contains color:

The My Printers tab lets you save your preferred printers, give them nicknames and see only those printers in the My Print Jobs and Web Print tabs.

THOMPSON RIVERS UNIVERSITY

Log Out

My Print Jobs Web Print My Printers

My Printers

Make printing fast and easy by selecting only the printers you normally use!

Below are all the printers available to you. If you only use a few of the printers below, you can select them as favorite printers, and even add your own nickname for each, for example "Printer in blue building". Then only your favorite printers will show, making it easier to print frequently.

Favorite	Description:	Your printer nickname (optional):
Arts and Education		
<input type="checkbox"/>	AE305-HP M603DN	<input type="text"/>
<input type="checkbox"/>	AE361-HP4515x	<input type="text"/>
Early Childhood Education		
<input type="checkbox"/>	HP2600N - for ECE only	<input type="text"/>
House of Learning		
<input checked="" type="checkbox"/>	HL209-HP4515	HL209-HP4515
<input type="checkbox"/>	HL271 - HP4515	<input type="text"/>
<input checked="" type="checkbox"/>	HL305-M603DN	HL305-M603DN
<input checked="" type="checkbox"/>	HL466-HP4515	HL466-HP4515
House5		

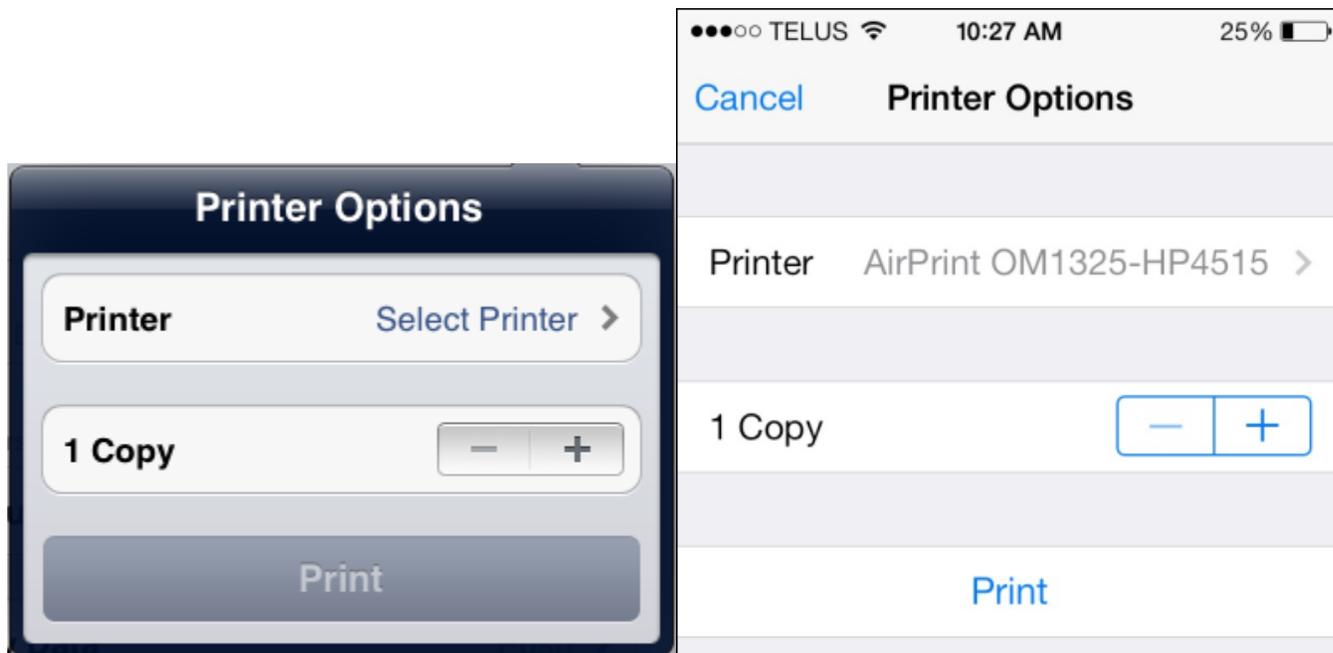
iPhone and iPad Printing Instructions:

Requirements:

- Connect to the Eduroam wireless network to see available Airprint printers.
- iOS v4.3 or later

Once you select Print on the desired document or picture on your iOS device you can choose which printer you want to print to and how many copies. Take paper with you to the lab where the printer is located and select your print job on the Print Release Station beside the printer, then print.

**If you receive the message “No Airprint printers found.” Wait a minute to allow the list to populate.



Once you select a printer you will need to authenticate by entering your network account, then click continue.

