PaperCut Printing - iPad
Connecting to the College printers with PaperCut printing services (must be done at the College)

From the iPad Home screen, tap “Safari”.

You will be directed to the College Launch page. If this does not occur, please visit:  http://launch.rowvillesc.vic.edu.au
From this site, select “Install papercut printing for iPad”.

You will be prompted to install a profile for printing. Select “Install”.

Next, you will be prompted with a “Warning”. Select “Install”.

UNSIGNED PROFILE

The profile is not signed.
Next, you will be prompted to “Install Profile”. Select “Install”.

![Install Profile](image)

After a successful install, you will receive a “Profile Installed” message. Select “Done”.

![Profile Installed](image)

Next, return to your iPad home screen and locate the PaperCut Printing App.

![PaperCut Printing App](image)
Next, launch the “Printing” app from your home screen. You will now be presented with a PaperCut login screen.

![PaperCut Login Screen]

At this stage, enter your network username and password and select “Log In”.

![Username and Password Input]

![Log In Button]
After successfully logging into PaperCut, you will be presented with your pending or recent print list and available balance details.

*Please note: In order to successfully print from the iPad, you will need an active session within the PaperCut printing app. If you log out of the printing app, the printer will not receive your print jobs until you next log in to the printing app.

Next, select the iPad home button to return to the iPad home screen.
Next, launch the desired application you wish to print from. In this example, we are printing from “Notes”.

*Please note: Not all app’s are designed to allow printing. Please ensure the app you wish to print from, is capable of printing.

Open the item you wish to print and locate the menu needed to select “Print”.

Next, select “Print”.

Printer Options

Printer
Select Printer

1 Copy
- +

Print
Next, you will be prompted with “Printer Options”. Select the “Select Printer” option and you will now be presented with the available printers to choose from.

Select a printer from the list provided. (note, this list will vary depending on which campus you are currently attending)

Next, you will be returned to the “Printer Options” list with the nominated printer selected. Select “Print”.
After printing, select the iPad home button to return to the iPad home screen. Launch the PaperCut Printing app.

You will now be able to see that your document has been sent to the printer.

*Reminder: You will need to have an active log in session with the PaperCut app in order to successfully print from the iPad. If you attempt to print before logging into PaperCut, your print requests will be queued within the PaperCut app until successful authentication.