ePRINTit™
SECURE CLOUD SOLUTIONS

IWG International Workplace Group

ePRINTit File-to-Print™

©Mac **Print Driver**

User Guide

mobile printing solutions | enterprise | education | public printing locations

ePRINTit™

Contents

1

1 Getting Started

1.01 Getting started with ePRINTit File-to-Print™

ePRINTit File-to-Print™ driver is a universal Mac or Windows print driver (both are separate installers available to you) that lets you print through the internet (this is not an offline product) to any registered IWG printer to which you have access directly. The printer must be a network enabled printer (connected to the Internet).

ePRINTit File-to-Print™ appears as just another printer that you can choose when you print from any Mac application. However, rather than pointing to a single printer as most print drivers do, ePRINTit File-to-Print™ acts as a gateway to PrinterOn and the HP Smart Kiosk, storing your print request in an encrypted format.

You can quickly choose and print to a previously selected printer, with no need to install additional printer drivers. Because ePRINTit File-to-Print™, ties into the IWG service, you can connect and print to any printer that is enabled within any IWG location allowing you freedom to move from one office to another without re-installing and configuring driver.

1.02 The ePRINTit™ printing process

In Mac, ePRINTit File-to-Print appears as any other printer. Just like any printer, you can click **File** > **Print** and selecting the ePRINTit Printer. Unlike other printers, however, ePRINTit cloud printing allows you to print to any accessible printer (a registered IWG print location).

Once you associate ePRINTit File-to-Printer with a destination printer, you can submit a print job.

When you submit a print job to a printer using the ePRINTit-File-to-Print driver, the file renders the content and passes it on to PrinterOn. When entering your IWG credentials at the

HP Smart Kiosk your files are pulled down from PrinterOn for selection and additional print options.

1.03 Installed applications

- ePRINTit File-to-Print Application
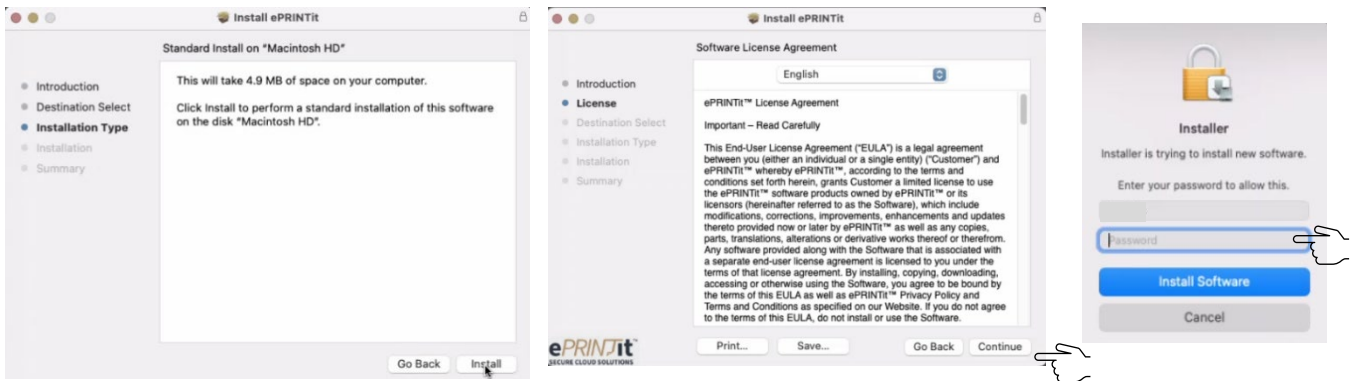- ePRINTit File-to-Print driver

1.04 ePRINTit File-to-Print system requirements:

- MAC OS Vs Ventura 13, Monterey 12, Big Sur 11 (Catalina 10.15 is not supported as end of life is Nov 30th, 2022)
- This will take 4.9 MB of space on your computer
- 1GB free disk space is recommended
- Internet, active network connection – ePRINTit will not work offline
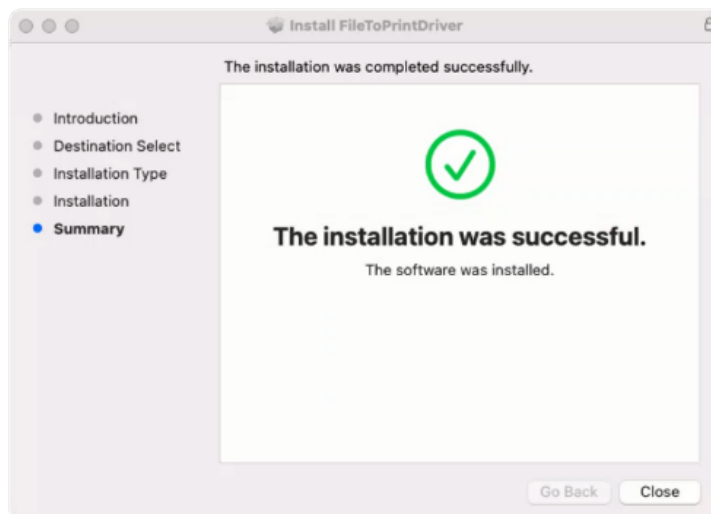- Active account with IWG, this will only print at IWG locations worldwide

2 🔲

2 Installing ePRINTit-File-to-Print™ for Mac

2.01 Download the ePRINTit File-to-Print™ driver for Mac. You will be guided during the installation process. To allow the installer to proceed, enter in your username and password for your device to allow for the installation to proceed.

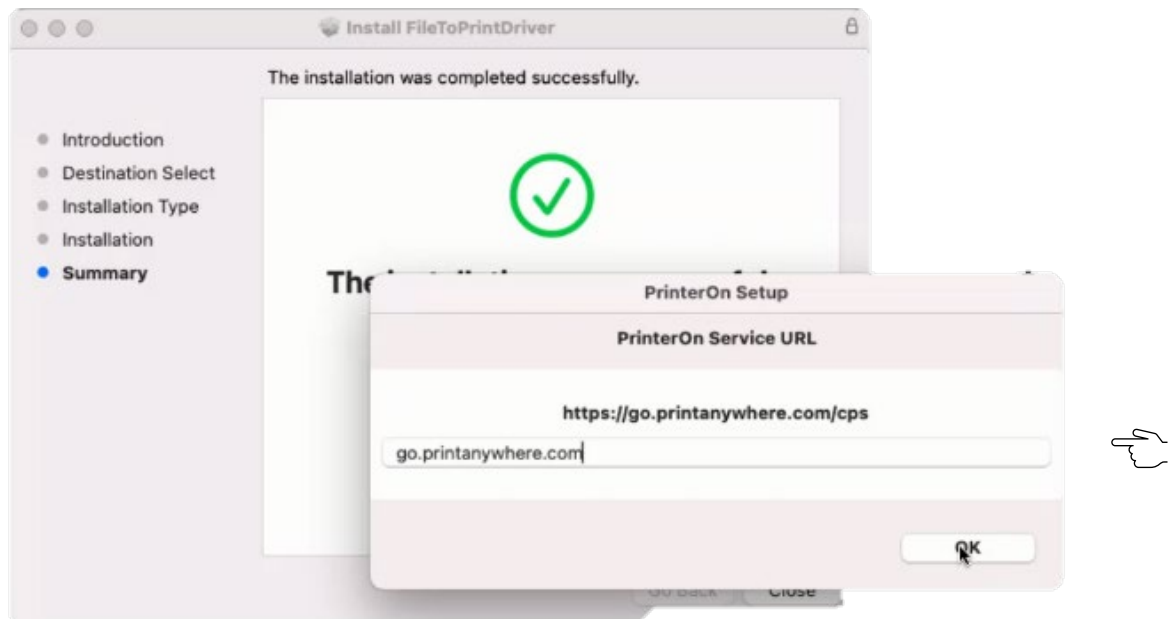Ensure you review the Terms and Conditions and **AGREE**

2.02 Enter your URL to connect

IMPORTANT – After the installation finishes, the user will need to click on the application to start it. A Pop-Up will occur immediately asking you for the unique URL – enter in this space

go.printanywhere.com

> Do not add anything to this URL. Type exactly as shown in orange below. The https:// is added to the beginning and /cps is added to the end of the URL in the background.
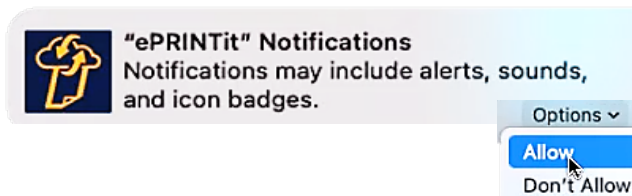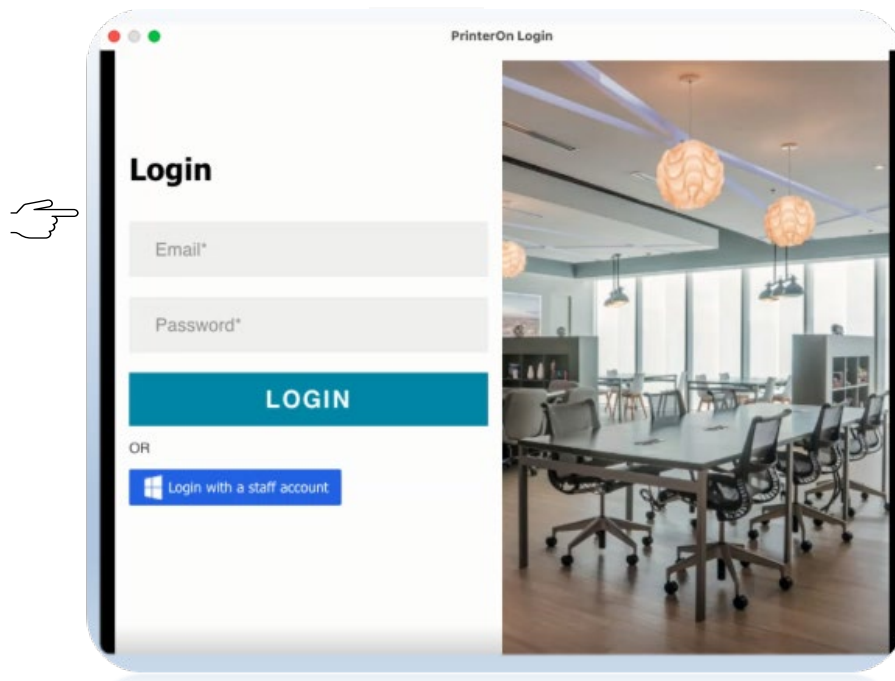

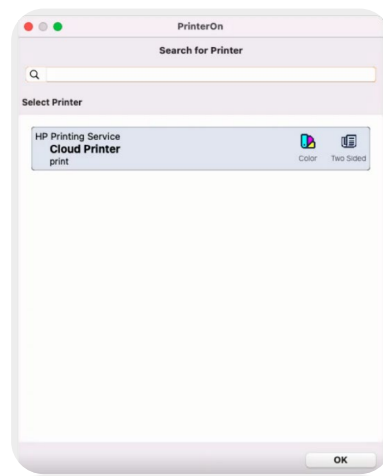## 2.03 Another Pop-Up will occur, select **Allow**
These notifications are to inform you when printing is being processed
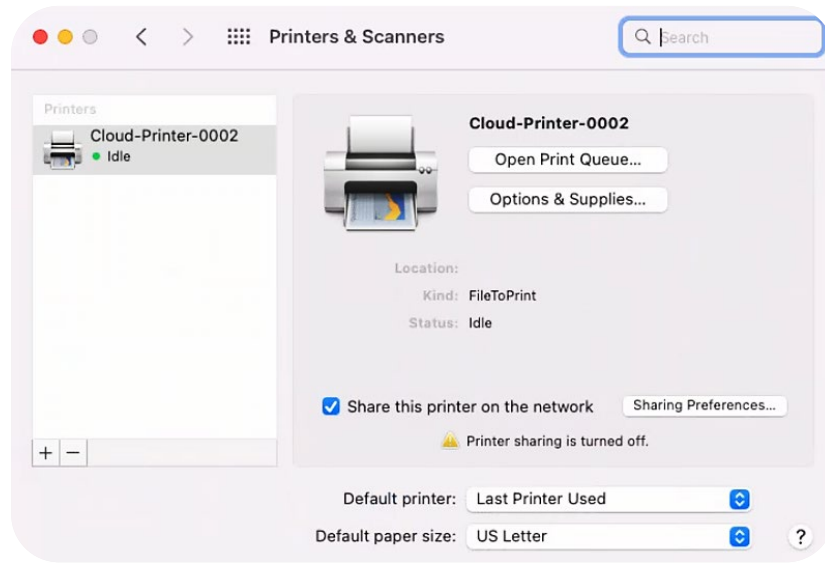
2.04   You will now enter your IWG credentials to link your account with ePRINTit File-to-Print™
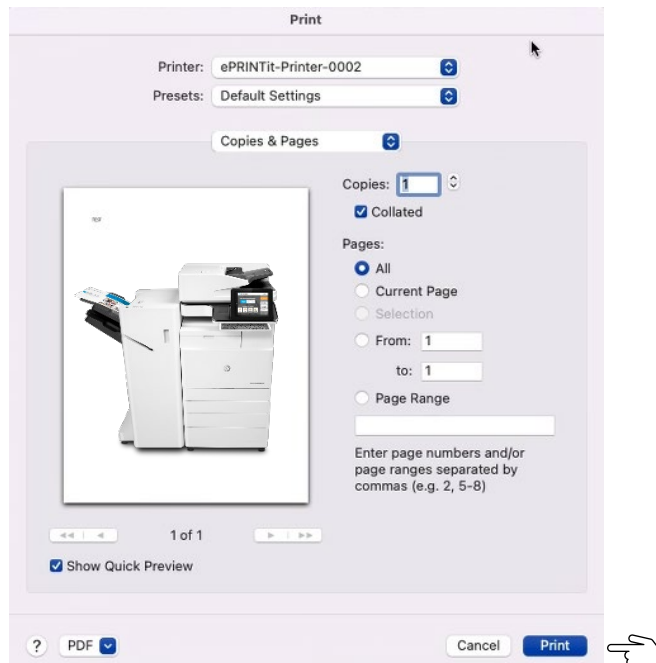

2.05   Pop-up will automatically appear. You will already be enabled with the allowed printer at your location. Select printer, press **OK**

2.06   After you have selected your printer, it will install the ePRINTit-Printer onto your computer. You can find this printer in your System Preferences under Printers and scanners. You will see an ePRINTit-Printer Icon show up. You can print directly from your files to the ePRINTit-Printer.

2.07   Set your print options enabled at your location. The options are enabled in the administrators cloud portal and are dependent upon printer capabilities. Hit Print!
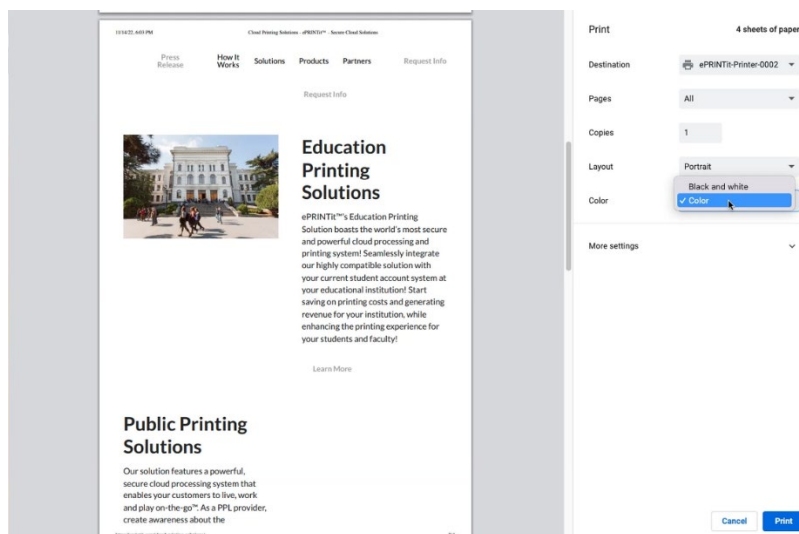
3 📄

3   Printing with ePRINTit-Print

3.01   Print Options

After checking the printer, open any document management systems such as Microsoft Word, Excel, PowerPoint, Adobe PDF, Notes and click command P or file-Print, view image preview, select available options, select the ePRINTit File-to-Print Printer, click print. **Charges will apply to your account after you print directly at the printer (not before) I**f you do not want to be charged for this test, please do not select print at your printer when testing.

Available options:

Various International paper size, Color/Mono, 1-2 side, page orientation, page range, fit to page, number of copies, cover page as well as collate and stapling are enabled.

By default, ePRINTit-Print does not point to a destination printer; you need to select the destination printer before you can print. If you have a printer that you will print to within IWG offices, you can preselect that printer to set it as the default. The first time you print with ePRINTit, the driver directs your print job to that printer.

1. In your Mac application, select File > Print.
2. In the Print dialog, choose ePRINTit-Print as your printer.
3. Modify the printing preferences as necessary. The Printing Properties dialog allows you to:

Right clicking the application in the task tray and selecting the Option "Select Printer" will allow the user to select a printer but this is not necessary as all printers within IWG are connected to single printer name worldwide.

Note: In some cases, ePRINTit may redirect you to a browser form to authenticate against an Identity Management Service. You will be unable to interact with ePRINTit while it awaits confirmation that you were successfully authenticated.

If you fail to authenticate within a designated timeout period, you may need to re-authenticate

In rare cases, authentication may fail even after you receive a message indicating you have successfully authenticated. This is typically due to a network issue blocking a necessary second communication with the authentication server.

4. If the Delivery Options dialog appears, confirm the delivery options, then click OK

Once the job is submitted, you can monitor your print job to view the status, pause, resume, restart, or cancel it.
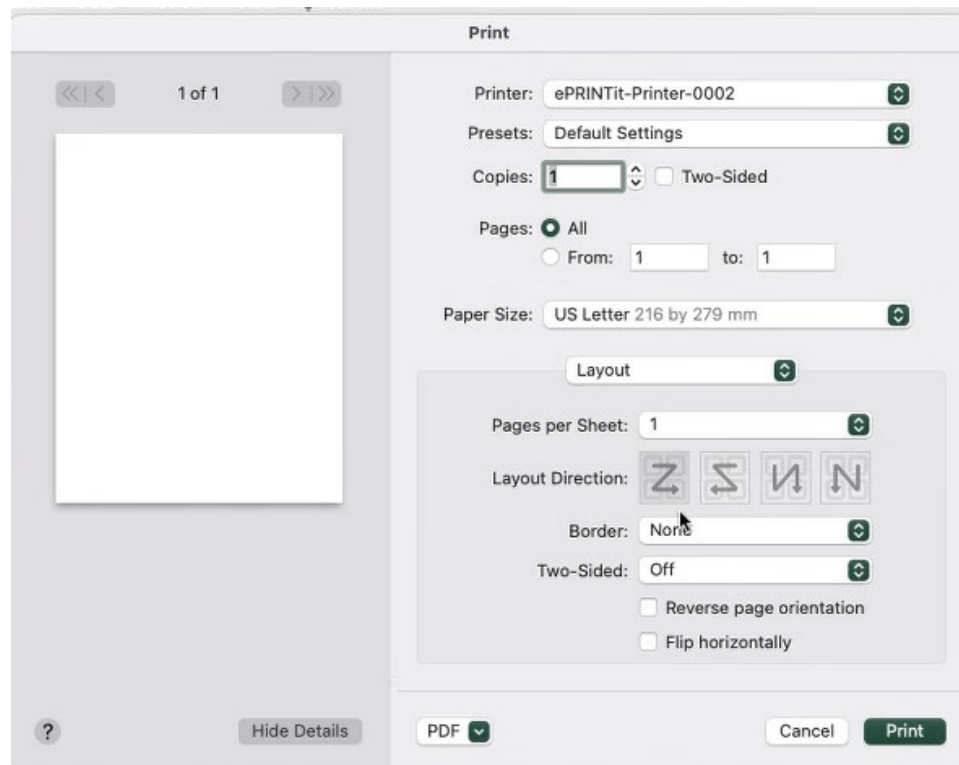
3.02 Confirming your print job

The Print Confirmation dialog lets you to confirm the destination of your print and review the details of your print job details. Unless you disable it, this dialog appears every time you submit a print job. The Delivery Options dialog display the following:

• Job Details: Displays information about the job, including job summary, release information, printer information, and the selected print options for the job.

3.03 Configuring paper settings

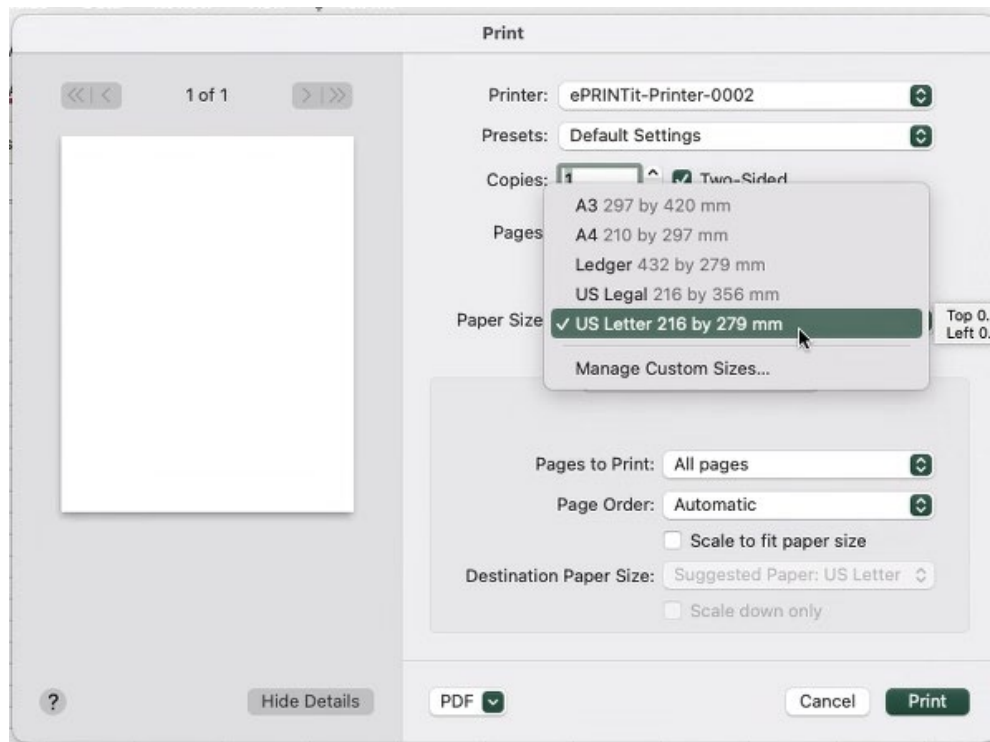The Paper tab lets you specify a number of basic page setup options.

To modify the ePRINTit-File-to-Print paper options:

1. In the ePRINTit File-to-Print Properties dialog, click the Paper tab.

2. From the Size drop-down, choose the size of the paper you want to print to

3. Specify whether to print the document in Landscape or Portrait orientation

Note: The owner of the printer specifies which paper sizes are supported. If the printer owner has not specified any paper sizes, the default is Letter (8 1/2 x 11 in).

Your paper size choices are limited to this list as dictated by the printer owner. Although the Advanced properties dialog may offer additional paper sizes, if those additional paper sizes are not enabled by the printer owner, PrintWhere cannot print to them.
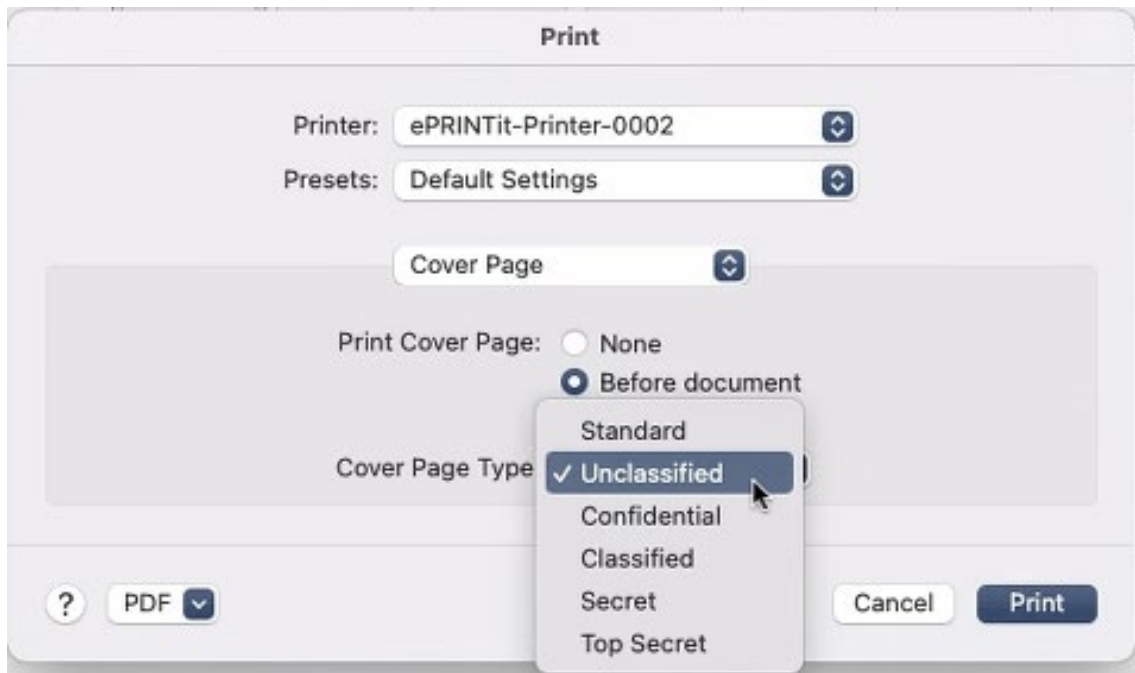
4. If enabled, choose a duplex option. Choices vary depending on which options the printer is configured.

   Duplex options can include:

- Single Sided Only (Simplex)
- Double Sided Only (Duplex)
- Default to Single Sided: When duplex is also available but is not selected.
- Default to Double Sided: When simplex is also available but is not selected.
- Not Managed: The printer owner has placed no restrictions on the Duplex feature. Depending on the printer, duplexing may be still available in the Advanced printer driver properties.

5. Specify whether you want to print in color or in black and white.

6. To modify other available printer driver properties, click Advanced. Depending on the print data generator associated with the printer, various additional options may be available.

5. Cover Sheet

- To enable a cover sheet standard pre-formatted messaging is available. Select drop-down menu for the desired cover or end page to your document

Trademarks and service marks

The following are trademarks or registered trademarks or licensed trademarks of ePRINTit USA, LLC. ePRINTit File-to-Print™, PrinterOn®, PrintAnywhere®, Print Simply Anywhere®, PrintWhere®, PRINTSPOTS®, the PrinterOn Logo, the PrinterOn Symbol, PrintConnect™, Secure Release Anywhere™, trademarks and/or registered trademarks of ePRINTit USA, LLC.

The following are trademarks or registered trademarks of other companies:

HPI, HP or Hewlett Packard are registered trademarks of Hewlett Packard Inc.

Windows, Office 365, Internet Explorer, Edge, Microsoft Word, Microsoft Excel, Microsoft PowerPoint, and Microsoft Visio are trademarks or registered trademarks of Microsoft Corporation.

iPad, iPhone, AirPrint, and macOS are trademarks or registered trademarks of Apple.

iOS is a trademark or registered trademark of Cisco in the U.S. and other countries and is used by Apple under license.

Android, Chrome OS, and Chromebook are trademarks or registered trademarks of Google Inc.

BlackBerry is a registered trademark of BlackBerry, Ltd.

Other brands and their products are trademarks or registered trademarks of their respective holders.

Copyright notice

November 15, 2022