Apple iPhone/iPad

1. Connect to Belmont Wi-Fi network.
2. Print from a document or app.
3. Adjust Printer Options.
4. Pick up printing.

BruinPrint requires a connection to the Belmont wireless network.

1. **Connect to Belmont Wi-Fi Network.**
   a. Tap the **Settings** app on your device.
   b. Tap **Wi-Fi** and then tap **Belmont.**
   c. A checkmark will indicate a successful connection.

2. **Print from a document or app.**
   a. Within a document or app, tap the **Action (Share)** or the **Menu** icon.
   b. A pop-up menu will appear. Tap **Print**.

EXAMPLE: Print from Document (i.e., Excel)   **EXAMPLE:** Print from App (i.e., Google Drive)
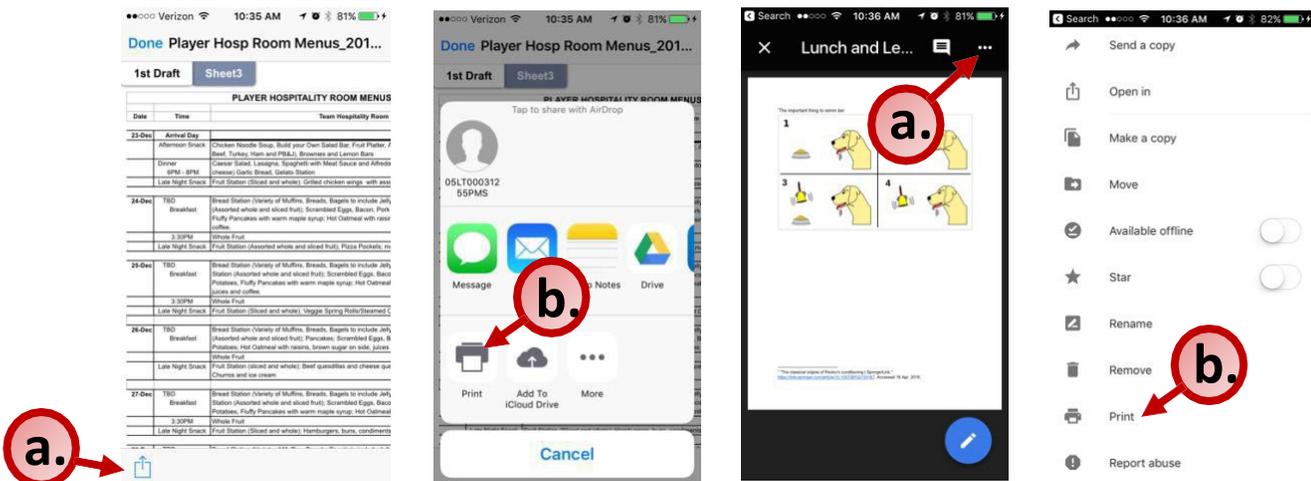
3. **Adjust Printer Options.**

    a. Tap **Select Printer**

    b. Tap **bruinprint**.

    c. Type your BruintPrint account name (**i.e., Belmont email address**).

    d. Type your BruinPrint password (**i.e., Belmont email password**).

    e. Tap **OK** (password box will disappear).

    f. Edit number of copies.

    g. Adjust advanced printing options (e.g., two-sided, color)

        i. Please be aware of your default settings – some devices are defaulted to COLOR PRINT.

    h. Tap the **Print** button in the upper-right corner.
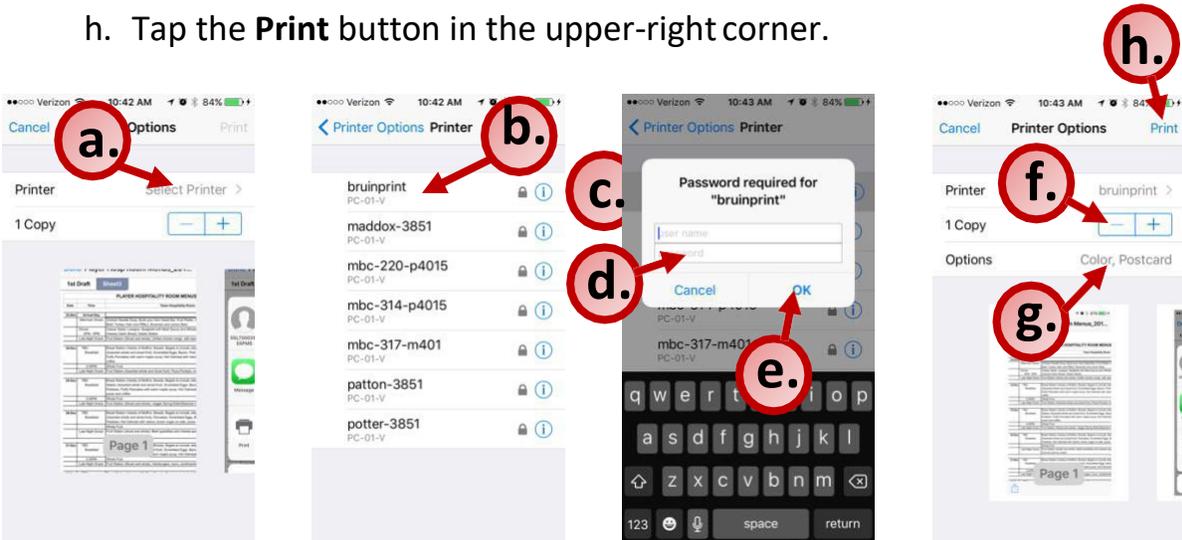
4. **Pick up printing.**
    a. Walk to a BruinPrint station.
    b. Swipe your BUID card into the card reader (black stripe facing down).
    c. Click Print Release.
    d. The display screen will list current printings.
    e. Tap the document you want to print.
    f. Tap the **Print** button on the bottom-right corner of the display screen.
    g. Once the document prints, tap the **Log Out** button at the top-right corner of the display screen.