

ALL SAINTS' C OF E
PRIMARY SCHOOL

All Saints' Cloud Printer Install Update

31/08/2021



Information

- After creating the how to video and running some extra tests on devices we noticed that there is an extra setting which needs to be enabled in order to print correctly to the copiers.
- This short help guide will talk you through how to enable this. Please note that you need to have the copier fully installed prior to following this guide.
- If you require any help or have any further questions please log a ticket via the helpdesk

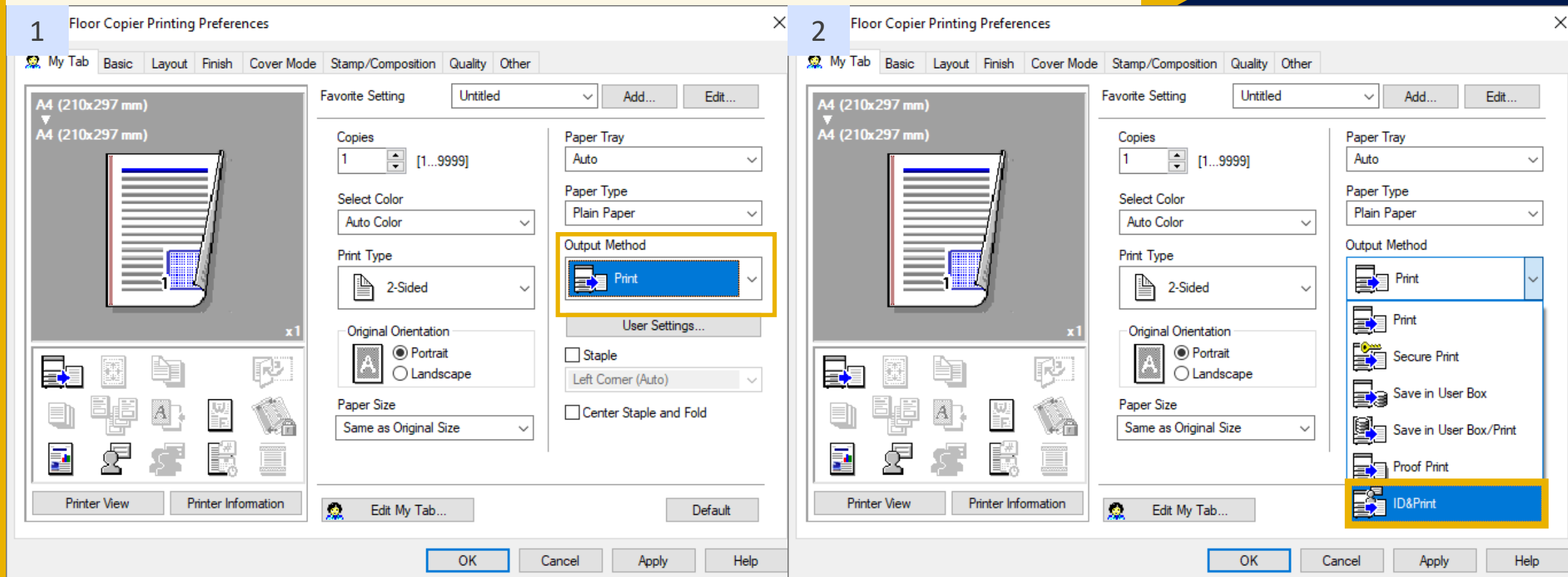
Firstly you will need to head to the manage page of one of the copiers that you have installed. This is the second section of the instruction video where we go to printer properties. Please be aware that this setting will need to be enabled on each.



Next you will need to select the 'Printer Preferences' option from the menu.



Once this pop up appears you will need to select the 'Output Method' drop down list (as show in image 1). You will then need to select the 'ID&Print' option (as show in image 2). Then click on 'OK'.



- Once you have click on 'OK', this will apply the settings and enable the secure print to function correctly.
- If you require any help or have any further questions please log a ticket via the helpdesk

ALL SAINTS' C OF E
PRIMARY SCHOOL

Thank You.



Mr J Smithson



01733 259776



support@allsaints.peterborough.sch.uk



www.allsaints.peterborough.sch.uk

