Using the ePRINTit SaaS App.

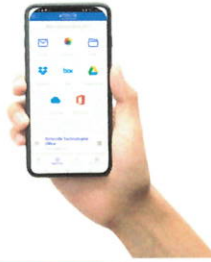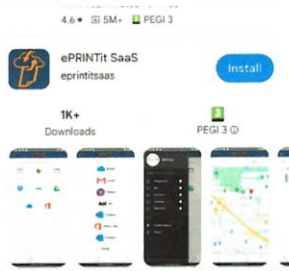**ePRINTitSaaS**

1 Download and install the ePRINTit SaaS App

Once the App is downloaded we need to link it to our **Print Copy and Go** Printers, by scanning the QR Code.
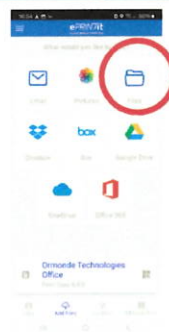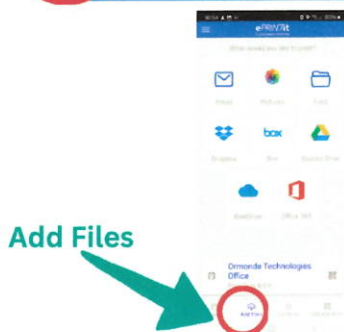
2 Scan the QR code with your Camera

This will link the ePRINTit SaaS app to our **Print Copy and Go** Printers. By clicking on 'Location' you will see a list of all the nearby Printers.

Print Copy AND GO
Self-Service Printing

3 Click on 'Add Files' to upload files to Print
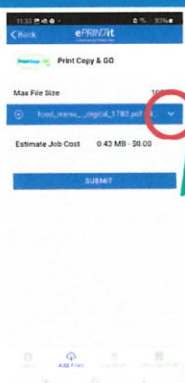
Add Files

First click on 'Add Files' icon, then click on Files or Pictures to upload files from your device.
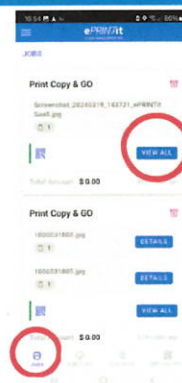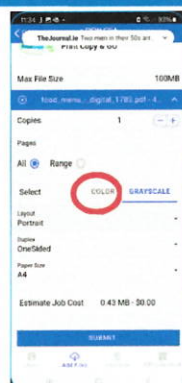
You can also link to your Google, Onedrive or Office 365 accounts and print directly from there.
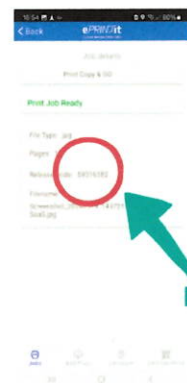
Select files from your device.

4 Select print properties and submit your Print

Select Print Properties

Click here to get release code

Release Code

Click on the down arrow beside the file name to choose your print options. Number of copies, Colour or Black & White page layout, etc. Then click on **'SUBMIT'** send your job to Print.

Click on **'Jobs'** to view all your submitted jobs. Click on **'VIEW ALL'** to see your 8 digit release code. Note the release code, which you will need to print your document at the kiosk.