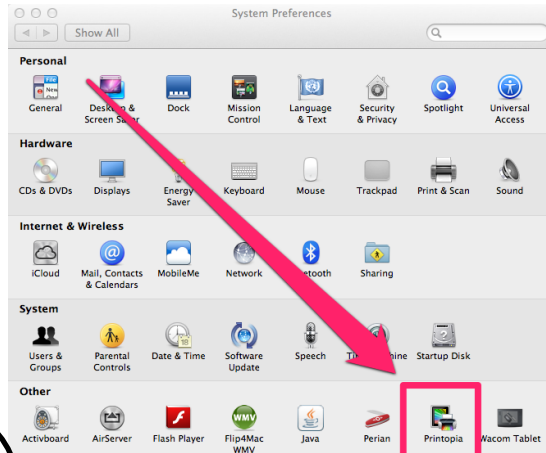# Setting Printers on Printopia

ONCE YOU HAVE INSTALLED PRINTOPIA, YOU CAN FIND IT IN YOUR SYSTEM PREFERENCES.

CHECK THE BOXES OF THE PRINTERS YOU WANT TO MAKE AVAILABLE

SET A PASSWORD IF YOU WANT TO LIMIT ACCESS TO THE PRINTER.

TURN PRINTOPIA ON & OFF HERE

CHECK YOUR COMPUTER, IF YOU WANT STUDENTS TO SEND ITEMS FROM THE IPAD TO YOUR COMPUTER.

YOU MAY NOT WANT TO ADD ALL YOUR PRINTERS. ADD ONLY THE PRINTERS THAT YOU WANT STUDENTS TO USE. (STUDENT'S SHOULD NOT PRINT TO COLOR)

YOU MAY NOT WANT TO ADD COLOR PRINTERS... OR PROTECT COLOR PRINTERS WITH A PASSWORD (IF YOU NEED TO USE IT FROM YOUR IPAD). IF STUDENTS HAVE WORK THAT NEEDS TO BE PRINTED IN COLOR. THEN THEY CAN SEND IT TO YOUR COMPUTER, AND YOU CAN PREVIEW IT AND PRINT IT AFTER.