

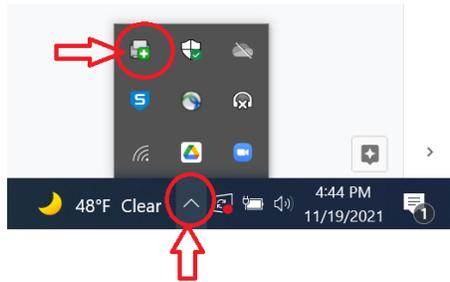
**Use case for all scenarios:**

Use the application functions, Pull Printing, Pin Login, Email Print, and Mobile Release.

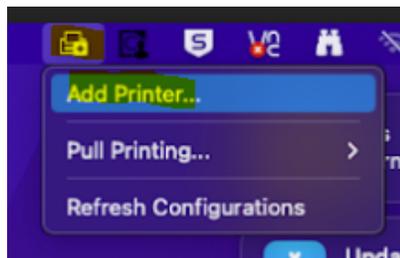
**Scenario:1 Install a Pull Printer and Send Pull Print Job**

1. Locate our app in the Task Tray.

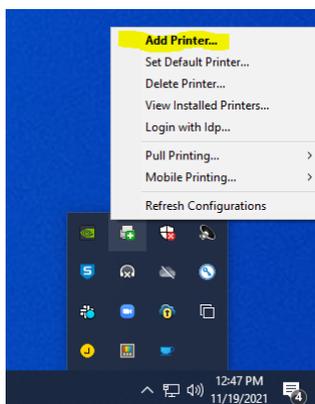
For Windows, the Task Tray is located in the lower right corner of your desktop (typically). Once you click on it, a window will open containing the PrinterLogic app.



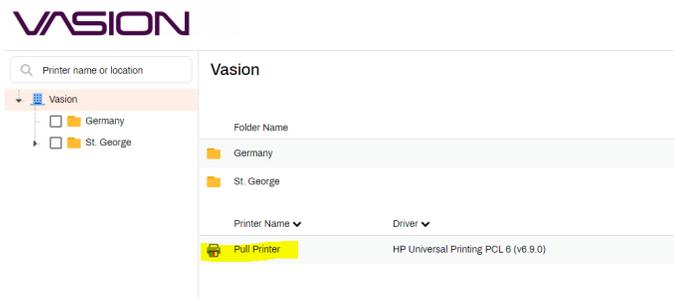
For Mac, the PrinterLogic icon is located in the top right corner of your desktop:



2. When you've located the PrinterLogic icon, right click on it.
3. Select 'ADD PRINTER'.



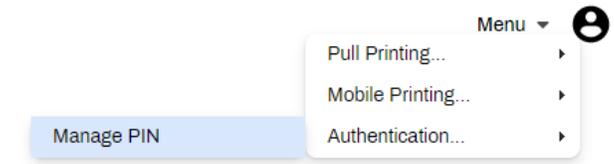
4. This should take you to <https://print.printercloud.com>. If you do not have the client in the system tray, you will need to manually navigate to the URL and install the client and extension. If this is needed or if you are logged into another instance, please contact your local PM.
5. Log in with your Okta credentials.
6. If prompted to enter an Authorization code, enter: **6390kqzk**
7. Select '**Pull Printer**' and choose '**Install Printer**' (this may take a few minutes).



8. Navigate away from the PrinterLogic app and create a small (max 1-2 pages) document with your name in the content (PDF, GoogleSlides, GoogleSheet, Text Doc, etc.). **Note: Your name must be included in the document to be entered into the drawing.**
9. Select the path to print your document (example: File > Print).
10. Select '**Pull Printer**' as the printer definition.
11. Click the '**Print**' button.
12. Repeat steps 8-11 to send a second print job to the Pull Printer.

## Scenario 2: Create Pin and Locate User ID

1. Start from the Self Service Portal (<https://print.printercloud.com>).
2. On the right side, select Menu > Authentication > **Manage Pin**.



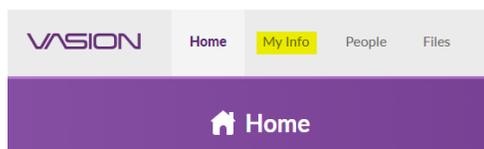
3. Enter a pin code that is easy for you to remember.

The image shows a dialog box titled 'Set User PIN...' with a close button (X) in the top right corner. Below the title, it says 'Please set or enter your 4-10 digit PIN'. There are two input fields: 'New PIN:' and 'Confirm PIN:'. A 'Save' button is located at the bottom right of the dialog box.

4. Click 'Save'.

## Locate Pin User ID:

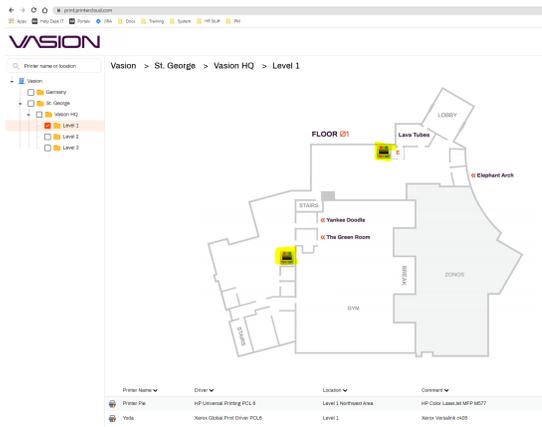
1. Log in to Vasion Okta page (<https://vasion.okta.com/app/UserHome>).
2. Click on '**BambooHR**'.
3. From the Bamboo Home page select the 'My Info' tab.



4. Under the '**Personal**' tab locate the '**Employee #**'
5. Keep this number for logging into the CPA in later steps.

## Scenario 3: Send Email Print Job

1. Open Self Service Portal (<https://print.printercloud.com>).
2. Locate the printer closest to you (if needed, refer to floor map on [print.printercloud.com](https://print.printercloud.com) - under St George, Vasion HQ, and Level [floor] 1, 2, or 3).



3. Open your Vasion email service.
4. Enter the email address with the following format PRINTER\_NAME@vasion.com (i.e. blackpearl@vasion.com, billbobaggins@vasion.com, printerpie@vasion.com, etc).
5. Provide a subject and some simple text in the body of the email to indicate it is YOUR test. **Note: Your name must be included in the document to be entered in the drawing.**
6. Click **'Send'**.
7. Check your inbox to see if you've received a print confirmation email (this may take a few minutes).
8. Go to the printer and retrieve your print job.

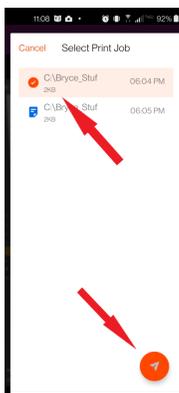
## Scenario 4 : Release Pull Print with Mobile

**Prerequisite:** Download the PrinterLogic Mobile App in the Google Play or Apple Store depending on your phone operating system. Search for 'PrinterLogic'.

1. Walk to a printer nearby and locate the QR code attached to the printer–please avoid using the Ironman office printer.
2. Open mobile app.
3. Enter the URL connection as <https://print.printercloud.com>.
4. Log in using Okta credentials.
5. Click on the QR code button.

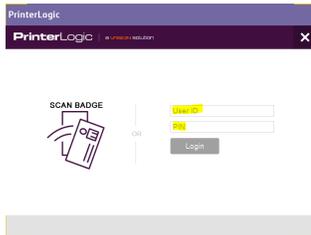


6. Scan the QR code on the printer.
7. Select the print job you want to release.
8. Select the Orange release button to release the held job.

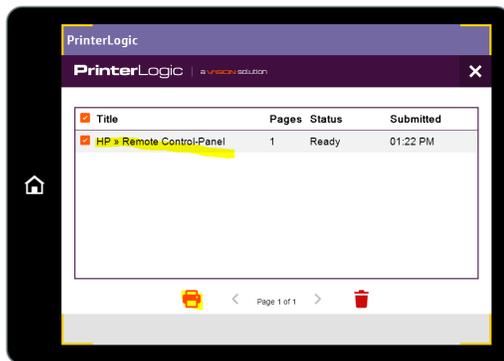


## Scenario 5: Release Pull Print with Pin

1. Select the PrinterLogic icon on the Control Panel for the printer.
2. Enter User ID and Pin from Scenario 2.



3. Locate your **Pull Print** document from the interface and select the orange print icon.



4. Click 'X to log out.