



Xerox® PrintBack App

User Guide for Android Devices



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Document version 1.0: October 2011

Xerox® PrintBack App User Guide for Android

Xerox® PrintBack

Xerox® PrintBack enables printing from your iOS and Android-based tablets and smartphones to the default printer installed on your computer. PrintBack consists of three components:

- Xerox® PrintBack App—Installed on your mobile device, the app sends print jobs to your selected online service.
- Online service—A Web-based service, such as Dropbox or an email provider, transmits jobs from your mobile device to your computer.
- Xerox® PrintBack Agent—Installed on your computer, the agent retrieves print jobs from the online service and prints them to your default printer.

To print, the computer and the default printer must be turned on and ready to print. If documents are sent while the computer or printer are not ready or not connected, the online service stores the documents. They are retrieved and printed when the computer is turned on and connected to the network again.

Before You Begin

Before you start, set up a Dropbox or email account to use for storing and printing documents and set up the Xerox® PrintBack Agent.

Note: Xerox recommends that you select Dropbox for use with PrintBack.

- To set up a Dropbox account, go to www.dropbox.com.
- To set up a new email account, browse to one of the following email providers and create an account:
 - Gmail
 - Microsoft MSN
 - Microsoft Hotmail
 - Windows Live Mail
 - Yahoo! Mail Plus
 - AOL Mail

Note: If you select email, Xerox recommends that you use a separate or dedicated email account with PrintBack.

- To download the Xerox® PrintBack Agent, go to www.xerox.com/downloadprintback. To download the appropriate *Xerox® PrintBack Agent Installation Guide* for your computer and the appropriate *User Guide* for your mobile device, click **Documentation**. To install and set up the agent on your computer, follow the instructions in the *Xerox® PrintBack Agent Installation Guide*.

Setting Up the Xerox® PrintBack App

1. Download and install the Xerox® PrintBack App from the Android Market.
Note: For a link to the Android Market, go to www.xerox.com/downloadprintback.
2. To open the app, on your mobile device, touch the **PrintBack** icon.
3. At the license agreement screen, touch **Accept**.
4. At Setup, select **Yes** or **No** to answer the question about having installed the Xerox® PrintBack Agent on your computer.
5. If you selected No, follow the onscreen instructions.
To get more information, touch the link to **Xerox PrintBack Support**, or touch **Email Instructions to Me** or **Send Xerox Feedback**.
To download the Xerox® PrintBack agent to your computer, go to www.xerox.com/downloadprintback.
To return to Setup, touch **Return to Previous Screen**.
6. After selecting Yes, touch **Dropbox** or **Email**, then enter your account information.
7. To reduce photo file size, and reduce the transmission time, touch the **Reduce Photo File Size** button.
Note: When Reduce Photo Size is on, the application reduces the size of the photo file as needed. If a copy is being saved to Downloads or the Dropbox, the application does not reduce the photo size.
8. Do one of the following:
 - To save the setting, touch **OK**.
 - To discard the settings and return to the app, touch **Cancel**.

Printing a Photo

1. With PrintBack open, touch the **Photos** icon.
2. To select a picture for printing, flip through the picture thumbnails in the upper pane, then touch a picture.
3. Touch **Print**, then select settings for the print:
 - To select the number of copies, touch the **Copies** arrow, then select the number of copies from the drop-down list.
 - To select the photo size, touch the **Photo Size** arrow, then select the photo size from the drop-down list.
 - To hold the print job in the Xerox® PrintBack print queue, touch the **Hold Print** check box to turn it on. Hold Print jobs are held in the Xerox® PrintBack Print Agent. In order to print Hold Print jobs, you must release them using the Xerox® PrintBack Agent on your computer.
 - To save a copy of the photo in the Downloads folder in your Desktop Documents library, touch the **Copy to Downloads** check box to select.
 - To save a copy of the photo in the Xerox® PrintBack folder of your Dropbox, touch the **Copy to Dropbox** check box to select.
 - To save copies in either of the folders without printing, touch the **Copy Only** button to select.

4. Touch **Print**.

Note: To print, your computer and printer must be on and ready to print. If documents are sent while the computer or printer are not ready, the documents are stored until the system is ready to print.

Printing from Photo Shoot

1. With PrintBack open, touch the **Photo Shoot** icon.
2. Select the settings for the print. For details, see Printing a Photo.
3. Touch **Camera**.
4. Compose your picture, then touch the shutter button at the bottom of the screen.
5. Review the picture, then do one of the following:
 - To accept the picture and send it to the printer, touch **Done** or **OK**.
 - To delete the picture and take another, touch the **RETAKE** (camera) icon.
6. To continue printing with the same settings, compose additional pictures then touch the **shutter** button.

Note: To print, your computer and printer must be on and ready to print. If documents are sent while the computer or printer are not ready, the documents are stored until the system is ready to print.

7. To exit Photo Shoot, touch the back arrow on the device.

Printing from the Clipboard

1. Using another mobile device app, such as a Web browser or email, copy text to the clipboard.
2. Open PrintBack, then touch the **Clipboard** icon.
3. Touch **Print**, then select the settings for the print. For details, see Printing a Photo.
4. Touch **Print**.

Note: To print, your computer and printer must be on and ready to print. If documents are sent while the computer or printer are not ready, the documents are stored until the system is ready to print.

Printing from Documents

1. With the PrintBack App open, touch the **Documents** icon.
2. Using the folder directory, navigate to the folder containing your document or photos.

Note: To go up a directory level, touch the up arrow on the top folder.

3. Touch the document you want to print, then touch **Print**.
4. Select the settings for the print. For details, see Printing a Photo.
5. Touch **Print**.

Selecting the PrintBack App Setting

1. With the PrintBack App open, touch the **Menu** button.
2. Touch **Configuration**.
3. To select a Print Using setting, touch **Dropbox** or **Email**, then enter your information. For details, see Setting Up PrintBack.
4. To set a password to restrict access to the print function, touch **Set Print Password**.
5. Touch the **Print Password** field, then enter an alphanumeric password. The password can be 30 characters maximum.
6. Do one of the following:
 - To accept the password, touch **OK**.
 - To leave the password unchanged and return to Configuration, touch **Cancel**.
7. To reduce photo file size, and reduce the transmission time, touch the **Reduce Photo File Size** button.

Notes:

- When Reduce Photo Size is on, the application reduces the size of the photo file as needed.
 - When the size of a photo file is reduced, it can reduce the print quality of the photo.
 - If a copy is being saved to Downloads or the Dropbox, the application does not reduce the photo size.
8. Do one of the following:
 - To save the setting, touch **OK**.
 - To discard the settings and return to the app, touch **Cancel**.

Contacting Xerox

1. With the PrintBack App open, touch the **Menu** button.
2. Touch the **Contact Us** button.
3. Do one or more of the following:
 - To send Xerox an email, touch the **Send us Email** link.
 - To find other useful information or leave comments on Twitter, touch the **Visit us on Twitter** link.
 - For support, touch the **Xerox PrintBack Support** link.
 - For the PrintBack App version information, touch **About**.
4. Touch the back arrow to return to the application.