



Xerox® PrintBack App

User Guide for iOS Devices



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Xerox® PrintBack App User Guide for iOS

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 iTunes App Store.
Note: For a link to the iTunes Store, go to www.xerox.com/downloadprintback.
2. To open the app, on your mobile device, touch the **PrintBack** icon.
3. At Setup, select **Yes** or **No** to answer the question about having installed the Xerox® PrintBack Agent on your computer.
4. If you selected No, follow the onscreen instructions.
To get more information, touch the link to <http://www.support.xerox.com/support/xerox-printback>, 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.
5. After selecting Yes, at the Print Using screen, touch **Dropbox** or **Email**.
6. Do one of the following:
 - If you selected Dropbox, enter the email address and password associated with your Dropbox account, then click **Link**.
 - If you selected Email, enter your account information, then click **Done**.

Printing a Photo

1. With PrintBack open, touch the **Photos** icon.
2. Touch **Choose**, then touch the photo that you want to print.
3. Touch **Print**, then select settings for the print:
 - To select the number of copies, touch **-** or **+**.
 - Touch **Photo Size**, then select the print size.
 - To hold the print job in the Xerox® PrintBack print queue, touch the **Hold Print** button 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 **Downloads** button to turn it on.
 - To save a copy of the photo in the Xerox® PrintBack folder of your Dropbox, touch the **Dropbox** button to turn it on.
 - To save copies in either of the folders without printing, touch the **Save Only** button to turn it on.
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](#) on page 4.
3. In the upper right corner of the display, touch the camera icon.
4. Aim the camera, compose your picture, then touch the **Photos** button at the bottom of the screen.
5. To continue printing with the same settings, compose additional pictures and 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 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](#) on page 4.
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.

Selecting PrintBack App Settings

1. To select or change the PrintBack App settings, do one of the following:
 - With PrintBack open, touch the **Settings** icon.
 - From the iPhone main menu, touch **Settings**.
2. To select a Print Using setting, touch **Dropbox** or **Email**, then enter your information. For details, see [Setting Up PrintBack](#) on page 4.
3. To set a password to protect the print function, touch **Print Password**.
4. Touch the **Print Password** field, then enter an alphanumeric password. The password can be 30 characters maximum.
5. 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.
6. To provide feedback about the Xerox® PrintBack App, touch **Feedback** for links to Xerox.

Contacting Xerox

1. In the dock, click **Preferences**, then click **Xerox PrintBack**.
2. To send an email to Xerox, click **XeroxPrintBack@xerox.com**.
3. Type your message, then click **Send**.

Note: For more information, go to www.xerox.com/mobile/printback.