IPADS

Table of Contents

Getting Started

Printing from the iPad

This lesson explains how to **print from the iPad** on the College WiFi networks using **AirPrint.** Teachers are able to print to all printers other than those in the admin offices and the large Media printer in the I7 Media Lab. Students are restricted to using the printers in classrooms or in the Library.
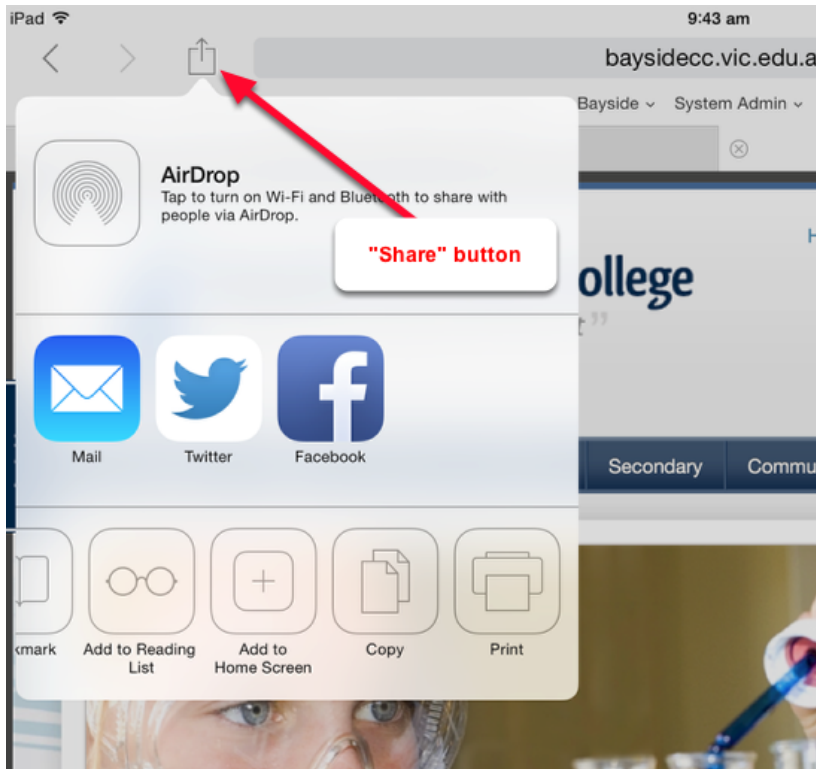
Overview of AirPrint

AirPrint is an Apple technology that lets applications create full-quality prints to AirPrint compatible printers or print servers. The majority of the apps on the App Store make use of AirPrint.

To use AirPrint, you need one of the following iOS devices running iOS 5 or later:

- iPad (all models)
- iPad Mini
- iPhone (3GS or later)
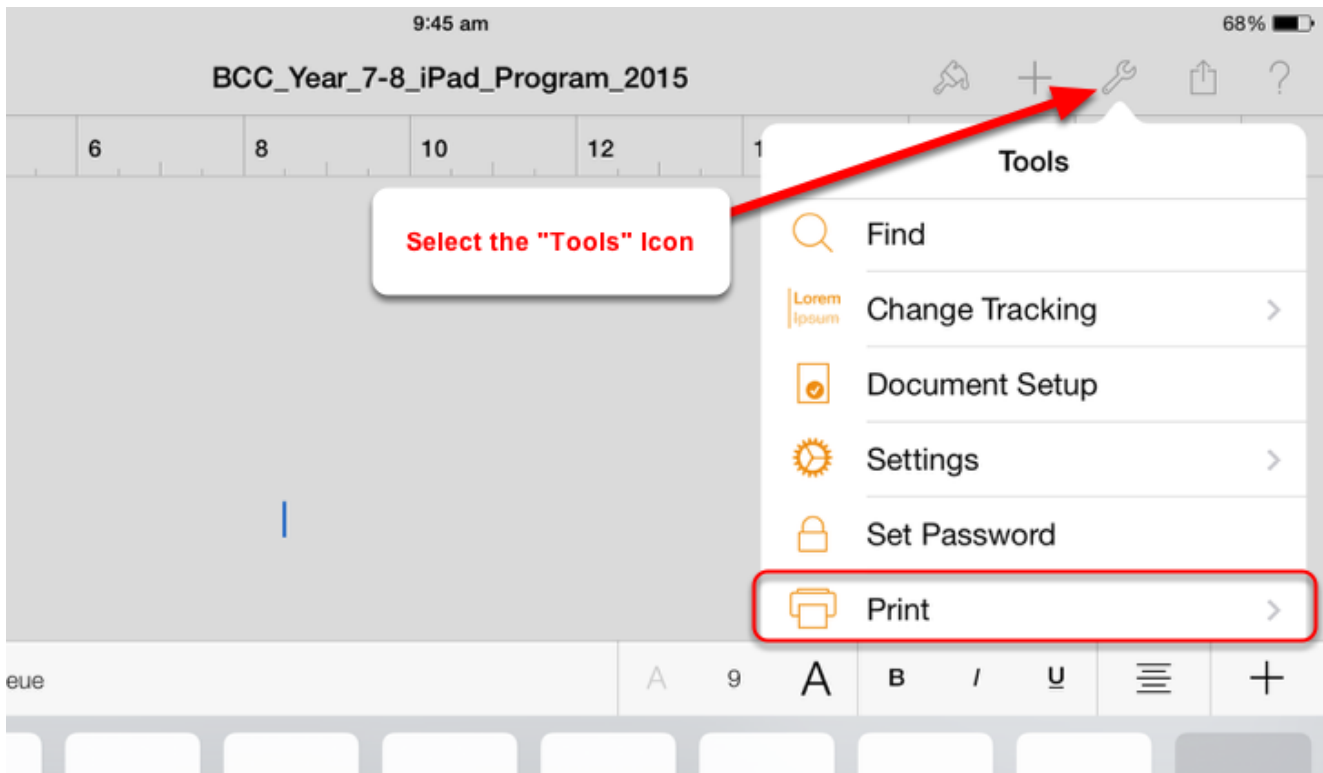- iPod touch (3rd generation or later)

AirPrint printers or the print server must be connected to the same WiFi network as the iPad, iPhone, or iPod Touch.

How To Print

To print on an iPad from inside an App, you need to click on the "Share button" in the App (see above). This is usually found near the top of an app, but is sometimes found inside of a higher level menu such as in Pages (see below for example).
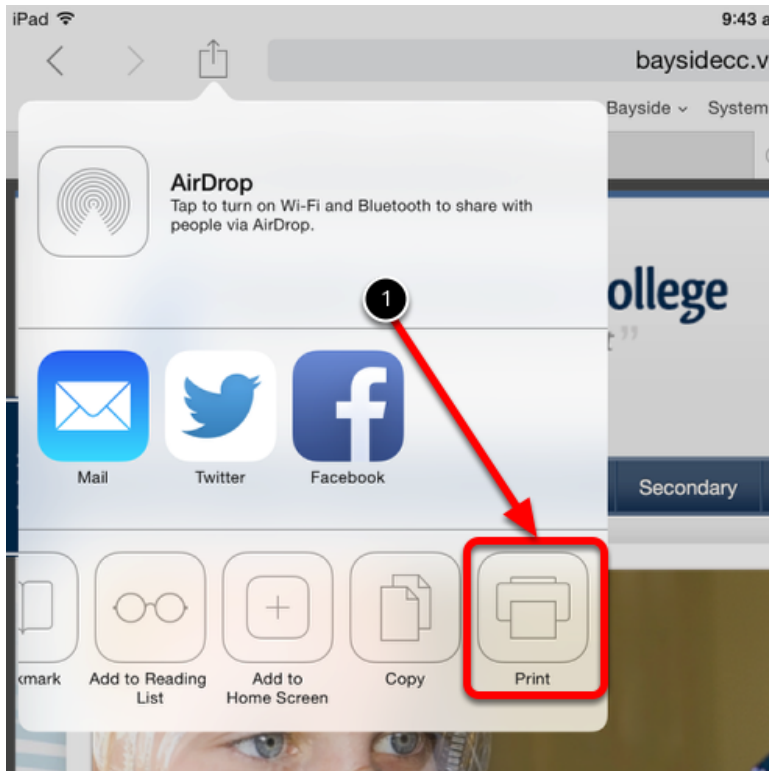
Printing from Pages, Keynote, or Numbers

In Pages, Keynote and Numbers (iWork) on the iPad, the "**Share**" button is part of the **Tools** submenu rather than a button at the top of the menu itself.
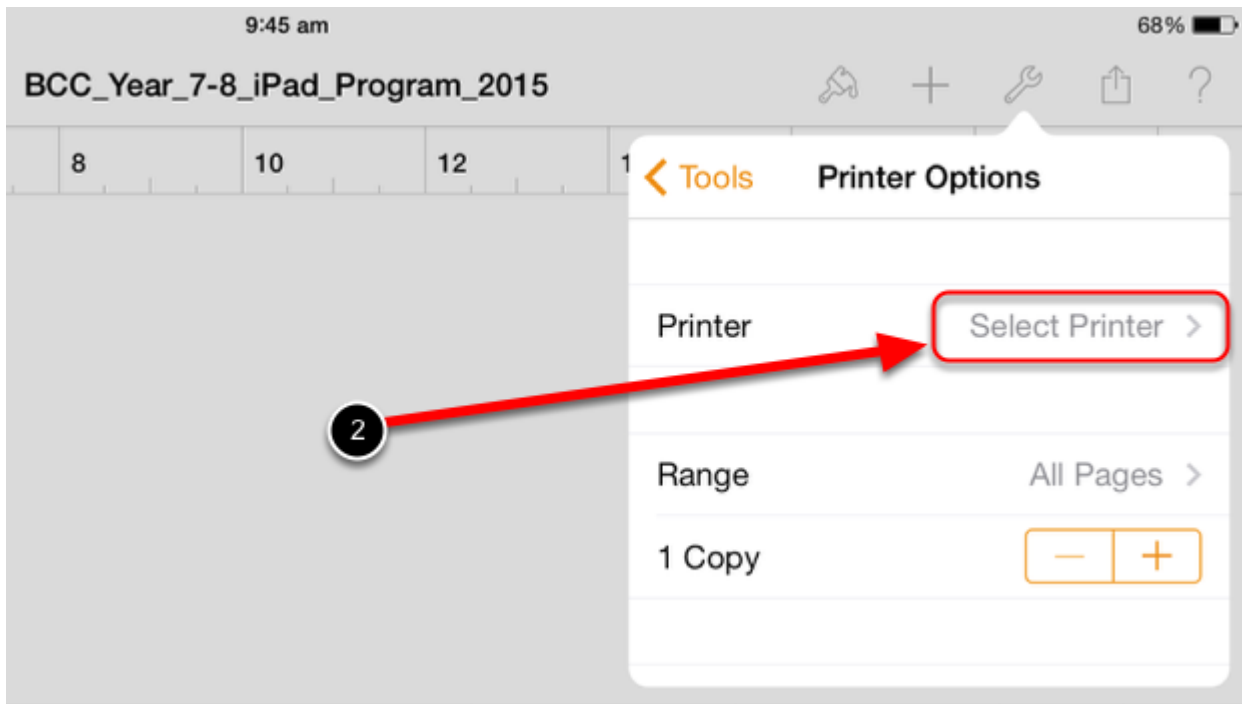
To print on the iPad from one of these Apps, click the **Tools** button and then select the "**Share and Print**" option.

Print Button

Step 1: When you have entered the "Share" menu, you will see a "Print" icon. Click this button to bring up the Print Menu (see below).
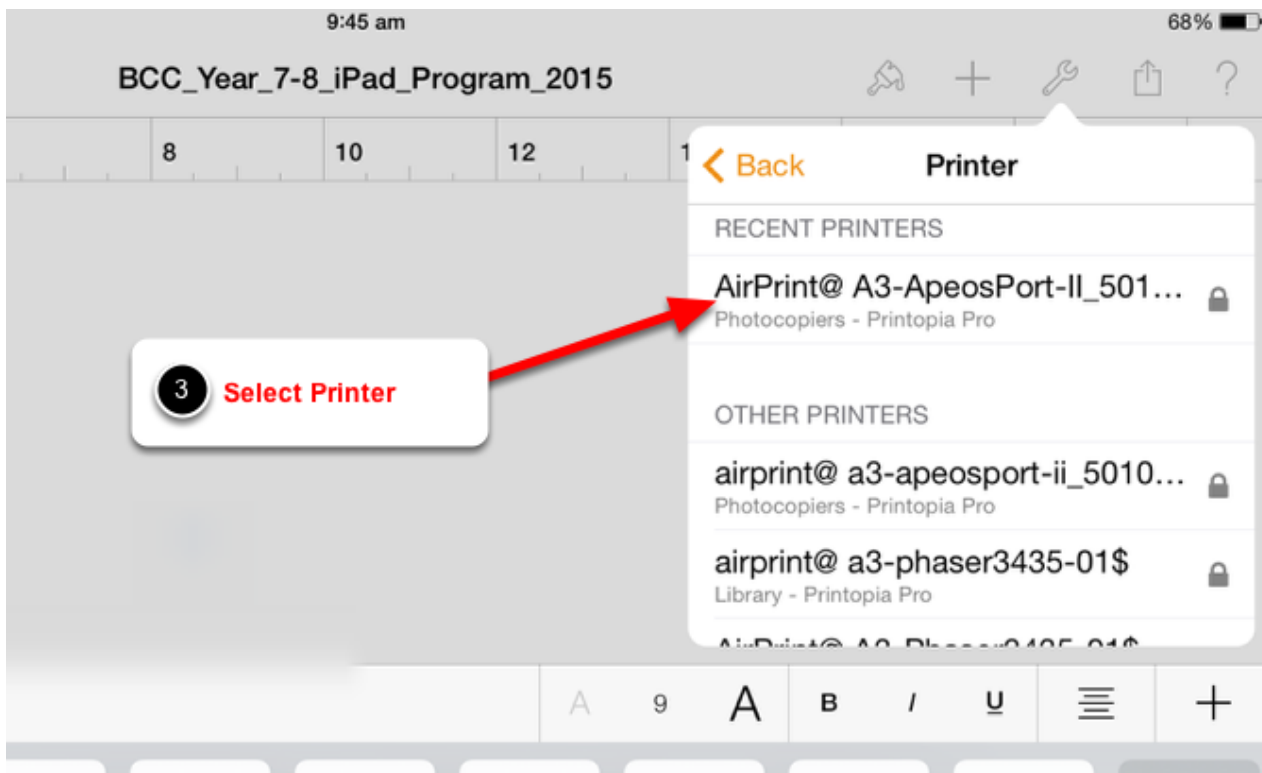
Print Menu

Step 2: You will now see the Print Menu on the iPad. There are several options that can be chosen from this menu depending on the capabilities of the printer you have selected, including:

1. **Select Printer** - Click this option to bring up all of the available printers on the network (see next step below).
2. **Range** - Click this option to select a specific page or pages to print
3. **Copies** - Select the number of copies of the document to print. The default is one.
4. **Double-sided** - Printers that have duplex capabilities will offer the option of doing single or double-sided prints. The default is double-sided to save paper.
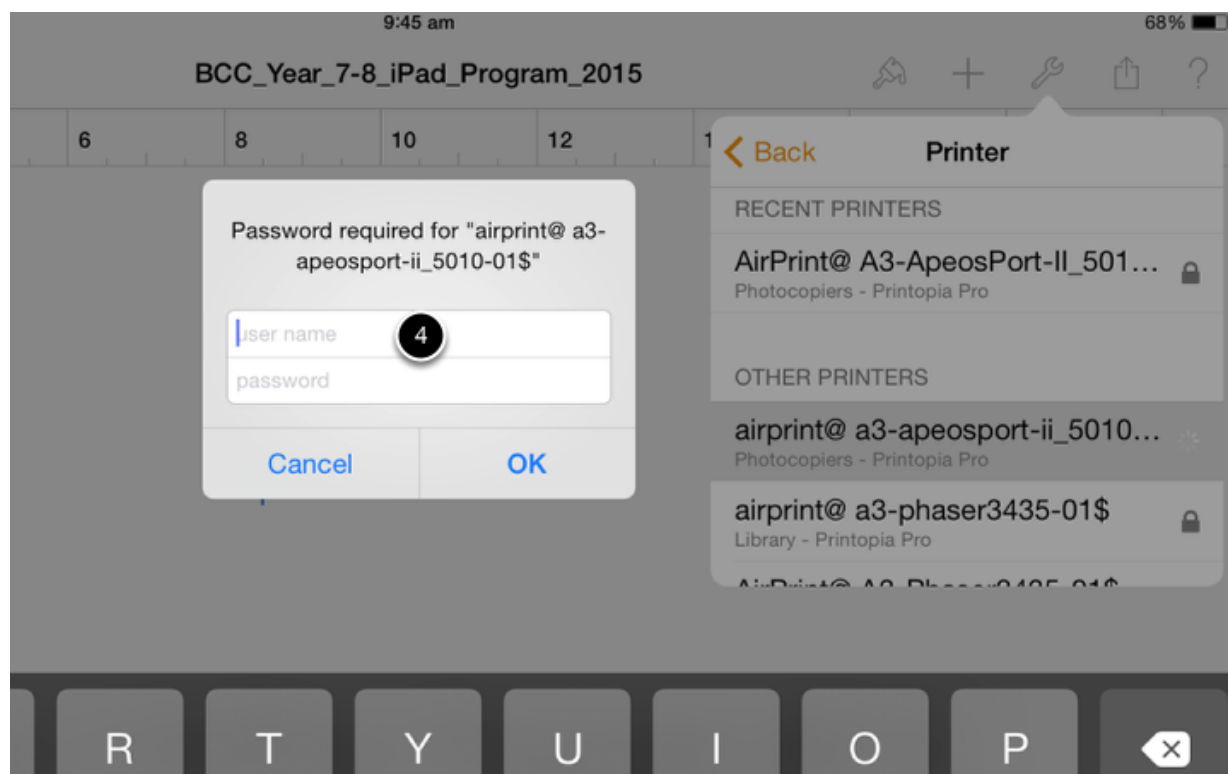
These options will be shown in more detail below.
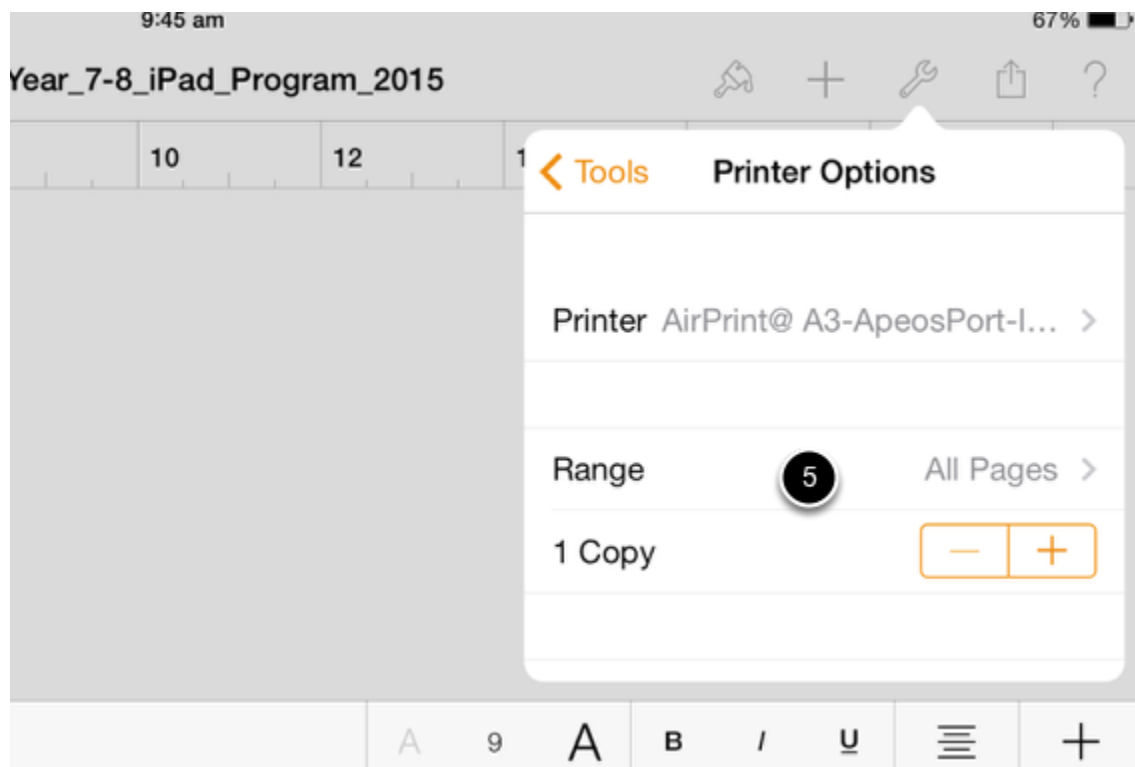
Select a Printer

Step 3: To select a printer on the network, click the "Select Printer" option that is displayed in the Print Menu. You should now see a range of printers on the network that are available to print to from the iPad. Select the printer that you want to use.
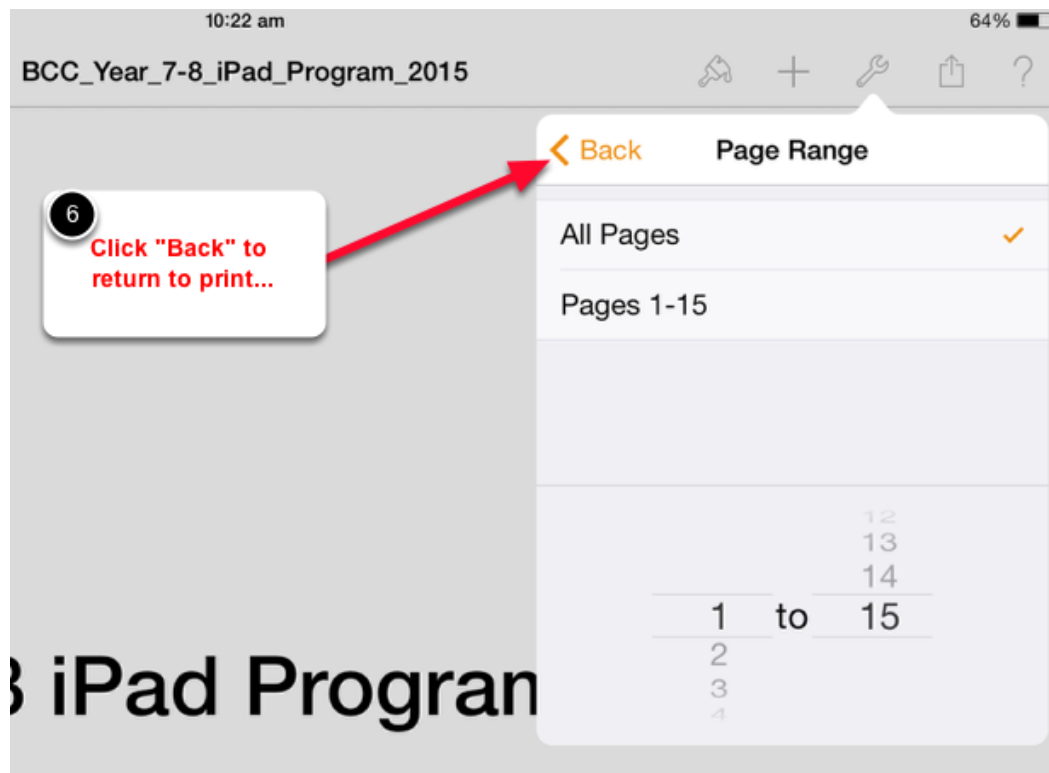
Enter User Account Details (Login)

Step 4: Next, you will be prompted for your Network Account details (e.g. Edumate login). Enter your username and password and click "OK".

Print Options

Step 5: Once you have successfully authenticated using your network login, the Printer Options screen above will appear on your iPad and you can select the print range and number of copies to be printed.
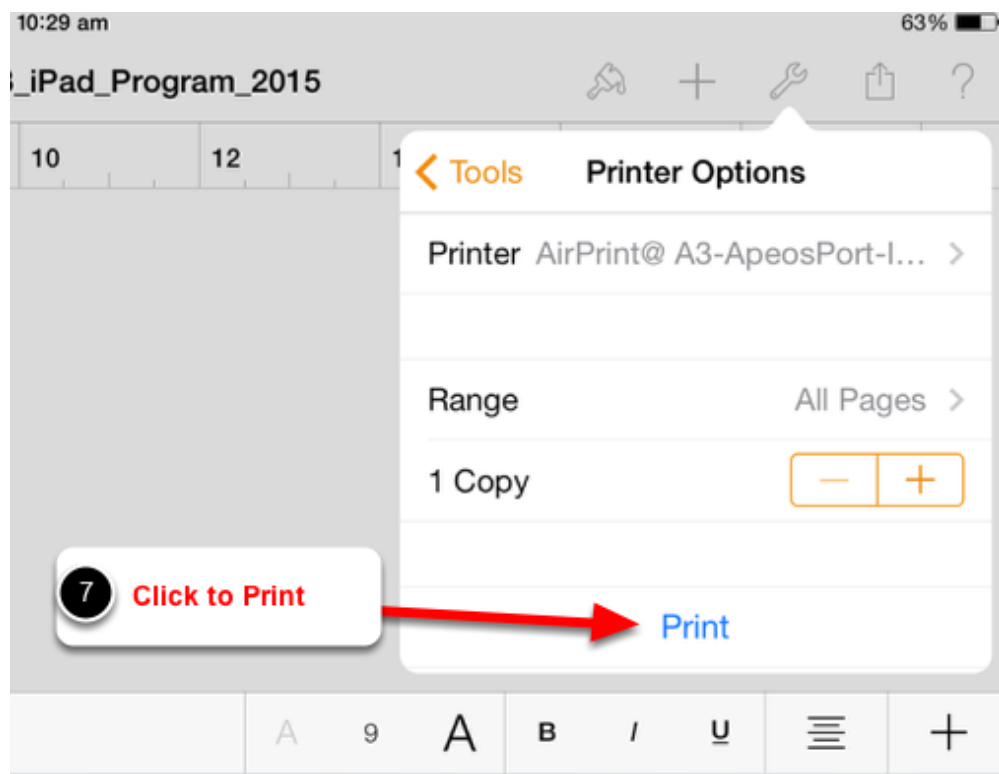
Set Print Range

Step 6: If you want to print all pages of a document, then just click the "Print" button in the Print Menu to do so. However, if you would like to select a specific page range of a document, then click on the "**Range**" option in the Print Menu and set the page number(s) that you would like to print.

Once you have set the page range, click "Back" to return to the Print Menu.

...And Print

Step 7: Once you have selected a printer, page range, the number of copies you want to print, and between single or double-sided prints - just click **Print** and your print job will be sent to the selected printer.

Update the iPad (iOS)

VPN Connections

Using the Bayside VPN

Bayside Christian College provides remote VPN (Virtual Private Network) access to the College internal systems for staff and some students (e.g. those in the BYOD program). This document has been created to provide instructions on installing and configuring the VPN as well as connecting to the college network and accessing internal systems.

VPN Overview

VPN access is available on PC's, Macs, and iPads and provides a secure, encrypted way to connect to the College remotely to access documents on the File Server, internal databases and sites.

The Bayside VPN is automatically installed through a Configuration Profile on the iPad. Any enrolled iPad that is in an allowed VPN group (e.g. Staff, BYOD students) will have the VPN already installed and configured on their iPad.

Installation and use of the VPN on the Mac is covered in a separate tutorials. PC users will need to bring their laptop to the ICT Department for installation and configuration of the VPN.

Setup the Bayside VPN on your iPad

Step 1 - For iPad users with the pre-installed VPN profile on their iPad, the only step required to utilise the VPN is for the user to enter their network username and password and turn on the VPN. To do this, go to the **Settings** app on your iPad and launch it.
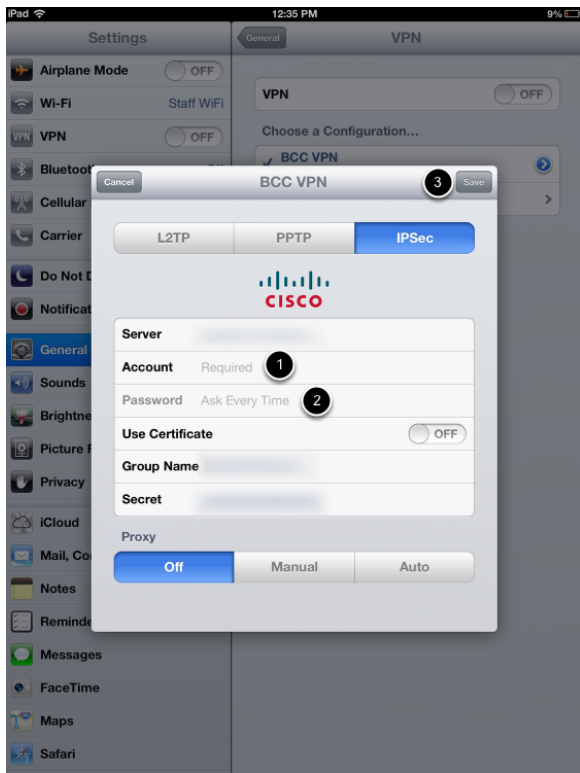
Open the iPad VPN Configuration

Step 2 - Once in the Settings app, navigate to "**General**" and click on the "**VPN**" option.

Configure the BCC VPN

Step 3 - Click on the blue open symbol **(>)** at the far right of the "**BCC VPN**" setting to configure the VPN with your username and password.

Set Your Username and Password

Step 4 - Once the BCC VPN configuration opens add the following information to the page and click save. Please ensure you DO NOT change any of the other settings or the VPN will stop working.

Account: your network username

Password: your network password

NOTE: The network username and password is the one you use to logon to the computer or Edumate.
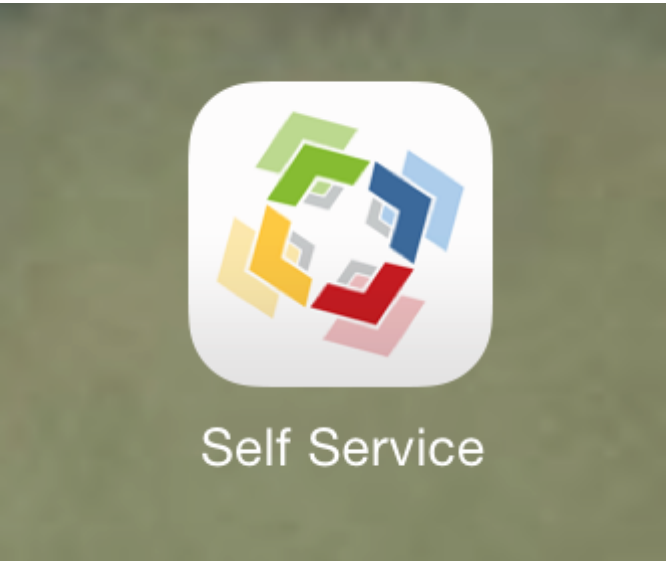
Turn on the VPN

Step 5 - If you have entered your username and password correctly, all you now need to do is toggle the "**VPN**" switch to the **On** mode. Once the VPN is connected, you will see the status change to "**Connected**" and the "**VPN**" symbol at the top of the iPad menubar next to the WiFi indicator.

Congratulations, you are now connected to the Bayside internal network via VPN on your iPad. This will allow you to connect to resources such as the File Server (using mobilEcho).
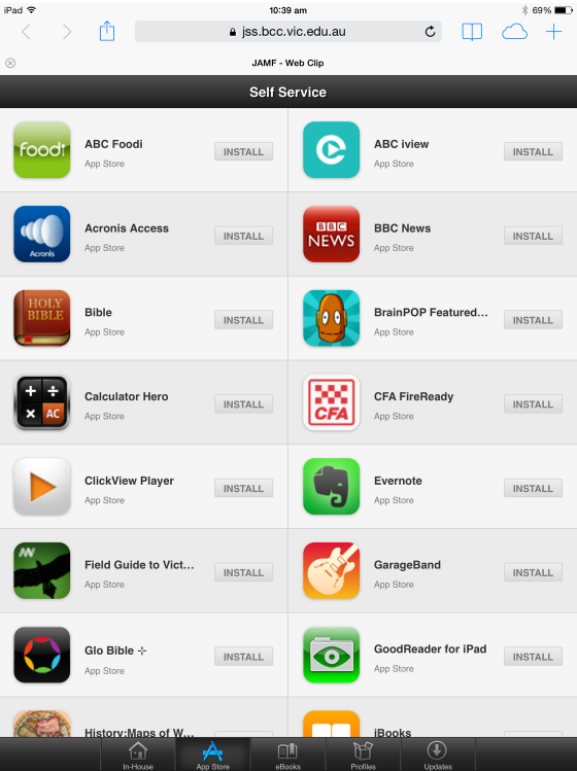
Self Service

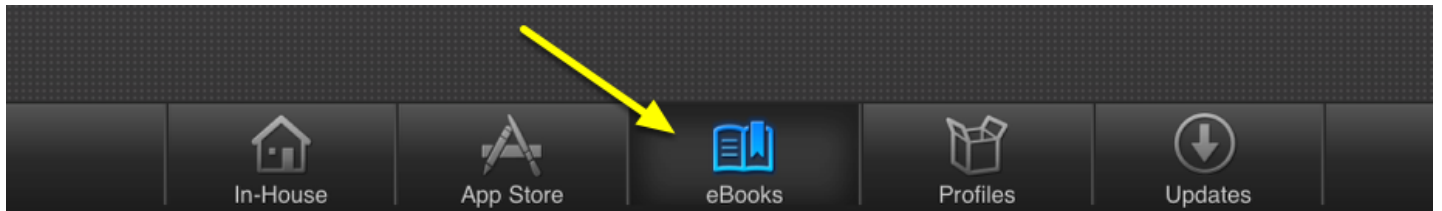# Redeem eBook Codes

Open the Self Service App

Find the Self Service app (app icon above) on your screen or search for it on the iPad using spotlight. Touch the app to open it.
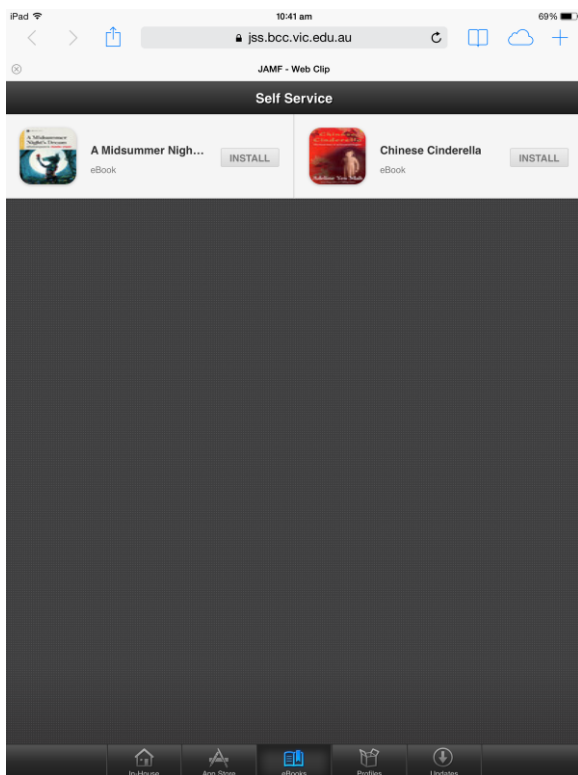
Self Service App

This is the initial screen that opens in the Self Service app.
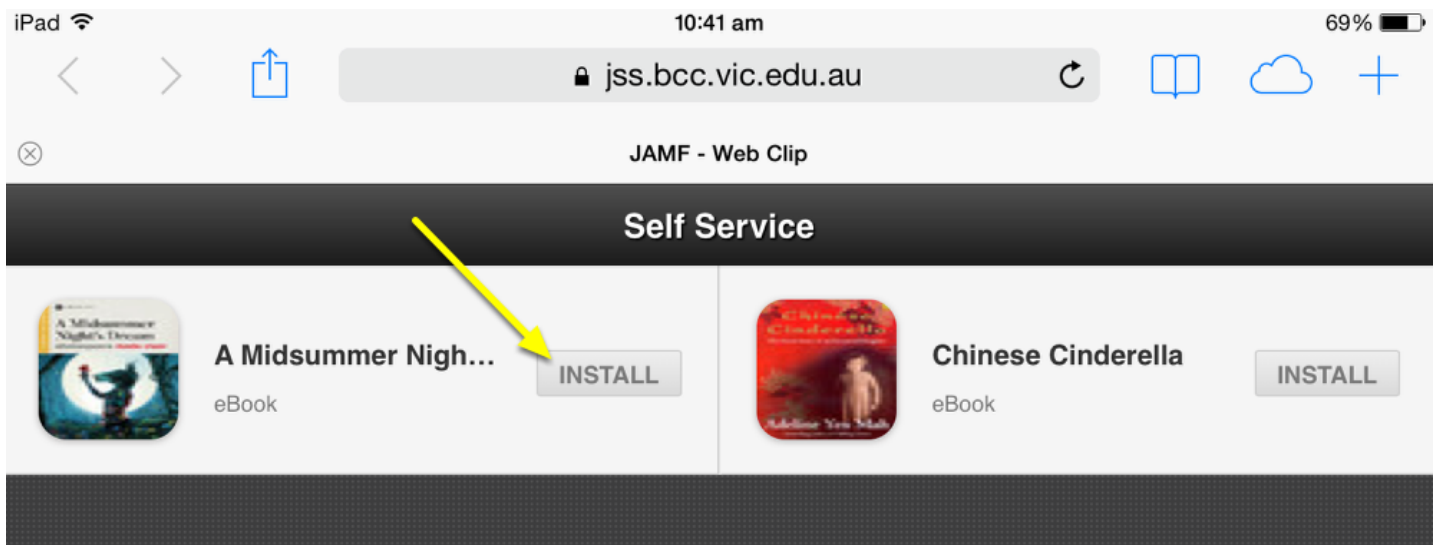
Click the "eBooks" tab in Self Service

Touch the "eBooks" tab at the bottom of the Self Service app to show eBooks that have been distributed to you.
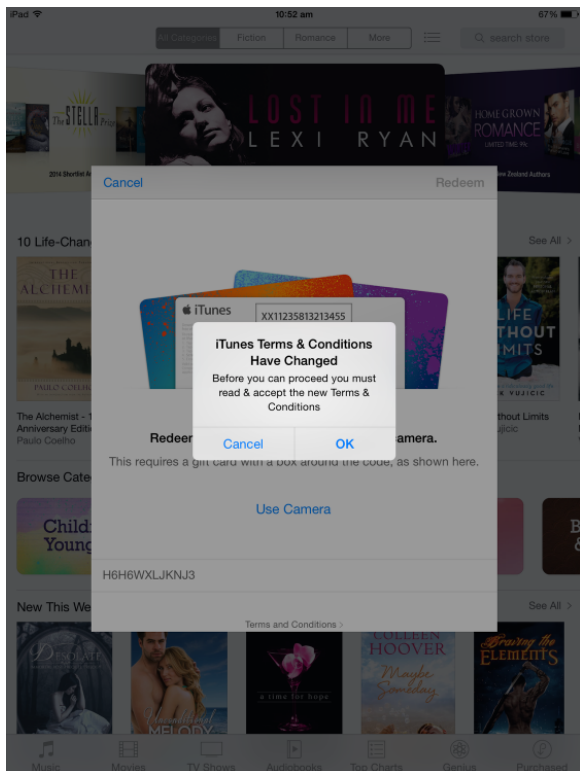
eBooks Screen in Self Service

In the "eBooks" tab of the Self Service app, you will see any eBooks that have been distrubted (gifted) to you from the iBooks store. The example above shows two books that have been "gifted" to this user.

Install an eBook

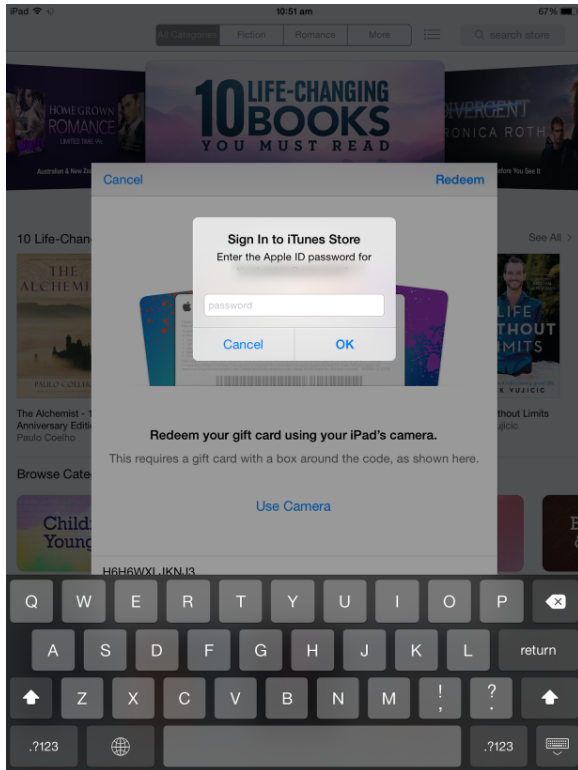To install an eBook from the Self Service app, click "Install" next to the eBook.

Accept new Terms & Conditions (ignore this step if not prompted)

If you have not used the iTunes store recently, you may be prompted to accept the new terms and conditions. Click OK if you see this prompt. Then cancel the redemption and click agree on
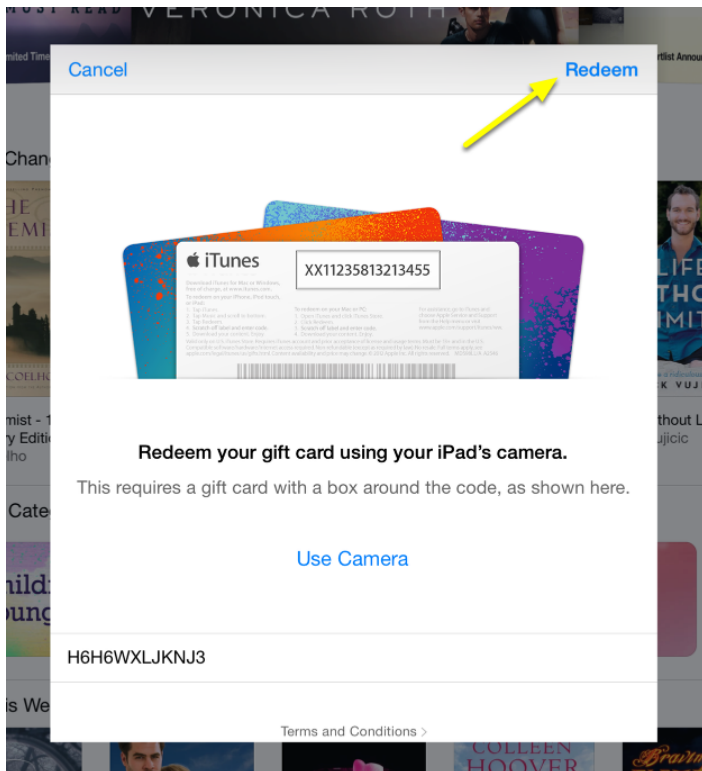
the terms and conditions screen that you see in iTunes store. If you are prompted to login with your Apple ID at this point, please do so. Once this is completed go back to Self Service and click "Install" on the eBook again.
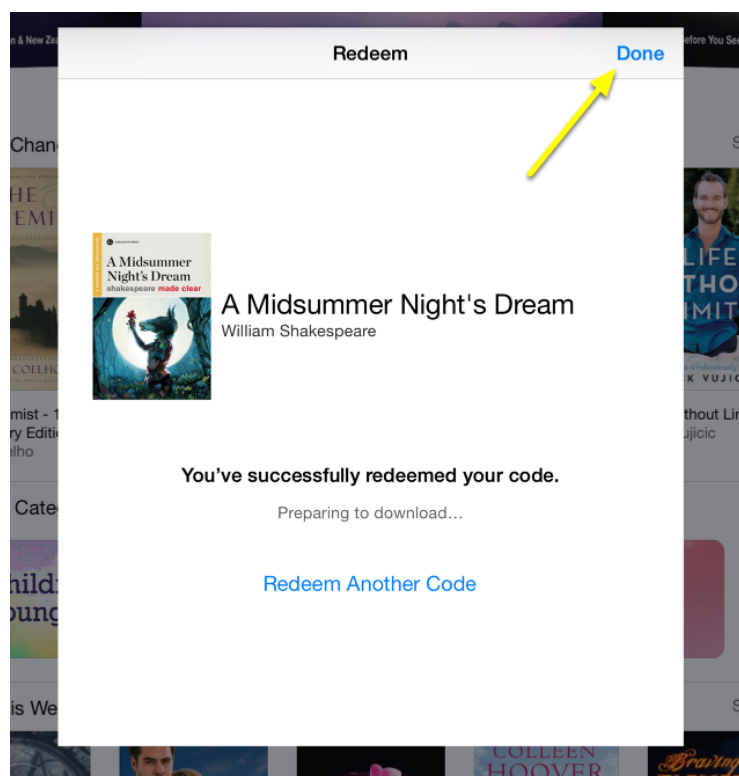
Sign into iTunes Store

When prompted to sign into the iTunes Store, enter your Apple ID password and click OK. You're Apple ID will NOT be charged for the eBook. This step associates your Apple ID with the eBook and makes your Apple ID the owner of a single copy of the eBook.

Redeem the eBook

When presented with the prompt above, click the "Redeem" link to redeem your eBook.
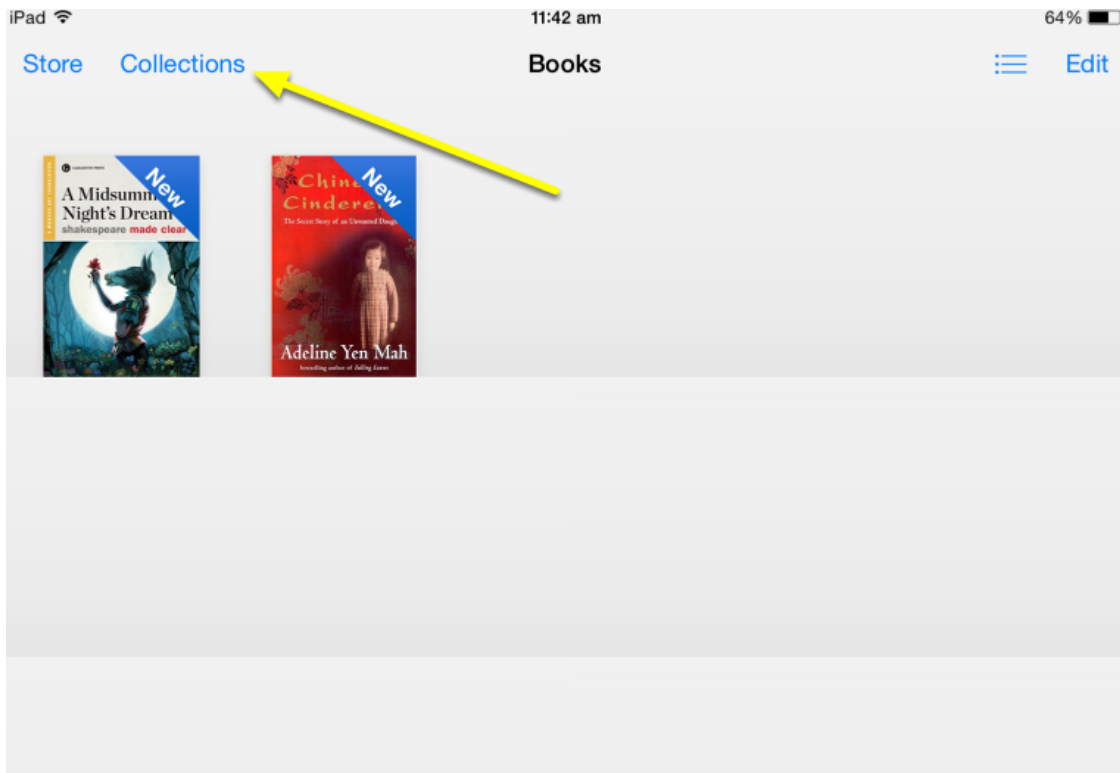
Complete the Redemption

When prompted, click "Done" to complete the eBook redemption. The eBook will now be in your iBooks library under the "Books" section. Complete this same process for any additional eBooks you need to redeem.

Open iBooks

To view your eBooks in the iBooks app on the iPad, click the iBooks app icon (see above).

Your eBooks

All of your eBooks redeemed or purchased through the iTunes store will be displayed in the iBooks app. If you don't see the books you have downloaded, click the "Collections" link and select "Books".