How to print from an iPhone or iPad

An iPhone or iPad prints to Print Director with AirPrint, which is built in. No app is needed. The job waits at the print server until you release it at the printer.

Before you start

The print server must be set up for mobile device printing, with the queue advertised on the network. See *How to set up the print server for mobile device printing*. The iPhone or iPad must be on the same network as the print server, for example the office Wi-Fi.

Print a document

1. Open the document, photo or web page in its app.
2. Tap the **Share** button (the square with an arrow pointing up) or the app's actions button (often the three dots), scroll down, and tap **Print**.
3. Tap **No Printer Selected** (or the printer's name, if one is already chosen), and choose the Print Director queue.
4. The first time you print to the queue, you are asked to sign in:
   - if the queue asks for a user name and password, enter your Print Director login name and password;
   - if the queue asks for your PIN, enter your printer PIN as the user name, and type anything as the password. The password is ignored, but it cannot be left empty.

   Tap **OK**.
5. Choose the number of copies and other options, and tap **Print** at the top right.

Go to the printer and release the job as usual.

If the printer does not appear

- Check that the iPhone or iPad is on the same network as the print server.
- Ask your administrator to check that the queue is ticked to **Advertise on mDNS** and is matched to a device.

Related articles

- *How to set up the print server for mobile device printing*
- *How to print from an Android device*

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