

Wide Format User Guide

Installing the Kofax Business Connect App

To print to the wide-format plotters you will need to install the Kofax Business Connect app onto your mobile device. Please scan the appropriate code below to install it to your device:



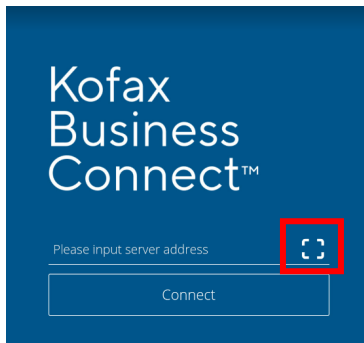
Google Play Store



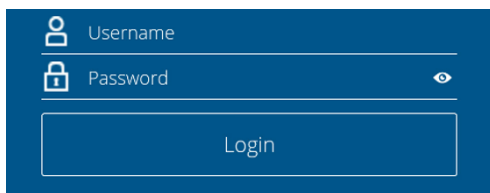
Apple App Store

Launch the app and accept the update and permission requests (if prompted), press the scan button next to the input server address box and scan the below code to link to the server.

Please note that you must be connected to the eduroam wifi for the server to connection to work. It will not connect over your mobile data connection.



Log in using your university username and password:

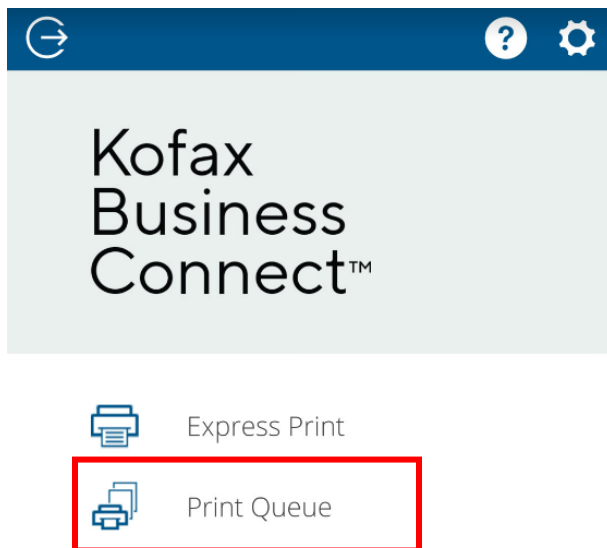


The app configuration is now complete, and the settings will be remembered so you will not have to perform these steps again unless you delete the application.

Printing to wide format devices

In order to print to the wide-format plotters please do the following:

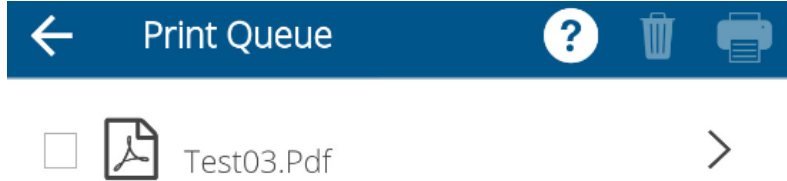
1. Print your file from a University PC using the nottsprint\Wide_Format print queue.
2. Go to the device you wish to release your job to and open the Kofax Business Connect app.
3. Select the **Print Queue** option.



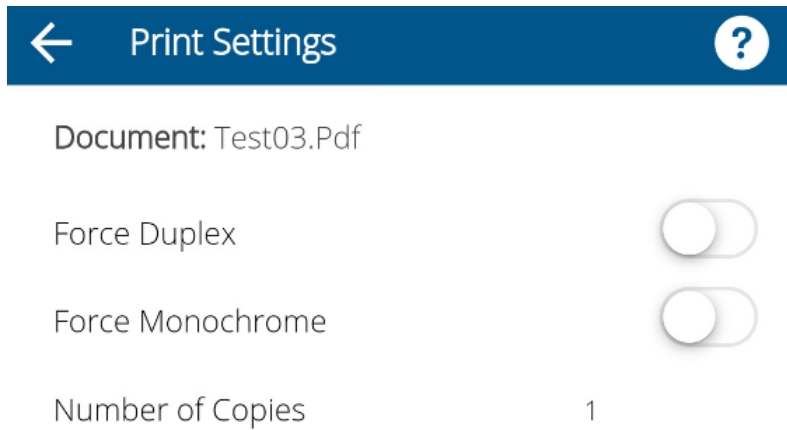
IMPORTANT Selecting the Express Print function will release ALL of the jobs that you have sent to the wide format print queue and you will be charged for all pages immediately so please only select this if you are sure that you have only submitted jobs you wish to print.

4. Scan the QR code label on the device.

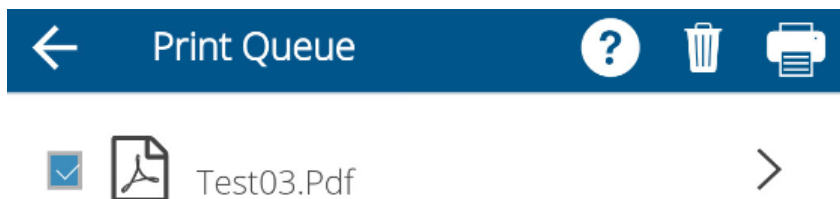
5. If you chose the Print Queue option, you will see a list of available print jobs:



6. Tap the arrow next to the job name to adjust the print settings if required:



7. Press the back arrow and tick the check box next to the jobs you wish to release:



8. Tap the printer icon to release the job or the bin icon to delete it.