

# How To **PRINT** multiple **FILES** from your Phone

For Best Results make sure you **DOWNLOAD** the attachment(s) from your email to your phone!

Or if your file is on the internet you can usually Download a Pdf file from a website.

**TAKE NOTE!** When you are downloading a file it is probably going to **GO** to your phone's Download folder **OR** if it is an **IMAGE** it will most likely go to your Photo Album / Gallery.

PRINT ON THE GO  
Secure, convenient printing service. Send your document, locate a printer, and print!

Upload files or drag and drop onto this page

**SEND**

This blue **SEND** button will highlight when the files are ready.

Next Open the Internet and go to **printme.com**

You should see an Uploads File area

After you Upload your files (don't see them? From this *POV* look in *Recents*, or *Downloads*, or *Photos*) Find them, Select them, and after they Upload the blue **SEND** button will Highlight!

Your release code is: **B608 9F3C**

Your documents are ready to print

- Enter your release code  
- Follow the on-screen instructions

3. 11th Hour - Hyatt Regency Orlando  
9801 International Dr.  
Orlando  
Florida 32819  
phone: 407-545-4466  
Public access

When you hit the **SEND** button you will immediately receive a **CODE** (above the map) that will let you use the Self Service Xerox Machines to **PRINT!**



## How To **PRINT 1 FILE** from your Phone

For Best Results make sure you **DOWNLOAD** the attachment(s) from your eMail to your phone!

Or if your File is on the Internet you can usually Download a Pdf file from a website. *Sometimes you can even print from the website and pull down the resulting print menu selecting Print As A Pdf.*

You are going to eMail your Pdf File to **staples@printme.com**

Color Prints are .80¢  
B/W Prints are .30¢

You can do this from POV of **SHARING** the file. (Open file first and look at it, touch Share, use eMail to Share.)

Or you can open eMail on your phone and attach the File from that Point Of View.



Having sent the File to **staples@printme.com**, ***you will monitor the inbox of your eMail. You will get an email with a CODE*** from the Staples' printme.com server. (good for 2 hours only)

This CODE will let you use the Self Service Xerox Machines to **PRINT!**

*The Xerox machine will ask for your Debit/Credit card to be inserted. It will not charge you yet - you will be prompted to **CONFIRM** any charges made to your account.*

## How To **PRINT** on the Self Serve **XEROX** Machine

Touch the category you want (**COPY, PRINT, SCAN, or FAX.**) *Follow the Prompts.*

If you are an **EASYREWARDS**® member please enter your Number because you can earn points on this transaction! If not, you can also **SKIP** in the upper Right Corner.

If you choose **PRINT**, next tell Xerox if the file is from a USB drive or from an **EMAIL**. If you choose **EMAIL**, you will see a screen where you can select **Step 3** and touch in your code! If you choose USB you will be able to insert your flash drive and select files.

After entering the CODE you will see your File being downloaded from the printme.com server to the Xerox machine.

Select the File (Pdf or Jpeg) ✓ (You can ignore MailBody.html <--it will be a blank page) Confirm your selection and decide if you want your print to be in **COLOR** or **B/W**. And decide on the paper size and quantity!

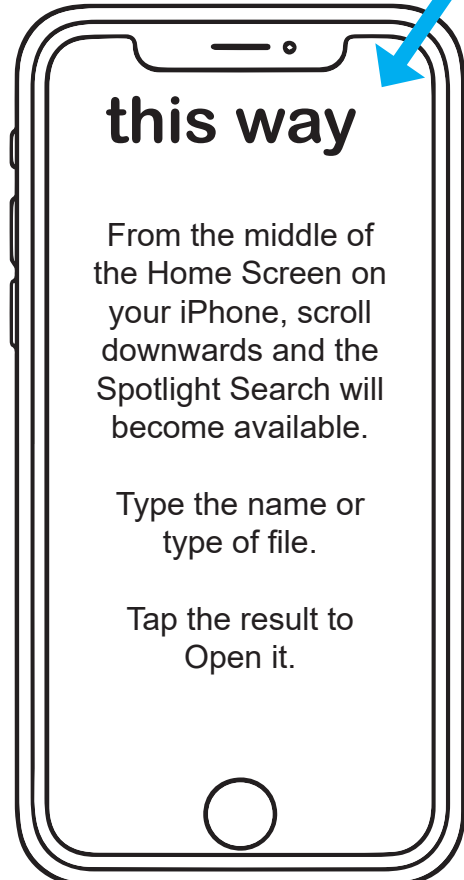
# FILES that live on your iPhone

File Type	Default Location	Access Method
Documents (PDF, Word)	Files app > Downloads or On My iPhone	Open Files app and tap BROWSE
Photos (and Videos)	Photos App	Open Photos app
Music & Audio	Music app or Files app	Open Music app or Files app
App Data	Inside each app	Open the specific app
Cloud Files	Files app > iCloud Drive or other Cloud	Open Files app, tap BROWSE



**How to FIND a Downloaded File**

**on an iPhone**



**OR**

**this way**

1. Open the Files app (blue folder icon)
2. Tap Browse at the bottom
3. Look under Locations:
  - On My iPhone: Files saved Locally
  - iCloud Drive: Files synced to the Cloud
  - Downloads: where Internet and eMail usually save Files

# How To **PRINT** on the Self Serve XEROX Machine



Color Prints are .80¢  
B/W Prints are .30¢

If there is any color on your Original File, the XEROX default, will print in color. If this is not what you want please choose **OUTPUT COLOR** on the control panel and then select B/W.

6a. If you choose **USB** you can insert your flash drive into the USB slot.

You will see the contents of your USB and can open folders and choose files from the touch screen.

***Pdf files are the most compatible with the Xerox.***

1. Tap the screen to wake up the machine.
2. Touch the category you want (COPY, **PRINT**, SCAN, or FAX.)
3. *Follow the Prompts.*
4. The Xerox machine will ask for your Debit/ Credit card to be inserted. *It will not charge you yet - you will be prompted to CONFIRM any charges made to your account.*
5. If you are an **EASYREWARDS**® member please enter your Number because you can earn points on this transaction! If not, you can also **SKIP** in the upper Right Corner.
6. If you choose **PRINT**, next tell Xerox if the file is from a USB drive or from an **EMAIL**.

If you choose **EMAIL**, you will see a screen where you can select **Step 3** and touch in your code!

Right away you will see your File being downloaded from the printme.com server to the Xerox machine.

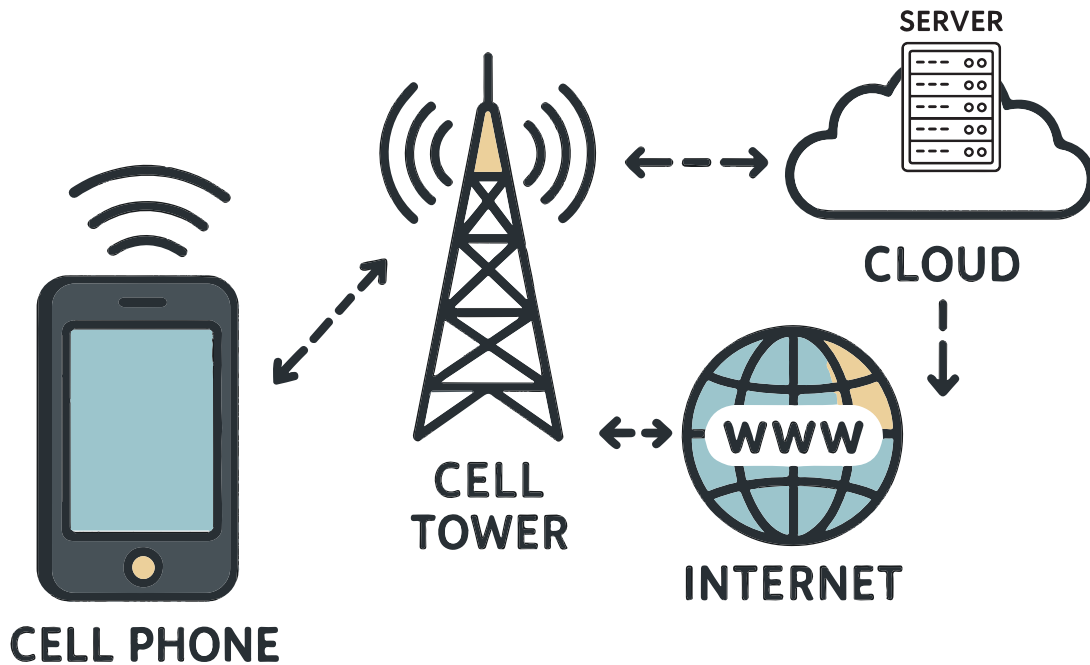
Select the File (Pdf or Jpeg) ✓

(You can ignore MailBody.html <--it will be a blank page)

Confirm your selection and decide if you want your print to be in COLOR or B/W. And decide on the size and quantity!

**YOU DID IT!!!**

# HOW A CELL PHONE WORKS



## Make your printing life smoother!

The EASIEST way to get a File from your phone to our Xerox machines or even to the Production Associates directly is to invest in a USB Flash Drive.

USB stands for Universal Serial Bus and it is a connection standard. People say USB a lot when they really mean USB Flash Drive.

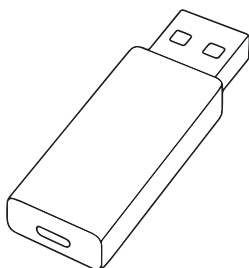
A Flash Drive is a great tool for transferring files that you want to work with.

A phone adapter lets you plug in a flash drive to your smartphone. This way you can skip all that downloading and uploading and then downloading files in the cloud just to print or share your files.

**iPhone users need a Lightning-to-USB adapter**

**Android users need a USB-C-to-USB adapter (or Micro-USB for older models)**

**\$12**



**\$15**

