

iOS printing using iCMSIP


How to print from an iOS device

Use iCMSIP to print from your iOS device in the Griffith environment.

Download, install and configure a free copy of **iCMSIP** from the App Store:



Configure iCMSIP:

- Tap the **iCMSIP** icon
- Tap the **Information** icon – *bottom right on the screen* 
- Tap **Configure WEB portal**
- Enter the appropriate printer queue – *see Printer queues below*
- Secure connection is **off**

Printer queues:


To print at **Gold Coast and Logan** campuses:

- Type **wirelessprinting-south.griffith.edu.au/iosgateway**
- Tap **Done** - *if required*
- Tap the **Search** button
- Tick either the **student.ad.griffith.edu.au** or the **staff.ad.griffith.edu.au** domain
- Tap **<Connection** – *top left*
- Tap **< Information** – *top left*
- Tap **< iCMSIP** – *top left*

To print at **Brisbane** campuses

- Type **wirelessprinting-north.griffith.edu.au/iosgateway**
- Tap **Done** - *if required*
- Tap the **Search** button
- Tick either the **student.ad.griffith.edu.au** or the **staff.ad.griffith.edu.au** domain
- Tap **<Connection** – *top left*
- Tap **< Information** – *top left*
- Tap **< iCMSIP** – *top left*

Log into iCMSIP

- Enter your Griffith sNumber and Portal password
- Tap **Logon**
- Tap **Wallet** icon to view printing credit balance 



Print via iCMSIP

This is a general guide as the process may be slightly different depending on your device.



It is important to use the appropriate App to print documents so that formatting is retained.

- Open MS documents in the appropriate App, e.g. Word in Word app
- Open PDF in Adobe reader - free




Print Microsoft documents:



- Open document to print
- Tap the **File** icon – MS Word example



- Tap **Print**
- Choose printer queue (*south or north campus*) and print options
- Tap **Print**
- Go back and tap **iCMSIP**
- Tap the **Print** icon to open the **Job List** 
- Click the **Refresh** icon 
- Go to the student printer
- Login with your sNumber and printing PIN
- Proceed to print as normal.

Print PDF documents

- Open the **PDF** document
- Tap the **Share** icon 
- Tap **Open in ...** 
- Select the appropriate App (*i.e. Adobe Acrobat*)
- Tap the **Share** icon 
- Tap **Select Print**
- Choose printer queue (*south or north campus*) and print options

- Tap **Print Document**
- Go back and tap **iCMSIP**
- Tap the **Print** icon to open the **Job List** 
- Click the **Refresh** icon 
- Go to the student printer
- Login with your sNumber and printing PIN
- Proceed to print as normal.

NOTE: *You are automatically logged out of the iCMSIP app after one hour of non-activity.*