1. Go to the **App Store** and search for **EveryonePrint**:

![App Store search result](image1)

2. **Install** and **open** the App. You will see the following message:

![App message](image2)
3. To configure the gateway, click the “i” icon in the lower right-hand corner:

4. Enter buffprint.wtamu.edu as the host and 9444 as the Port. Click Test Connection. If successful click on “Use it”. Now click the small refresh arrow in the lower-left corner. You should get a message saying you must register:
5. A message stating you must register will appear. Click the small “i” icon in the lower-right again, click “Enter user information”

6. Enter your **Buff Portal** Username and Password. Click “Register”.

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7. You should see the Registration successful! message:

8. Click the small refresh arrow in the lower-left corner. You should now get a message telling you how to print:

Your device is now configured to use BuffPrint. To print, you will not actually use the Print feature of the iPad, but instead choose “Open in EveryonePrint”:
You will then be prompted for which printer to send to:

After choosing your printer, you should get a confirmation that your print jobs have been processed successfully:

Finally, swipe your ID at the print release station of the printer you sent your job to and collect your prints.