HP cloud printing.

Secure printing with HP.

Access secure printing services at cloud-enabled devices, available at most Regus centres around the world*. You must first be registered to MyRegus to create your HP cloud account.

How to set up cloud-managed printing services by HP.

1. **Are you registered to MyRegus?**
   If you are not, please register to your company account first by visiting **myregus.com** or downloading the app. This will enable you to access a unique WorldKey PIN used to log in to our HP printers.

   • For more information about accessing your WorldKey PIN and logging in to our printers, view page 6.

2. **Set up your HP cloud account.**
   Visit **https://go.printanywhere.com** and select '**PRINT**', then log in using your MyRegus credentials. Your first login automatically activates your account.
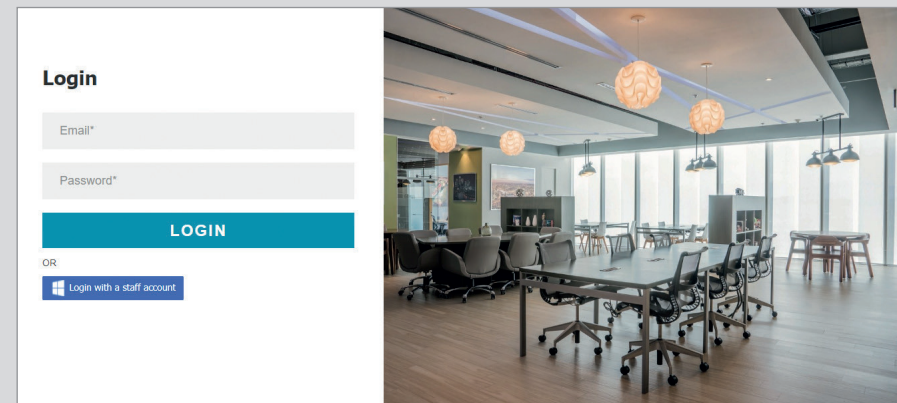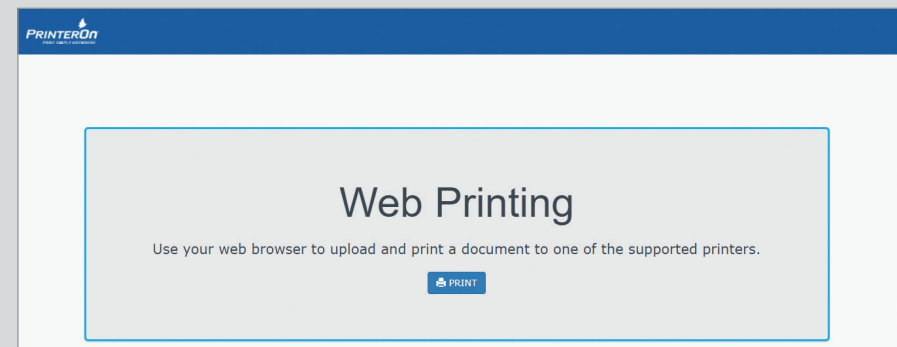
3. **Start printing.**
   Now that you are registered to your HP cloud account, you can start printing using one of the three methods outlined in this guide:

   • Page 3 - Print using the HP printer driver
   • Page 4 - Print using file upload
   • Page 5 - Print by emailing files

*This service is also available at other IWG brands, including Spaces, HQ and Signature.
 Contact your Community Team for more information or availability.
 Not all centres have an HP device. In this case, please follow the instructions on the device.

PRINTERON

② Web Printing
Use your web browser to upload and print a document to one of the supported printers.

🖨 PRINT

Login

Email*

Password*

LOGIN

OR

Login with a staff account

Print using the HP printer driver.

You can download the HP printer driver software to print directly from documents. All printing jobs will be safely stored on your device before you collect them from an HP device at one of our centres.

How to install the printer driver.

1. **Download and install the driver.**

   - The printer driver is only available on Windows 10 operating systems.*
   - You must be logged into your PC with your own user account and have '**Administrator Rights**' to complete this installation and setup.
   - If you do not have Administrator Rights, please contact your IT department or an IT support specialist to assist you.

   Go to **https://www.printeron.com/IWG-printwhere-installer** and choose the 32-bit or 64-bit download option, depending on your system.*

   After the installer file finishes downloading, double-click to run the software. Follow the on-screen instructions and finish the installation process.

2. **Set up the app.**
   Open the HP driver app, called '**PrintWhere Printer Manager**' and select '**Search Preferences**'. Next, type **https://go.printanywhere.com/cps** in the '**Service URL**' field and click '**OK**'.

3. **Log in and verify your account.**
   Select '**Account Settings**' and then '**Edit**'. You will receive a prompt to log in to your cloud account. Simply log in using your MyRegus credentials and select '**Validate**' to confirm your account. Next, make sure that your username displays as your registered email address and click '**OK**' to confirm.

4. **Connect a printer.**
   Click '**Search**' in the app and select any HP cloud printer that appears, then press '**OK**'. Once complete, an '**Adding your selection**' message will display.
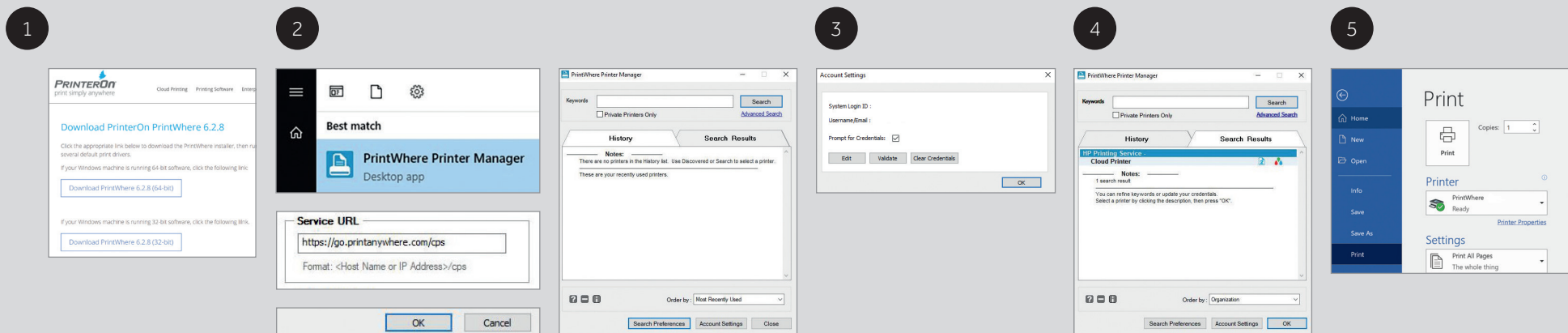
How to prepare printing.

5. **Go to a printer.**
   You are now able to print directly from your document.
   To print, simply select the '**PrintWhere**' driver as your printer.
   Go to a printer at one of our centres and follow the steps outlined on page 7 to begin printing documents from your queue.

① ② ③ ④ ⑤

Print using file upload.

Upload your files for printing while on the go or at a Regus centre by using your HP account, via browser or app. All printing jobs will be safely stored on the cloud before you collect them from an HP printer at one of our centres.

How to prepare printing.

Via browser

1. **Log in to your HP account.**
    Visit **https://go.printanywhere.com** and select '**PRINT**', then log in using your MyRegus credentials.

2. **Upload your files.**
    Select '**Choose File**' to find the documents you want to print on your device and click '**Continue**'.

    *   Alternatively, you can also paste a URL in the '**Web Page**' field to print a file that's hosted online.
    *   Use the '**Page Settings**' screen to specify print options.

3. **Go to a printer.**
    Go to an HP printer at one of our centres and follow the steps outlined on page 7 to begin printing documents from your queue.

Via the mobile app

1. **Download and install the HP app.**
    Go to the app store and download the '**PrinterOn**' app.

    *   Open the app and click on the QR code, then scan the QR code on this page.
    *   Click '**Add account**' and set up your user credentials. Use your MyRegus email in the '**Account**' field, then click the checkmark.
    *   Accept the terms and log in using your MyRegus credentials.
   *   At the '**Printer Details**' screen, click the '**Save**' icon.

2. **Upload your files.**
    At the home screen, choose whether to upload your files via '**Documents**', '**Photos**', or '**Web**' to print a file that's hosted online. Then click '**Print**'.

    *   Use the settings icon in the file preview to edit your print settings.

3. **Go to a printer.**
    Go to an HP printer at one of our centres and follow the steps outlined on page 7 to begin printing documents from your queue.
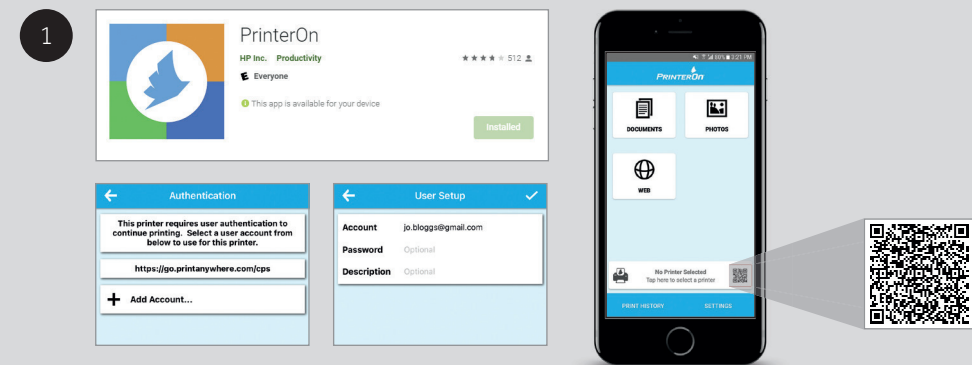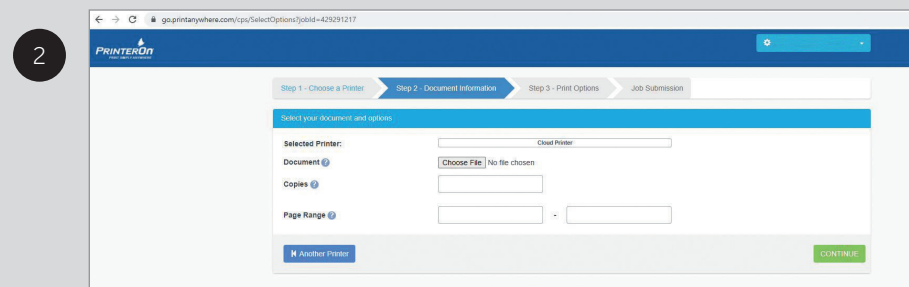
Print by emailing files.

Send the files you want to print as an email attachment. All printing jobs will be safely stored on the cloud before you collect them from an HP printer at one of our centres.
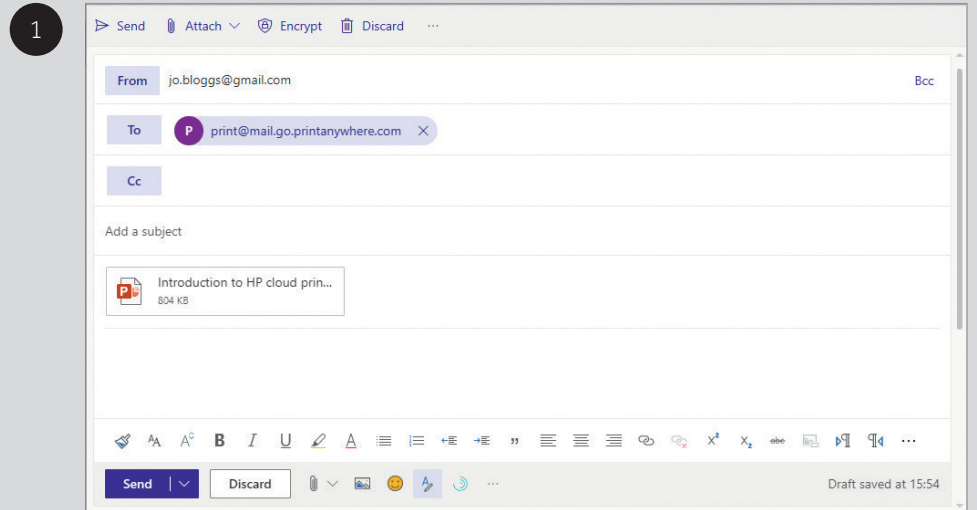
How to prepare printing.

1. **Email your files.**
   Create an email using the address associated with your MyRegus account and select the files you want to print as an attachment. Send the email to **print@mail.go.printanywhere.com** to print.

   - You will receive an email response confirming your print job submission.

2. **Go to a printer.**

   - Go to an HP printer at one of our centres and follow the steps outlined on page 7 to begin printing documents from your queue.
   - Both the body of the email and the attachment(s) will be shown as separate print jobs at the printer. Simply select which file you would like to print.

1

> Send   Attach ∨   Encrypt   Discard   ⋯

From	jo.bloggs@gmail.com	Bcc
To	P print@mail.go.printanywhere.com ×
Cc	

Add a subject

Introduction to HP cloud prin...
804 KB

Send | ∨   Discard   Draft saved at 15:54

Logging in at an HP printer.

Use your WorldKey PIN to log in at any Regus centre around the world with an HP cloud printer to access your files and start printing. If you have multiple company accounts (e.g. a Membership and an Office account), you will have a unique WorldKey PIN for each. This allows you to be billed to the account of your choice.
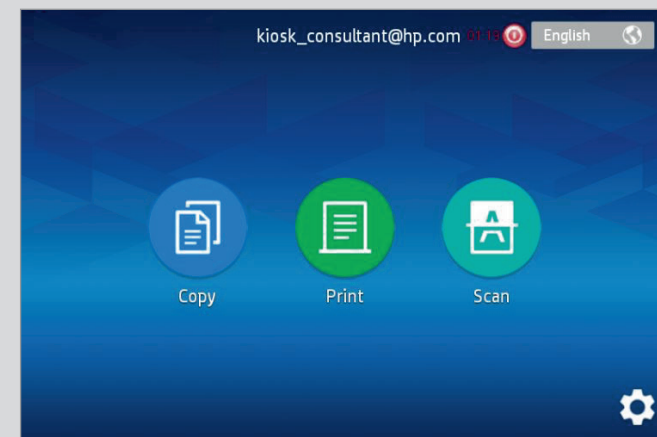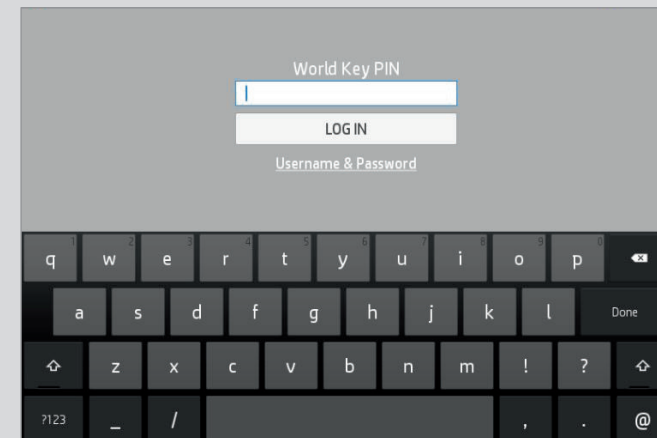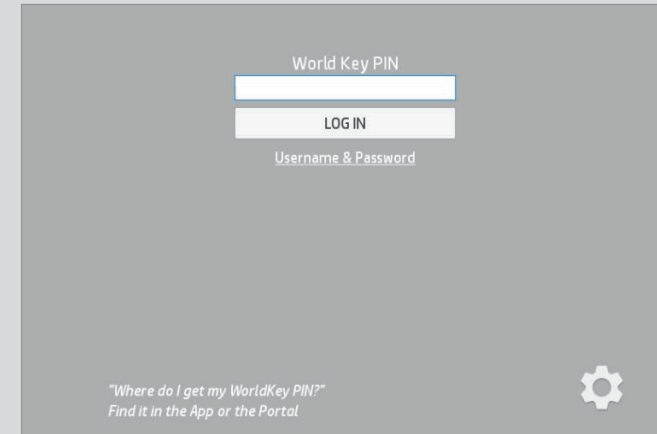
1. **Get your WorldKey PIN.**
   Go to MyRegus or the app, and switch to the company account you wish to be billed to. Then go to '**Quick Access**' for your unique, secure code.

2. **Log in on the printer.**
   Tap the screen on the HP device and enter your WorldKey PIN and press '**LOG IN**'. After logging in successfully, you can choose to copy, print or scan from the home screen.

   - The HP keyboard is case sensitive so you will need to use the '**Caps**' button when entering your PIN.

2

World Key PIN

LOG IN

Username & Password

"Where do I get my WorldKey PIN?"
Find it in the App or the Portal

World Key PIN

LOG IN

Username & Password

q	w	e	r	t	y	u	i	o	p	⌫
a	s	d	f	g	h	j	k	l	Done	
⇧	z	x	c	v	b	n	m	!	?	⇧
?123	_	/				,	.	@		

kiosk_consultant@hp.com 01:13 English

Copy   Print   Scan

Printing a document at an HP device.

Once you've sent documents to the queue and logged in to the HP device, you can start printing by selecting the 'Print' button.

How to print.

1. **Make your print selection.**

   Select files by tapping on the jobs you want to print, then click 'Start'.

2. **Confirm your print options.**

   Click 'OK' to confirm that the billing information is correct, the printer will now proceed to print your file(s).

3. **Log out.**

   Select the red button to logout. The device will automatically log out after 2 minutes.

7

Scanning and copying a document at an HP device.

After logging in to the HP device, simply place your document face-down on the scanner glass, or place it face up in the document feed and adjust the paper guides to fit the size of the document.

1. **Select the 'Scan' or 'Copy' button to get started.**

   - For scanning, choose '**USB**' or '**Email**'. This is where your scanned file will be sent.
   - If there is not enough memory on your USB stick, a message will display '**USB is not mounted**'.
   - The default email address will be the email you've used to register to MyRegus.

2. **Preview and adjust your settings.**
   The default options will be shown in blue. If you wish to make any changes, simply tap on the alternative options.

3. **Press the 'Start' button.**

   - An '**Add page**' window option will appear. Follow the instructions to add more documents, or click '**Done**' when finished.

4. **Confirm billing information.**

   - Click '**OK**' to confirm your selection and to print your file(s).