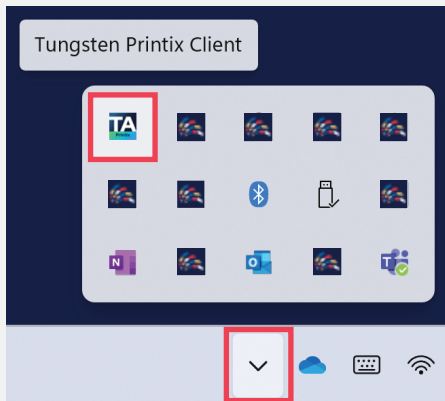# Using Printix

A guide to the desktop and mobile app.

breakwater IT

Printix

Printix is cloud print management. It essentially makes the management of printers and printing simpler and more secure.

Desktop App

Printix sits in your System Tray on your desktop. It can also be moved to your task bar for quicker access.
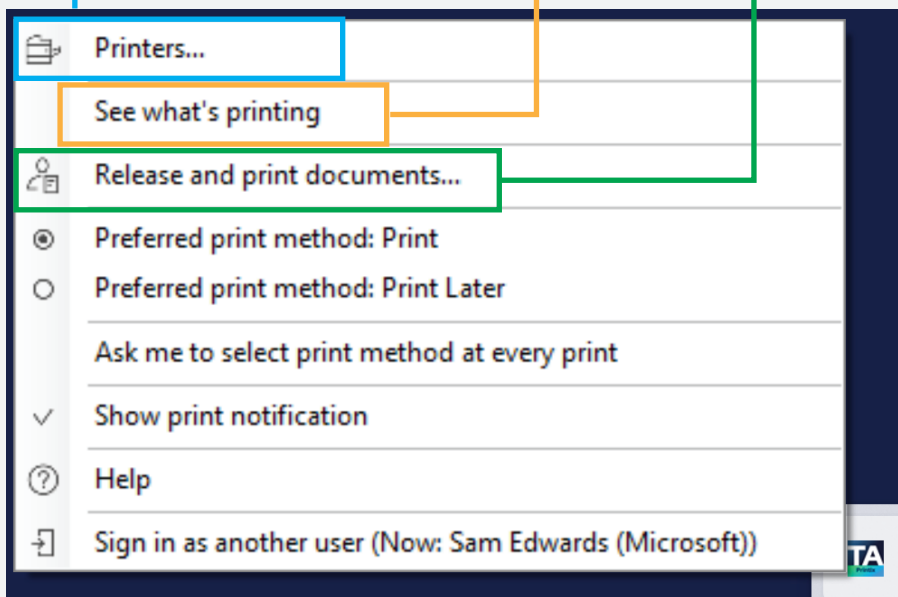

Tungsten Printix Client

If you click on the Printix icon, you will see various options. The key ones are:
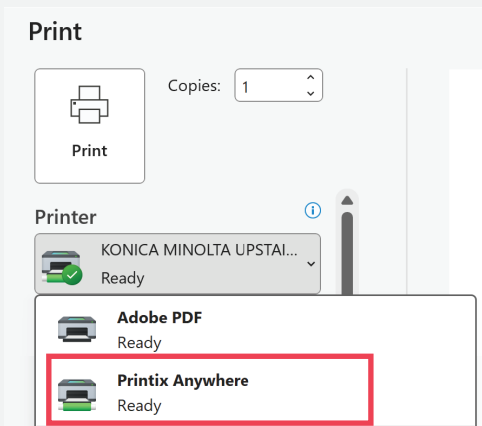
Allows you to add printers in the network to your Printix.

View live print jobs.

Will open Printix in your browser - more on this later in the guide.*

Printers...

See what's printing

Release and print documents...

◉ Preferred print method: Print

○ Preferred print method: Print Later

Ask me to select print method at every print

✓ Show print notification

⑦ Help

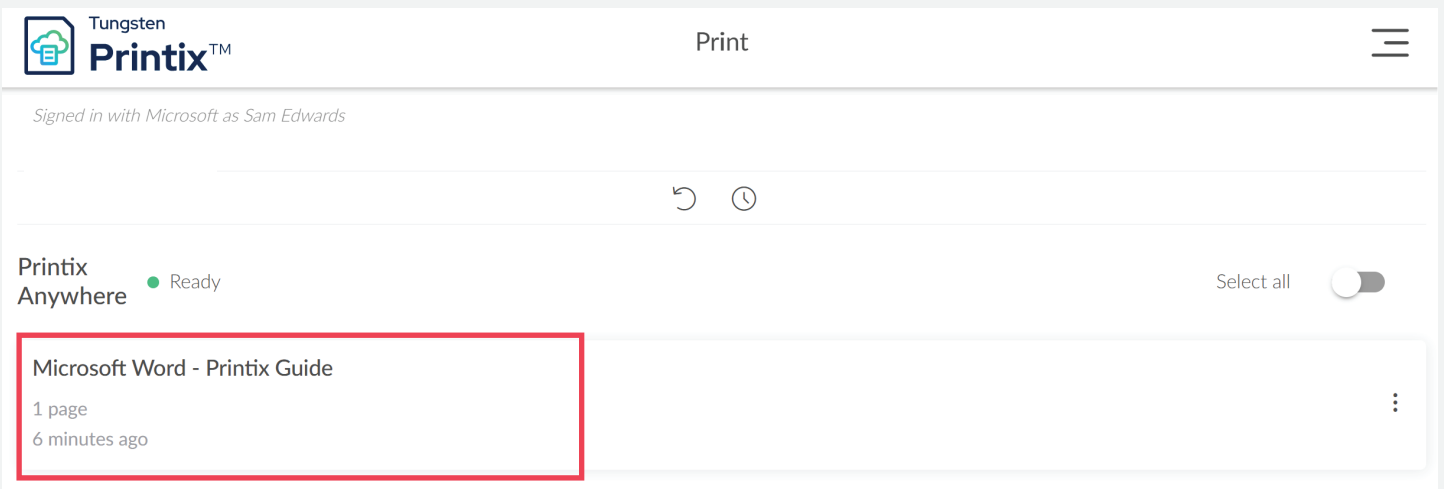⤴ Sign in as another user (Now: Sam Edwards (Microsoft))

Printing

When printing, you follow the usual steps to select a printer. You will see an option for Printix Anywhere. Select this, and any other options required, and then Print.
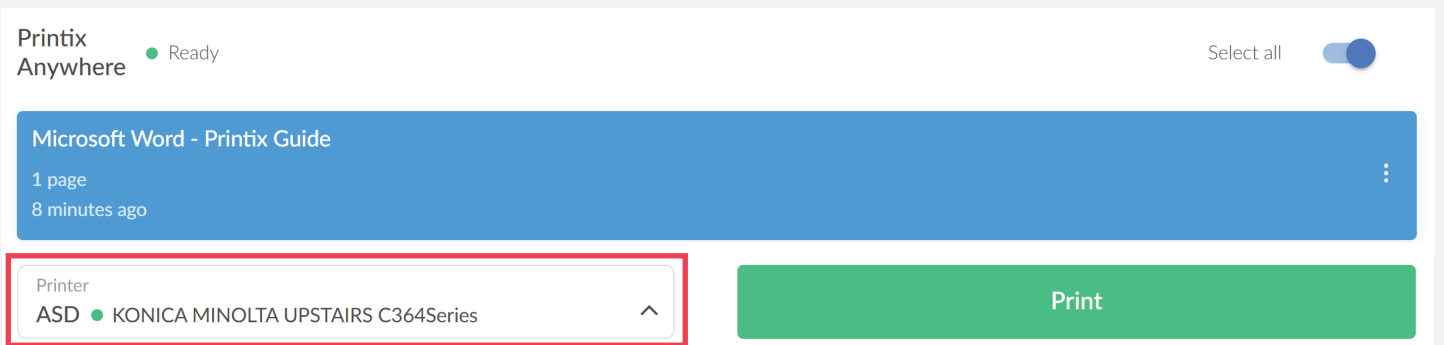

Printing - On Desktop

*Back in the System Tray, click on the Printix icon, then Release and print documents.

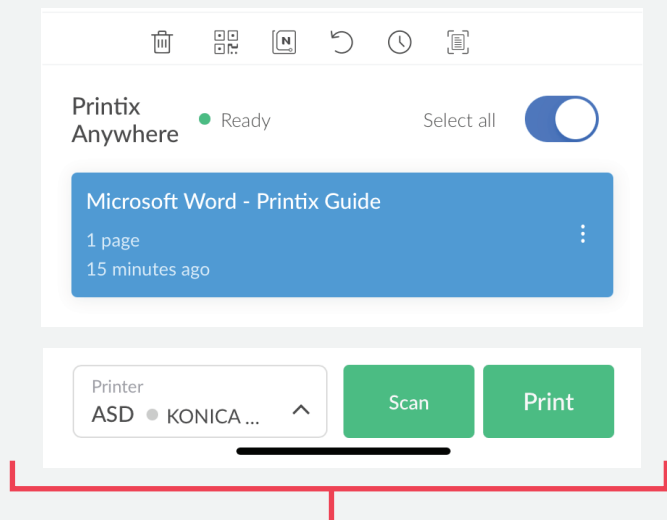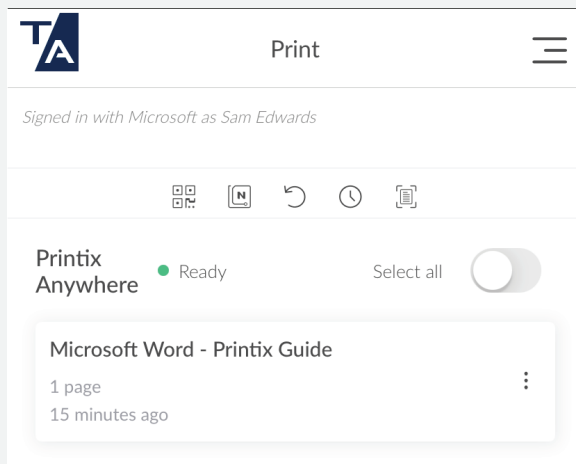This will open Printix in your browser. You can see the item I sent to print here:

Click on the document to select a printer and print.

Choose the printer you want to print to.

Printing - On Mobile

The Printix mobile app works the same as the desktop. Once you have sent your document to Printix, open the mobile app to see the document in the queue:

Tap the document to show the print options at the bottom of your screen. You can then select a printer and print the document.

The scan option on mobile allows you to scan a QR code or NFC tag on a printer to select that printer.

Additional Features

Desktop/Browser Icons:

Refresh the print queue.

View print history (last 12 hours).

Mobile Icons:

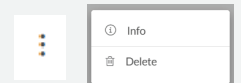Scan QR code or NFC tag on a printer.

Refresh the print queue.

View print history (last 12 hours).

Scan a document.

When a document in the queue is selected, a delete icon will also appear to let you delete the document from the queue.
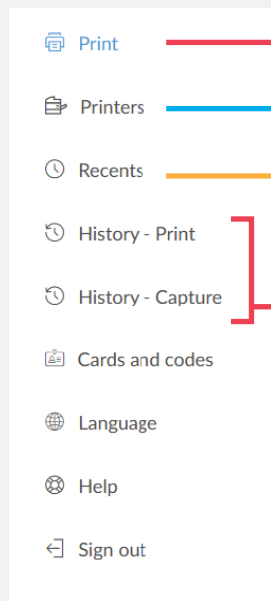
You can also delete an item from the queue by selecting the three dots at the end of a queued item, then selecting delete.
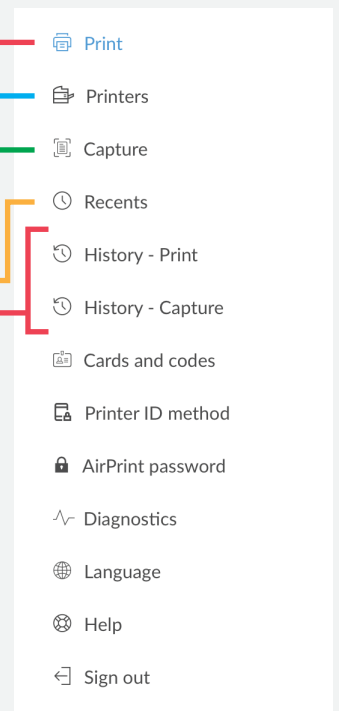
There is a menu on both the browser and mobile app. Here are some of the key options:

☰

Desktop/Browser Menu:

🖨 Print ———— Takes you to the print queue. ————

🖨 Printers ———— Add printers in the network to your Printix. ————

🕐 Recents

🕔 History - Print   Use your mobile camera to take pictures
                          and upload a document.

🕔 History - Capture   Recent documents in the print queue.

🖼 Cards and codes   Print and capture history log.

🌐 Language

⊗ Help

⊡ Sign out

Mobile Menu:

🖨 Print

🖨 Printers

📄 Capture

🕐 Recents

🕔 History - Print

🕔 History - Capture

🖼 Cards and codes

🔳 Printer ID method

🔒 AirPrint password

⎓ Diagnostics

🌐 Language

⊗ Help

⊡ Sign out

Capture allows you to take pictures of documents and either email them to yourself, or upload them to a specific location, such as OneDrive or SharePoint.

If you need further support using Printix, please contact our team, or head to our knowledge hub for video guides, insights and more.

E: servicedesk@breakwaterit.co.uk
T: 01603 709300
Or use the Breakwater Hub.

breakwater IT