

Cloud Services Installation & Print User Guide

Integrated School Management Software



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This guide was last updated on 01/28/2016.

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Introduction

With Rediker Software's Cloud Services, schools can securely access their applications hosted on our cloud. Users can conveniently access the software from any Windows or Mac OS computer. Rediker Software also takes care of all maintenance, storage, and backup, saving schools many of the associated hassles.

To access your cloud application, you must first install the AccessPad client. Any application print task is facilitated via the UniPrint add-on client. This user guides shows you how install AccessPad and UniPrint. It also guides you on accomplishing a print task. For your convenience, we've included instructions for both Windows and Mac OS operating systems.

CHAPTER 1

Install and Print in Windows

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1.1 Install AccessPad for Windows

By installing the AccessPad application, you can log in to our cloud-hosted solutions. Printing tasks are done through the add-on application UniPrint.

- 1. Download one of the following files, depending on your Windows operating system:
 - Windows 32 bit: ftp://public:rediker@ftp5.rediker.com/Ericom/32Bit-Cloud4/EricomAccessPadClient32_cloud4.zip
 - Windows 64 bit: ftp://public:rediker@ftp5.rediker.com/Ericom/64Bit-Cloud4/EricomAccessPadClient64_cloud4.zip
- 2. Save the .msi file to your computer, and open the file to launch the installation wizard.
- 3. Click Next.



4. Accept the license agreement, click **Next**, and follow the installation wizard.



5. From your Desktop, double-click to start AccessPad, enter your cloud credentials, and click **Login** to view your programs.

-	Ericom AccessPad	- 🗆 🗙
	,	AccessPad
	Login	
	Please enter your network credentials	
	User name: adminschool	v
	Password:	
	Login	
		Q
Copyright© 2015 Ericon	 Software. All rights reserved. Ericom is a registered t trademark of Ericom Software. 	rademark and AccessPad is a

1.2 Print in AccessPad Using UniPrint

After you've selected to print from your cloud application, do the following:

1. Ensure **DOUBLE.CLICK.TO.PRINT** is selected, and then click **Print** in the **Print** dialog box.

	Print		×
General Select Printer	CLICK.TO.PRINT PDF2		
Status: Location: Comment:	Ready UniPrint Universal Printer	Print to file Preferen	ices ter
Page Range All C Selection C Pages:	C Current Page	Number of copies: 1	3
		Print	Cancel

2. Click your desired local printer, and click **Print**.

÷	Print	×
Ge	eneral - Select Printer	
	HP Color LaserJet 4700 PCL6 Class Driver Print to PDF (Mac Desktc HP Deskjet 3050 J610 series Send To OneNote 2013 Microsoft XPS Document Writer Snagit 12	
	< >	
	Status: Ready Preferences Location: Ind Printer	
	Page Range (All C Selection C Current Page C Pages:	
	Print Cancel Apply	

Note: The default printer on your Windows computer is automatically selected as the desired printer in the **Print** dialog box.

Print Directly to a Printer

Printing directly to a printer is only recommended if you use one printer.

1. Click the **Show hidden icons** arrow at the bottom-right of screen on the taskbar.



2. Right-click **Options**.



3. Click **Print directly to my default printer**, click **Apply**, and then click **OK**.

Up	UniPrint Client Options	×
General	Notifications Display	
۵	Print Handling Print directly to my default printer Display printer properties before printing Let me choose a printer every time I print 	
	Preview Handling Enable Document Preview Preview with UniPrint Preview with the default application I open PDF files with Preview with PDF viewer specified below	
0	Parameters %FILE% Startup Run UniPrint Client on system startup	
	OK Cancel Appl	у

CHAPTER 2

Install and Print in Mac OS

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2.1 Install AccessPad for Mac OS

By installing the AccessPad application, you can log in to our cloud-hosted solutions. Printing tasks are done through the add-on application UniPrint.

1. Navigate to the following link: ftp://ftp5.rediker.com/Ericom/Mac/.

Note: If you	u're using Safari, connect to the FTP as Guest	
***	Enter your name and password for the server "ftp5.rediker.com". Connect as:	
	Cancel Connect	

- 2. Open the file **AccessPad.pkg**.
- 3. Click **Continue**, click **Install**, and then follow the installation wizard.

00	😺 Install Ericom AccessPad	
	Welcome to the Ericom AccessPad Installer	
 Introduction Destination Select Installation Type Installation 	You will be guided through the steps necessary to install this software.	
• Summary		
V		
	Go Back Continu	e

4. Open AccessPad on your computer, and enter in the Server box.

5. Enter your cloud **User Name** and **Password**, and click **Connect**.

● ● ●	🛃 Ericom AccessPad	
	AccessPad	
	Welcome To Ericom AccessPad	
Enter the host r	name or IP address of Ericom Server and your network credentials	
	Server:	
	Cloud4.rediker.com	
	User name:	
	Password:	
	Exit Connect	
Copyright© 2014 Ericom® Softw	ware. All rights reserved. Ericom is a registered trademark and AccessPad is a trademark of Ericom Software.	

2.2 Install UniPrint for Mac OS 8 and Below

Installing the UniPrint client is needed to run print tasks in your cloud application.

1. Navigate to the following link: ftp://ftp5.rediker.com/Ericom/Mac/.

Note: If you're using Safari, connect to the FTP as Guest.

	Enter your name and password for the server	
7775	"ftp5.rediker.com".	
	Connect as: 💿 Guest	
	Registered User	
	Cancel Connect	

- 2. Open the file UniPrint Client for Max 4.0.1.dmg.
- 3. In the **UniPrint Client 4.0.1 Installer** window, drag the **UniPrint Client 4.0.1** folder to the **Applications** folder, and then close the window.



4. Click the **Finder** from the Dock, click **Applications** > **UniPrint Client 4.0.1**, and double-click **UniPrint Client**.



5. Right-click **I** in the Dock, click **Options**, and click **Keep in Dock** and **Open at Login**.



6. Click in the Dock, click **UniPrint Client** on the menu bar, and click **Preferences**.



7. Click Bring To Front from the Display Notification drop-down list.

●	references	
Print Job Receive Action	Display print dialog only	Å V
Display Notification	Bring To Front	÷
After Printing Action	No Action	÷
Print Job Receive Methods		
✓ Enable Drive Mapping ✓ Enable Pasteboard		

Tip: If you're printing to a single printer or to a default printer from your Mac, click **Print Directly to Printer** from the **Print Job Receive Action** drop-down list. If you're printing to multiple printers, click **Display print dialog only** from the **Print Job Receive Action** drop-down list.

2.3 Install UniPrint for Mac OS 9 and Above

Installing the UniPrint client is needed to run print tasks in your cloud application.

1. Navigate to the following link: ftp://ftp5.rediker.com/Ericom/Mac.

Note: If yo	u're using Safari, connect to the FTP as Guest	
****	Enter your name and password for the server "ftp5.rediker.com". Connect as: • Guest Registered User	
	Cancel Connect	

- 2. Open the file **UniPrint Client for Mac 4.0.5.4.dmg**.
- 3. In the **UniPrint Client 4.0.5.4 Installer** window, drag the **UniPrint Client 4.0** folder to the **Applications** folder, and then close the window.

O O UniPrint Client 4.0.5.4 Installer		
To Install, drag the UniPrint Folder of	onto Applications	
UniPrint Client 4.0 (5.4)	Applications	
	© 2014 UniPrint.net	

4. Click the **Finder** from the Dock, click **Applications** > **UniPrint Client 4.0**, and double-click **UniPrint Client**.



5. Right-click **UP** in the Dock, click **Options**, and click **Keep in Dock** and **Open at Login**.



6. Click **UniPrint Client** on the menu bar, and click **Preferences**.

	UniPrint Client	File	Edit
	About UniPrint Client		
4	Preferences		ж,
	Hide UniPrint C Hide Others Show All	lient	ЖН Нж∵
	Quit UniPrint Cl	ient	жQ

7. Click Bring To Front from the Display Notification drop-down list.

00	Preferences	
Print Job Receive Action	Display print dialog only	*
Display Notification	Bring To Front	A T
After Printing Action	No Action	Å.
Print Job Receive Methods		
Enable Drive Mapping		

Tip: If you're printing to a single printer or to a default printer from your Mac, click **Print Directly to Printer** from the **Print Job Receive Action** drop-down list. If you're printing to multiple printers, click **Display print dialog only** from the **Print Job Receive Action** drop-down list.

2.4 Print in AccessPad Using UniPrint

1. After you choose to print from your cloud application, click **Print** in the **Print** dialog box.

-	Print	X
General Select Printer	CLICK.TO.PRINT PDF2	
Status: Location: Comment:	Ready UniPrint Universal Printer	Print to file Preferences Find Printer
Page Range - C All C Selection C Pages:	C Current Page	Number of copies: 1
		Print Cancel

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appears at the lower-right corner of your screen to indicate that your print job was successfully sent to your printer.

- 2. Click Let at the lower-right corner of your screen, and do either of the following if you're printing to a default printer:
 - Click the desired printer from the **Printer** drop-down list, and click **Print**.

Tip: If a preview window is open in AdminPlus, close it to view the **Select a Printer** dialog box.

 Click UniPrint Client on the menu bar, click Preferences, and click Print directly to printer from the Preferences dialog box.





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