



# Cloud Services Installation & Print User Guide

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Rediker Software  
2 Wilbraham Road  
Hampden, MA 01036  
800-882-2994  
Visit our website at [rediker.com](http://rediker.com).

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

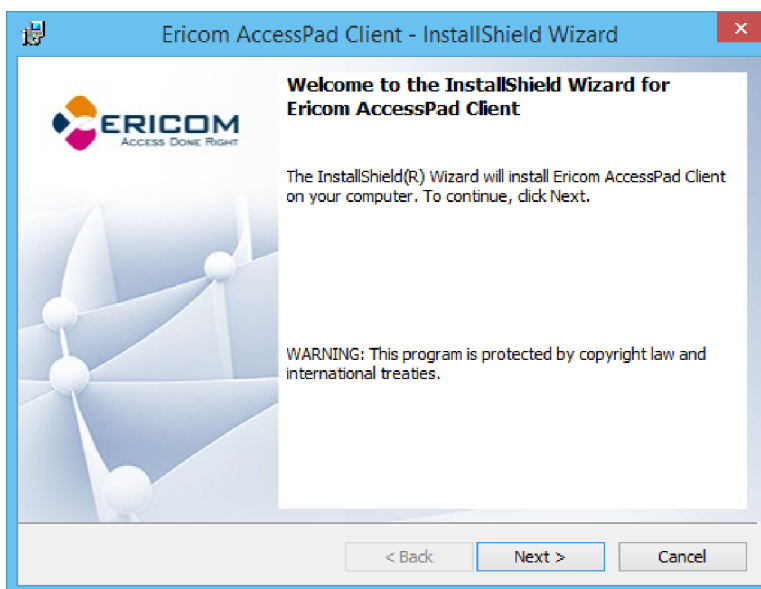
## Install and Print in Windows

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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.

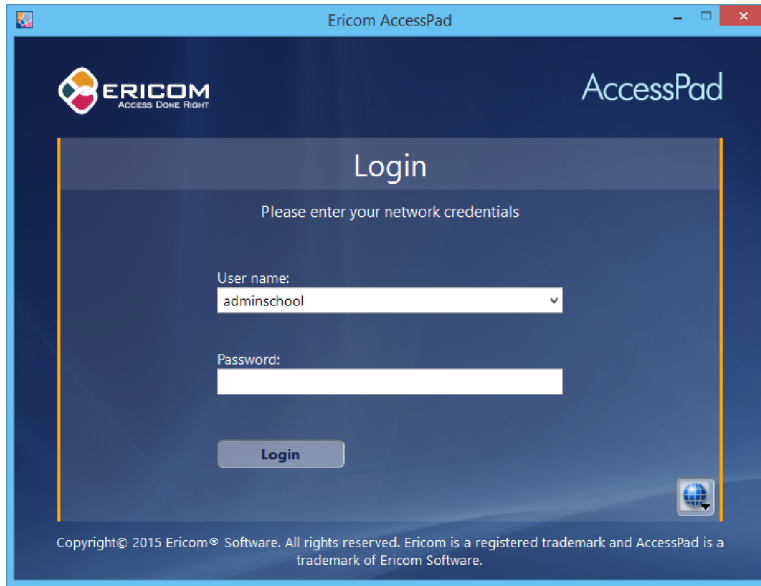
1. Download one of the following files, depending on your Windows operating system:
  - **Windows 32 bit:** [ftp://public:rediker@ftp5.rediker.com/Ericom/32Bit-Cloud4/EricomAccessPadClient32\\_cloud4.zip](ftp://public:rediker@ftp5.rediker.com/Ericom/32Bit-Cloud4/EricomAccessPadClient32_cloud4.zip)
  - **Windows 64 bit:** [ftp://public:rediker@ftp5.rediker.com/Ericom/64Bit-Cloud4/EricomAccessPadClient64\\_cloud4.zip](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.



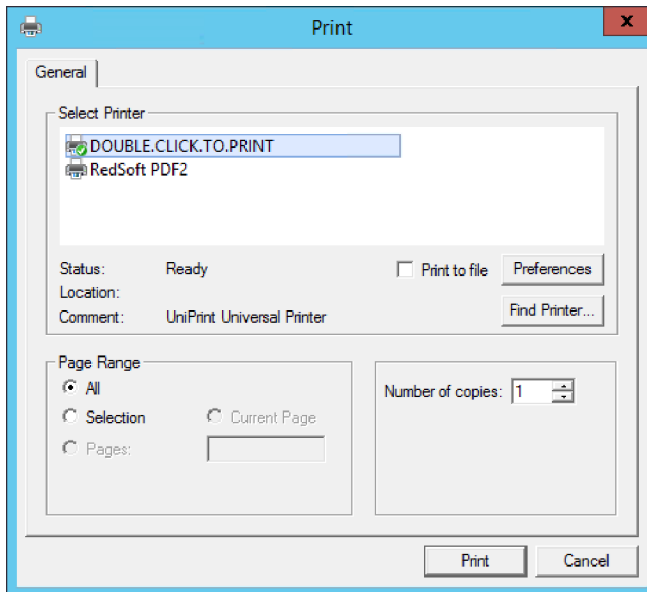
5. From your Desktop, double-click  to start AccessPad, enter your cloud credentials, and click **Login** to view your programs.



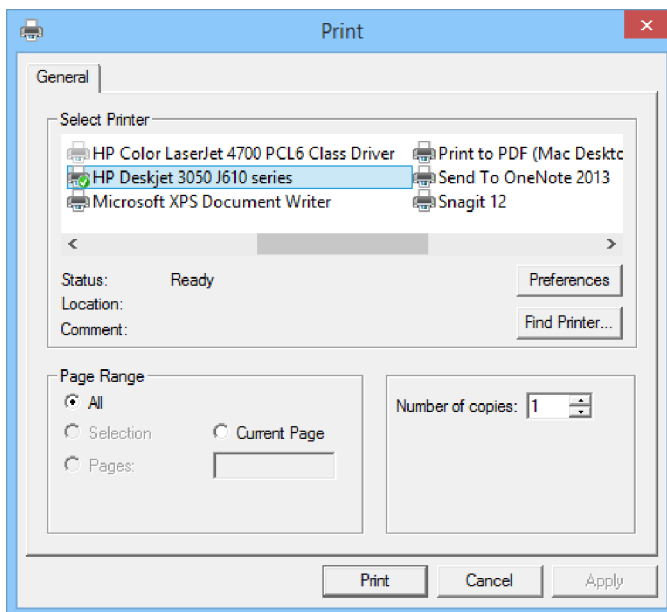
## 1.2 Print in AccessPad Using UniPrint

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.



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



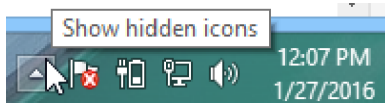
**Note:** The default printer on your Windows computer is automatically selected as the desired printer in the **Print** dialog box.



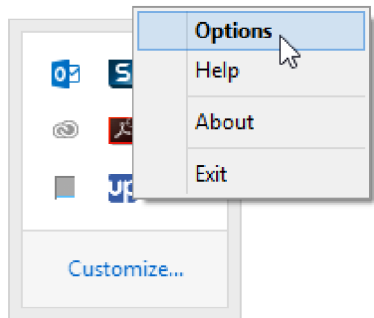
## Print Directly to a Printer

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

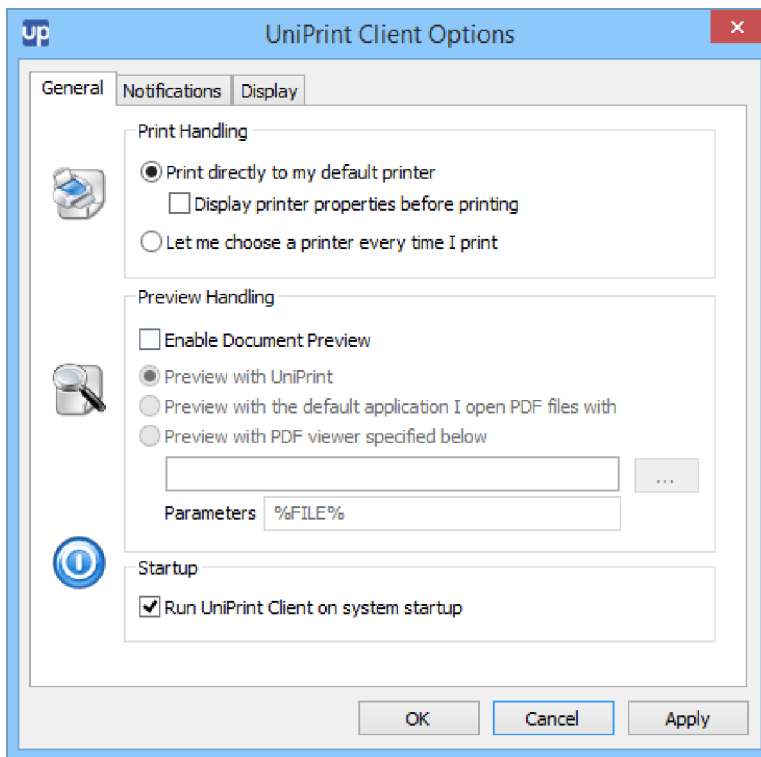
1. Click the **Show hidden icons** arrow at the bottom-right of screen on the taskbar.



2. Right-click , and click **Options**.



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



# CHAPTER 2

## Install and Print in Mac OS

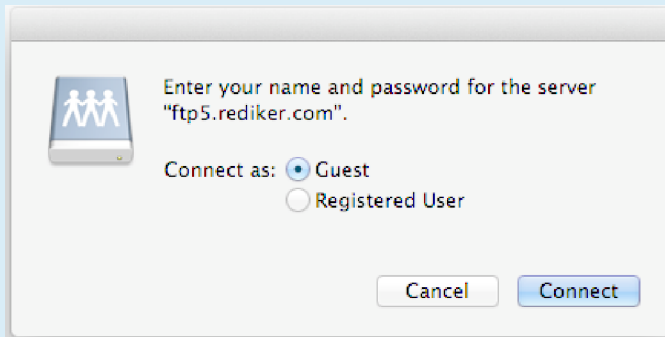
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## 2.1 Install AccessPad for Mac OS

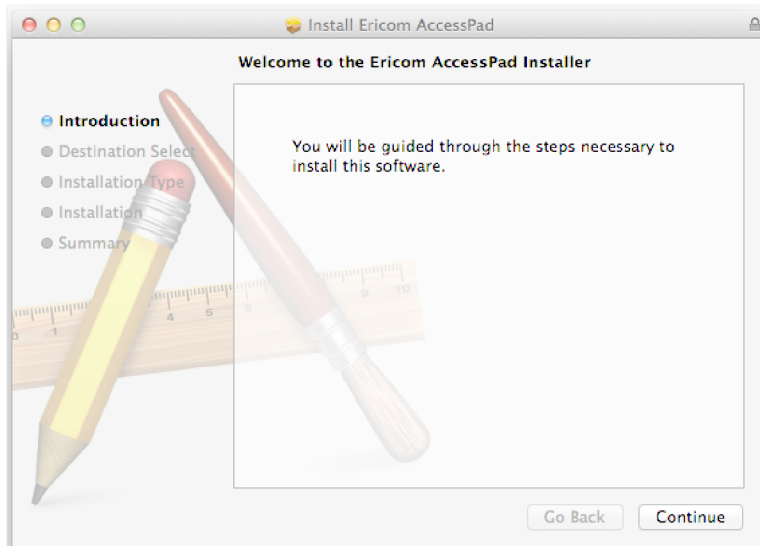
By installing the AccessPad application, you can log in to our cloud-hosted solutions. Printing tasks are done through the add-on application UniPrint.

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

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

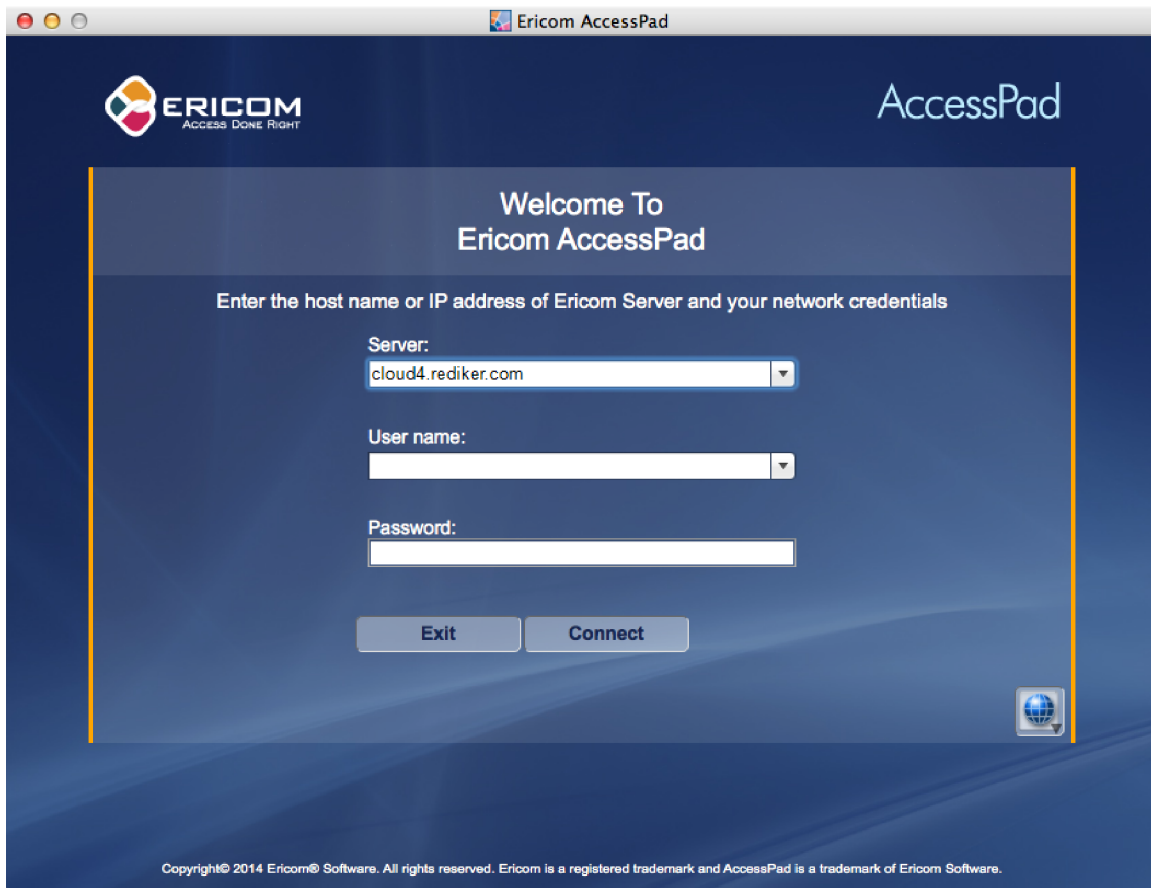


2. Open the file **AccessPad.pkg**.
3. Click **Continue**, click **Install**, and then follow the installation wizard.




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

 **ERICOM**  
ACCESS DONE RIGHT

AccessPad

Welcome To  
Ericom AccessPad

Enter the host name or IP address of Ericom Server and your network credentials

Server:  
cloud4.rediker.com

User name:

Password:

Exit Connect

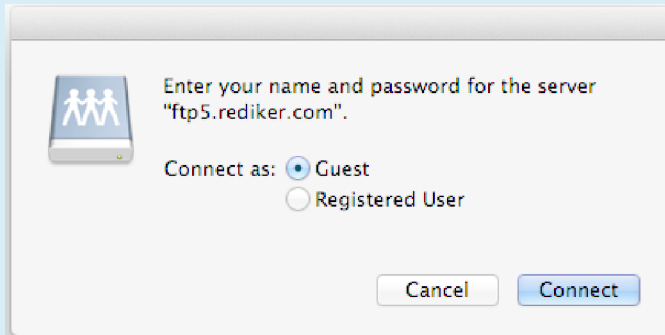
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## 2.2 Install UniPrint for Mac OS 8 and Below

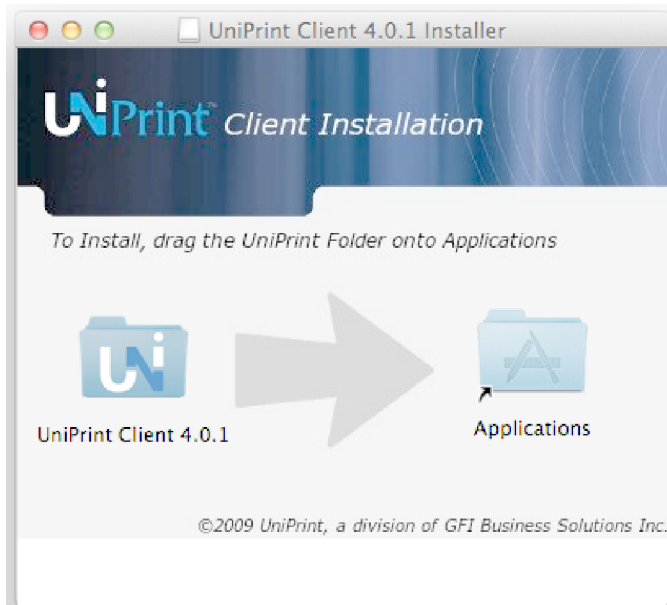
Installing the UniPrint client is needed to run print tasks in your cloud application.

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

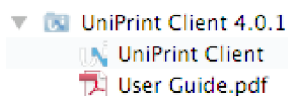
**Note:** If you're using Safari, connect to the FTP as Guest.




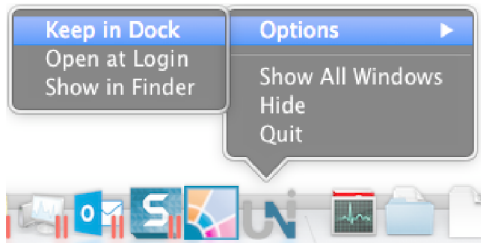
2. Open the file **UniPrint Client for Max 4.0.1.dmg**.
3. In the **UniPrint Client 4.0.1 Installer** window, drag the **UniPrint Client 4.0.1** folder to the **Applications** folder, and then close the window.



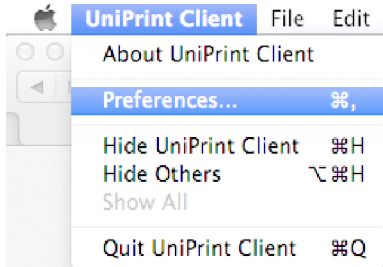
4. Click the **Finder** from the Dock, click **Applications > UniPrint Client 4.0.1**, and double-click **UniPrint Client**.



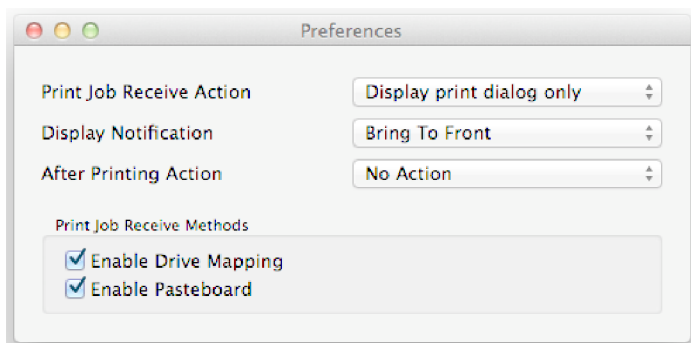
5. Right-click  in the Dock, click **Options**, and click **Keep in Dock** and **Open at Login**.



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.



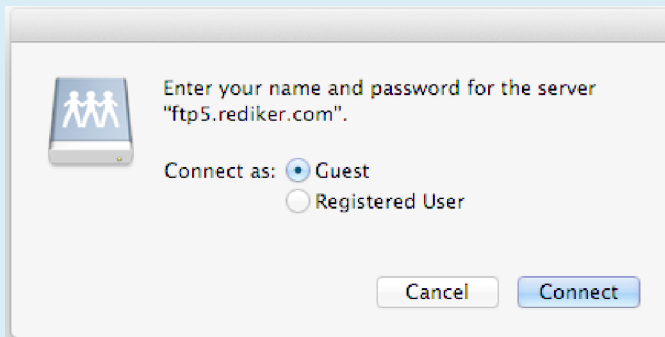
**Tip:** If you're printing to a single printer or to a default printer from your Mac, click **Print Directly to Printer** from the **Print Job Receive Action** drop-down list. If you're printing to multiple printers, click **Display print dialog only** from the **Print Job Receive Action** drop-down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

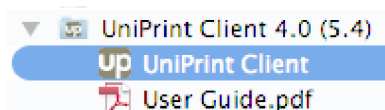
**Note:** If you're using Safari, connect to the FTP as Guest.




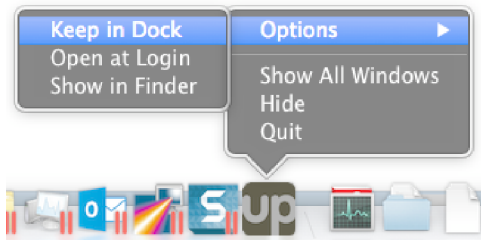
2. Open the file **UniPrint Client for Mac 4.0.5.4.dmg**.
3. In the **UniPrint Client 4.0.5.4 Installer** window, drag the **UniPrint Client 4.0** folder to the **Applications** folder, and then close the window.



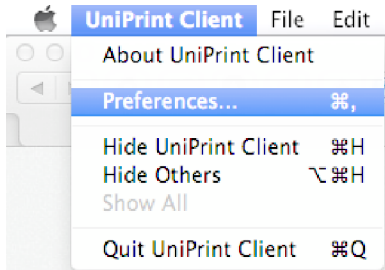
4. Click the **Finder** from the Dock, click **Applications > UniPrint Client 4.0**, and double-click **UniPrint Client**.



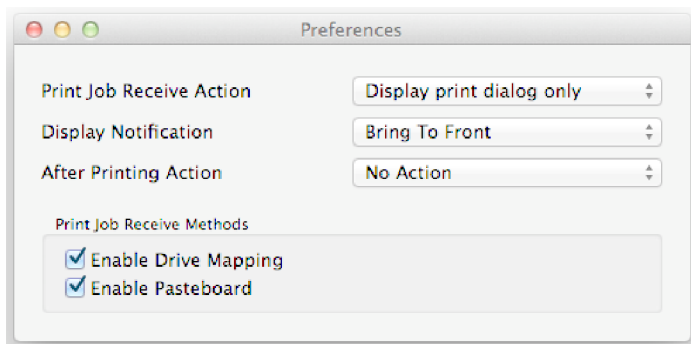
5. Right-click  in the Dock, click **Options**, and click **Keep in Dock** and **Open at Login**.



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.

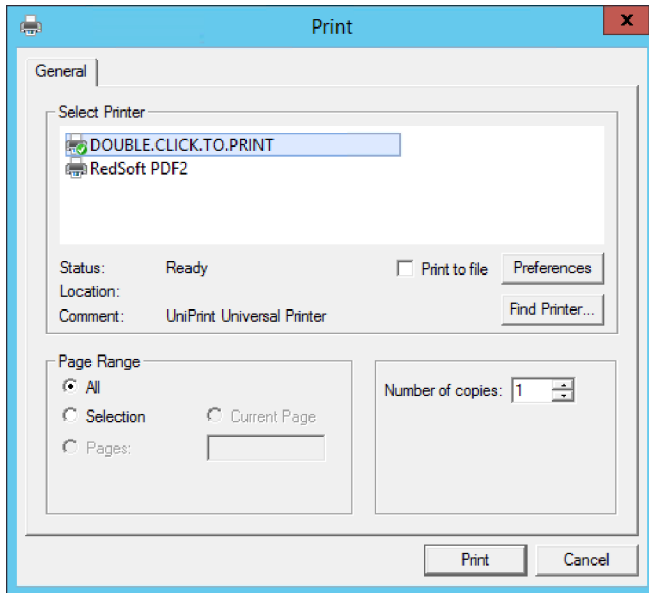


**Tip:** If you're printing to a single printer or to a default printer from your Mac, click **Print Directly to Printer** from the **Print Job Receive Action** drop-down list. If you're printing to multiple printers, click **Display print dialog only** from the **Print Job Receive Action** drop-down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



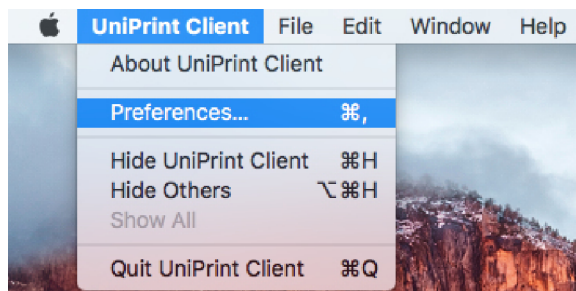
appears at the lower-right corner of your screen to indicate that your print job was successfully sent to your printer.

2. Click  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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