

How to Install the GoWall Printing App

Printing Overview

This 4-page guide covers:

- ✓ How to Install the GoWall Printing App (p. 1-2)
- ✓ How to Print GoWall Notes (p. 3-4)

GoWall provides the option to print notes using a standard ink-jet printer & GoWall note paper.

GoWall note paper is 8.5 x 11 inches & includes 6 notes per page. Each note has a sticky backing so it can be conveniently adhered to surfaces such as butcher block paper or whiteboards.

To purchase GoWall note paper, please email: supplies@gowall.com

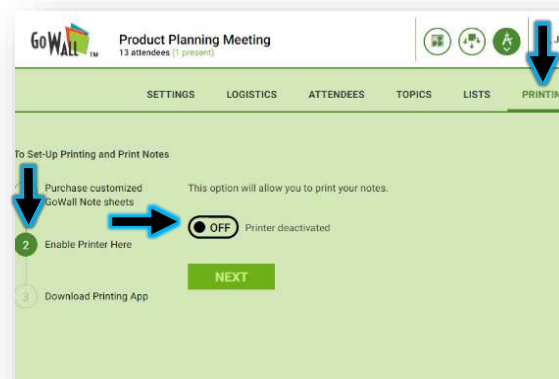
1.

Go to My Walls
& select 'DESIGN'.



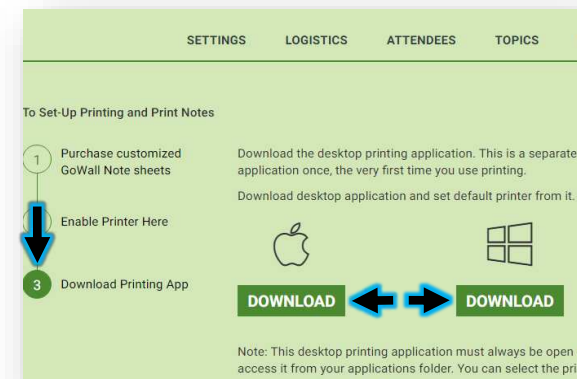
2.

Select 'PRINTING' tab,
select '2 – Enable Printer
Here' & toggle the printer
switch from 'OFF' to 'ON'.



3.

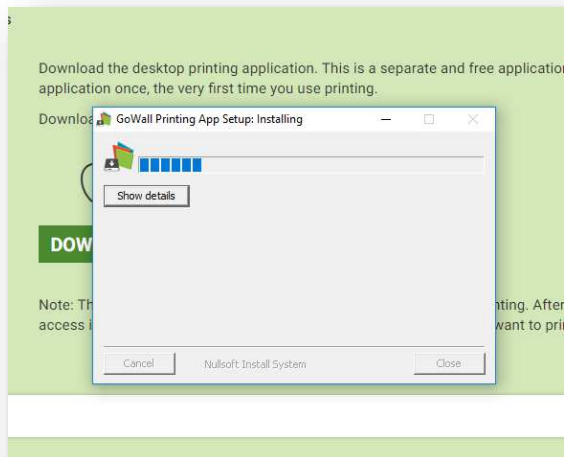
Select '3 – Download
Printing App' & choose the
'DOWNLOAD' button for
your system (Apple icon =
Mac Users, Windows icon =
Windows Users).



How to Install the GoWall Printing App (cont'd)

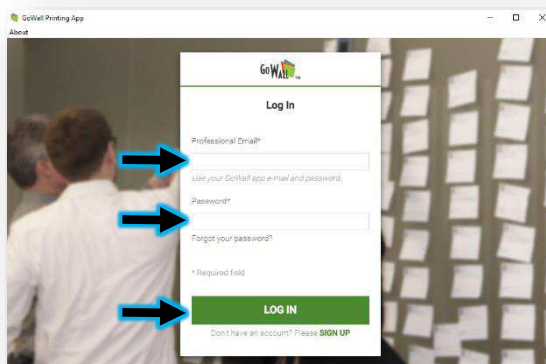
4.

Follow the brief on-screen instructions to install your GoWall Printing Application. (Instructions are specific to Mac & Windows.)



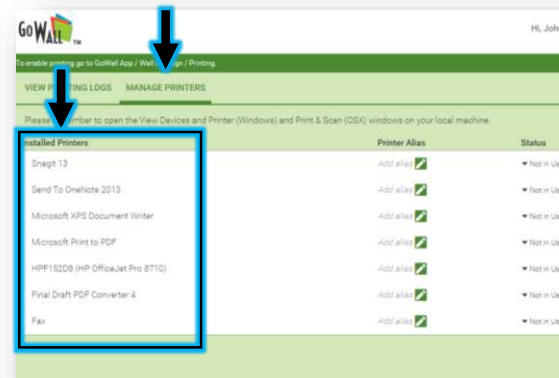
5.

Once installed, open the GoWall Printing Application, input your existing GoWall Email & Password & select 'LOG IN'.



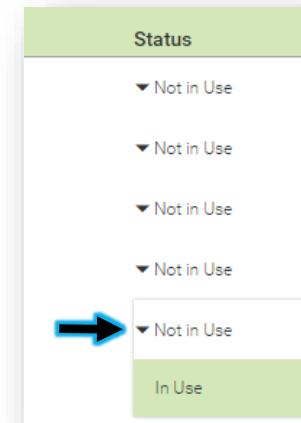
6.

Under the 'MANAGE PRINTERS' tab, the 'Installed Printers' column lists your available printers so you can choose where you want to print your GoWall notes.



7.

To select your printer, click the drop down in the 'Status' column & select 'In Use'. Only one printer can be set to 'In Use' at a time.

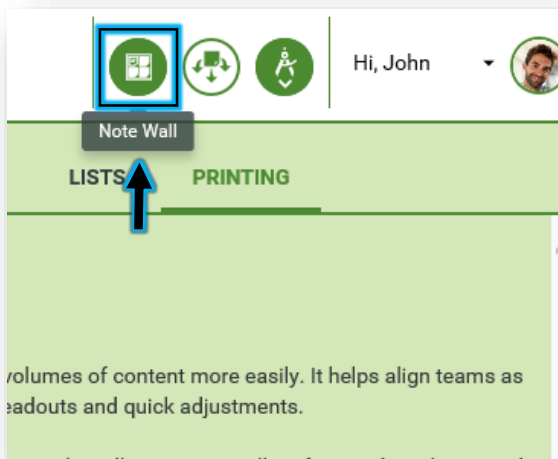


How to Print GoWall Notes

1.

With the GoWall Printing App running on your desktop, return to GoWall & select the 'Note Wall' icon.

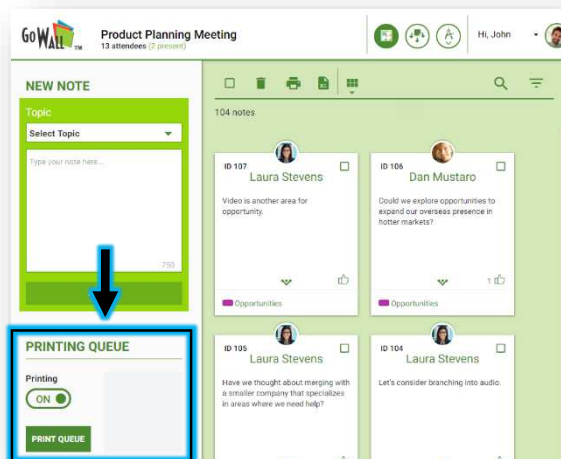
(Note: You can also access the 'Note Wall' from 'My Walls' by selecting 'RUN'.)



2.

The Printing Queue appears on the 'Note Wall' once Printing has been activated.

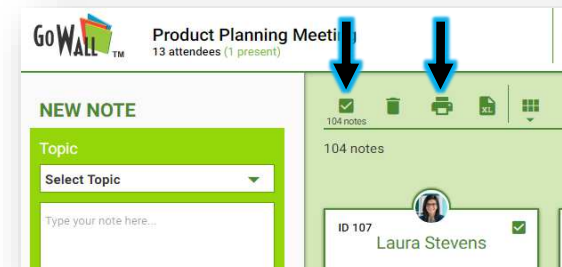
(Note: If you do not see the Printing Queue, review Page 1, Step 2 in this guide.)



3.

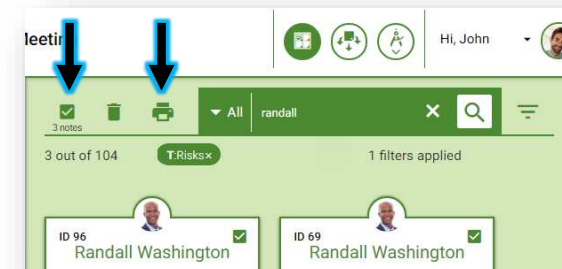
PRINT ALL NOTES

To print all notes displayed on your Note Wall, check the upper left checkbox & select the Print icon.



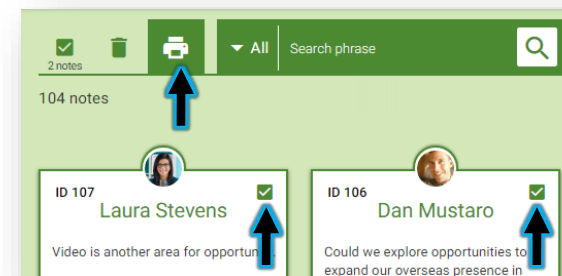
PRINT SELECT NOTES

Apply filters and/or advanced search criteria, then check the upper left checkbox & select the Print icon.



PRINT INDIVIDUAL NOTES

Select one or more notes by checking the checkbox to the top right of a note, then select the Print icon.



How to Print GoWall Notes (cont'd)

4.

The Printing Queue prints notes in multiples of 6.
[For example, if you want to print 15 notes, 2 pages (12 notes) will print & the 3 remaining notes will be sent to the print queue.]

5.

If Printing is set to 'ON' (default), notes that are newly added to the Note Wall will populate the Printing Queue until they reach 6 notes & then they will auto-print.

6.

To prevent newly added notes from being auto-printed, toggle Printing 'ON' to 'OFF'. This will turn off auto-note printing but will not turn off printing.

7.

Because notes print in batches of 6, if you want to force the printing queue to print before it's reached it's 6 note capacity, select "PRINT QUEUE".

PRINTING QUEUE

Printing

ON

PRINT QUEUE

ID 105 ID 106
ID 107

PRINTING QUEUE

Printing

ON

PRINT QUEUE

ID 105 ID 106
ID 107

PRINTING QUEUE

Printing

OFF

PRINT QUEUE

ID 105 ID 106
ID 107

PRINTING QUEUE

Printing

ON

PRINT QUEUE

ID 105 ID 106
ID 107