# 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 and 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.

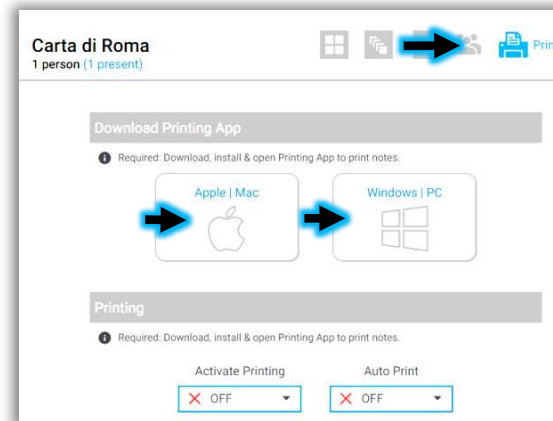To purchase GoWall note paper, please email: supplies@gowall.com

### 1.

Go to 'Home', enter the target wall by Clicking 'JOIN'.
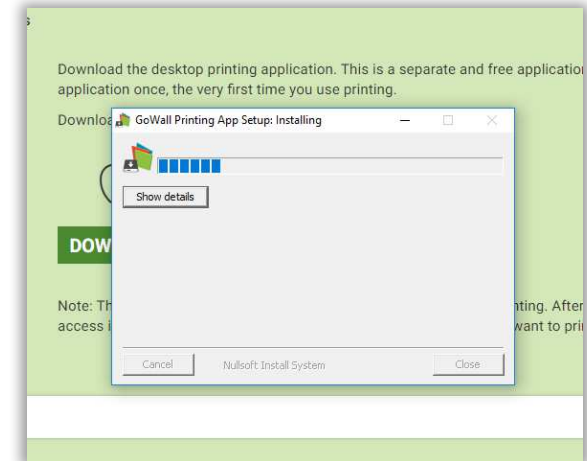


### 2.

Select 'PRINT'. Click on the appropriate download button for your system to begin the download and install. Follow the prompts to complete the installation.
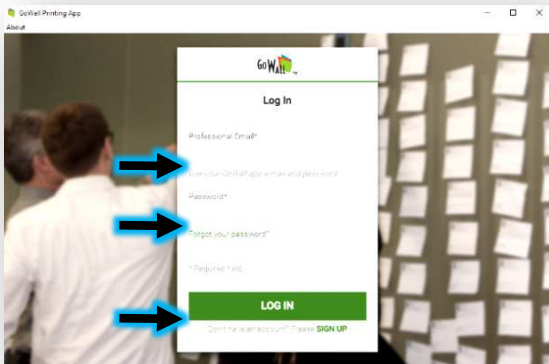


### 3.

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

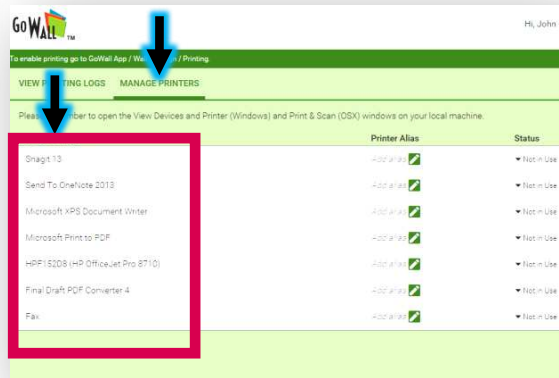# How to Install the GoWall Printing App (Continued)

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**4.**

Once installed, open the GoWall Printing Application, input your existing GoWall Email & Password & select 'LOG IN'.
*(It is essential that you use the same email and password)*

**5.**

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.
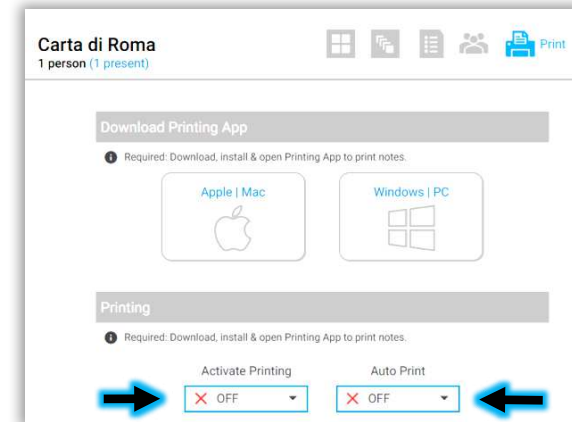
**6.**

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.

**7.**

Return to GoWall , join a Wall & select 'Print'. In 'Activate Printing' select 'ON'. Select 'ON' for 'Auto Print'.
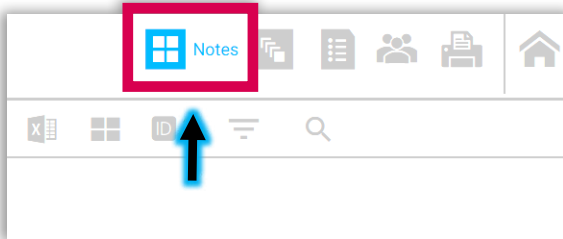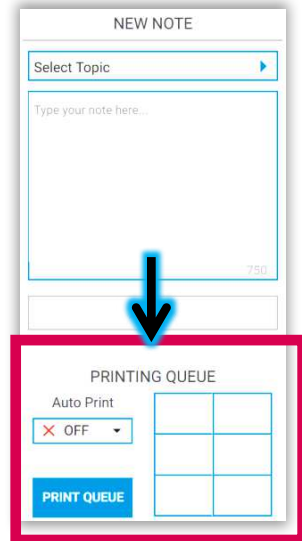
# How to Print GoWall Notes

## 1.

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

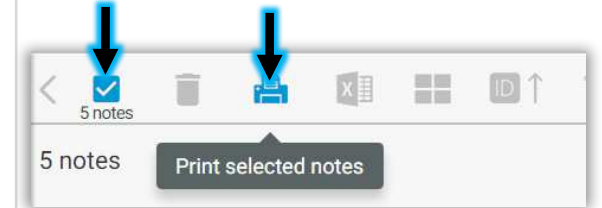(Note: You can also access the 'Notes' from 'Home' and selecting 'JOIN')

## 2.

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

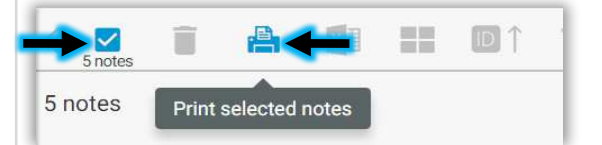(Note: If you do not see the Printing Queue, review Page 1, Step 2 in this guide.)
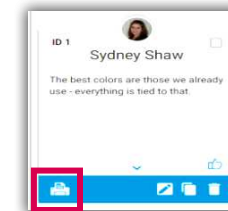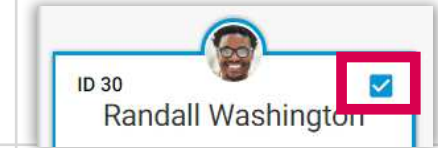
## 3. Select Notes to Print

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

### PRINT SELECTED NOTES
Apply filters and/or advanced search criteria, then check the upper left checkbox & select the Print icon.
OR
Check the select box in the right corner of the notes you want to print then select the print icon.

### PRINT INDIVIDUAL NOTES
Select the print icon at the bottom of the Note.

# How to Print GoWall Notes (Continued)

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## 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".