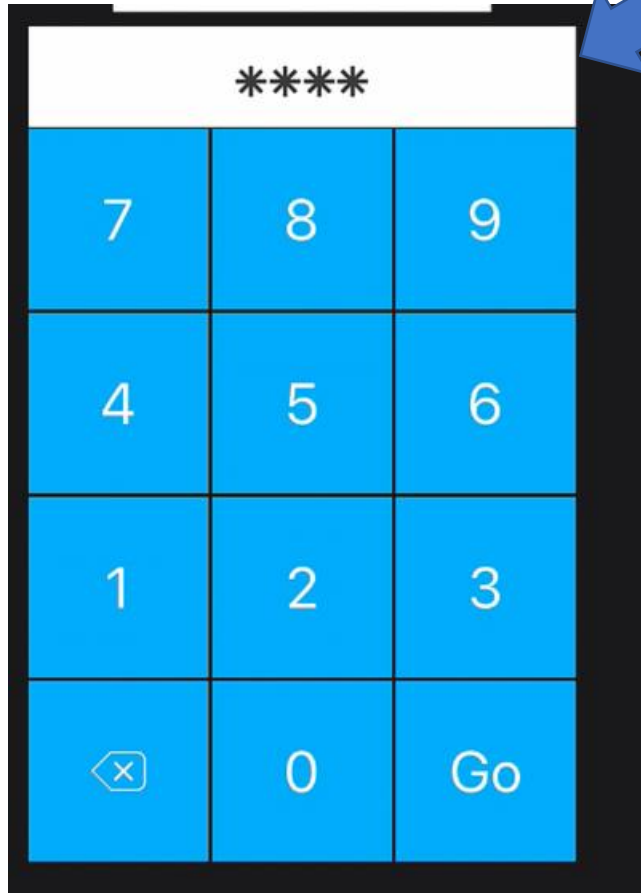


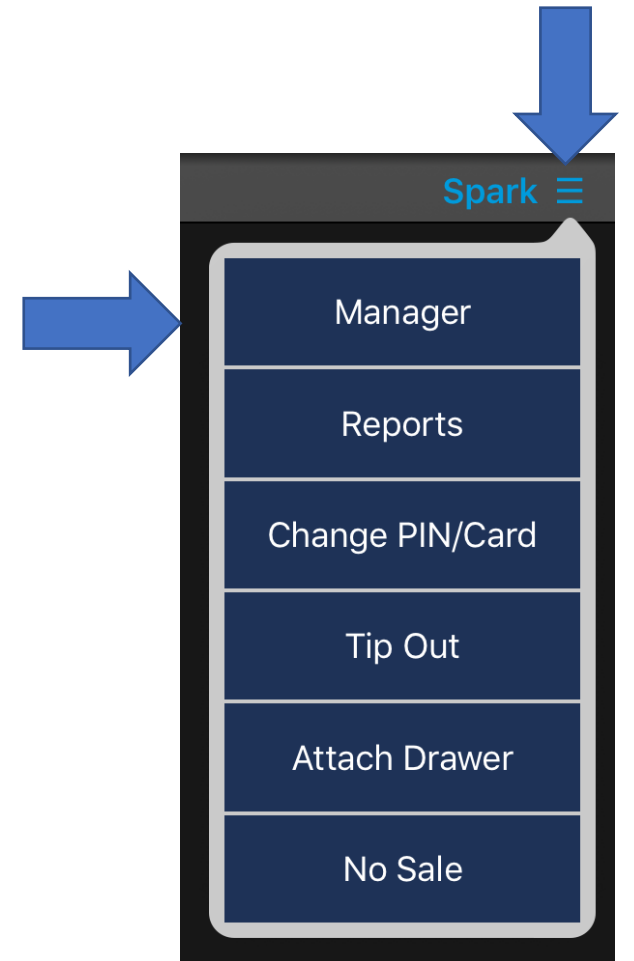
How to Redirect Printer

1. Enter your **Login PIN**



2. Tap your name at the top right

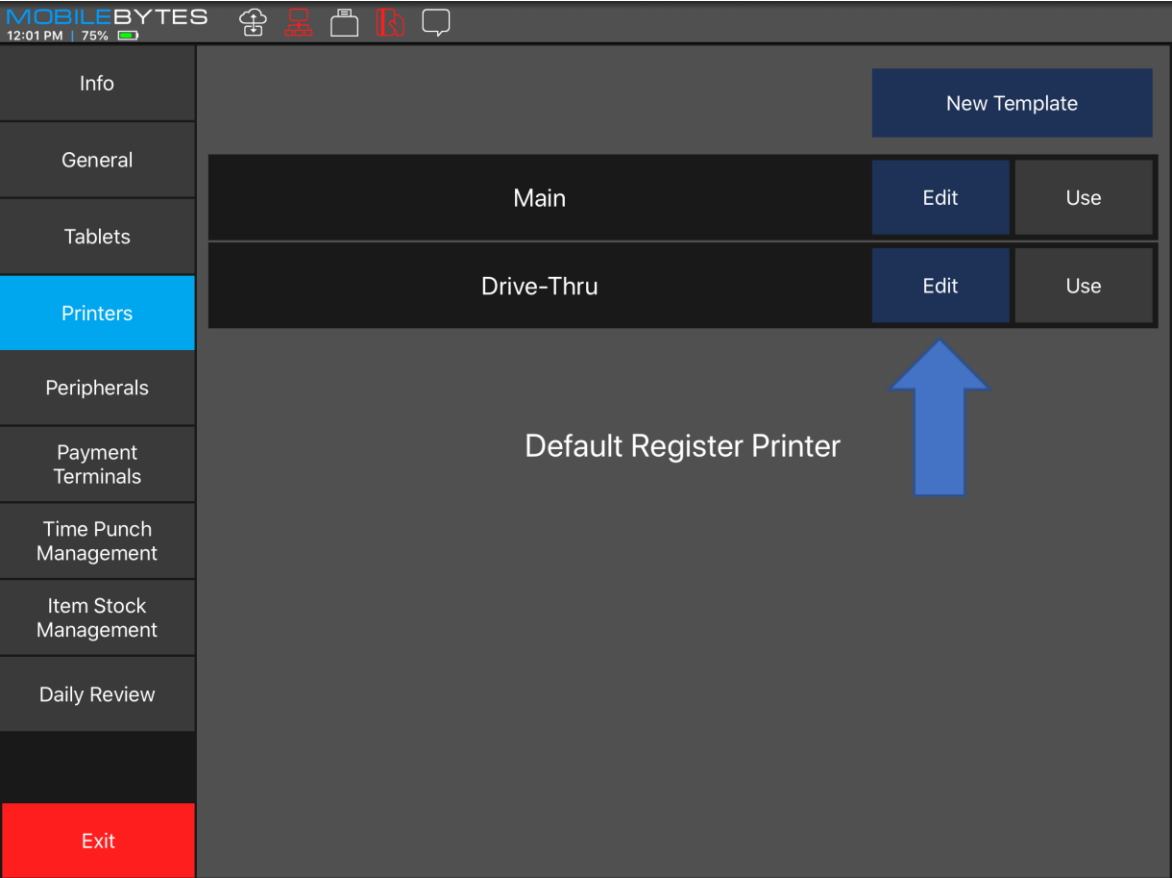
3. Tap on "**Manager**"



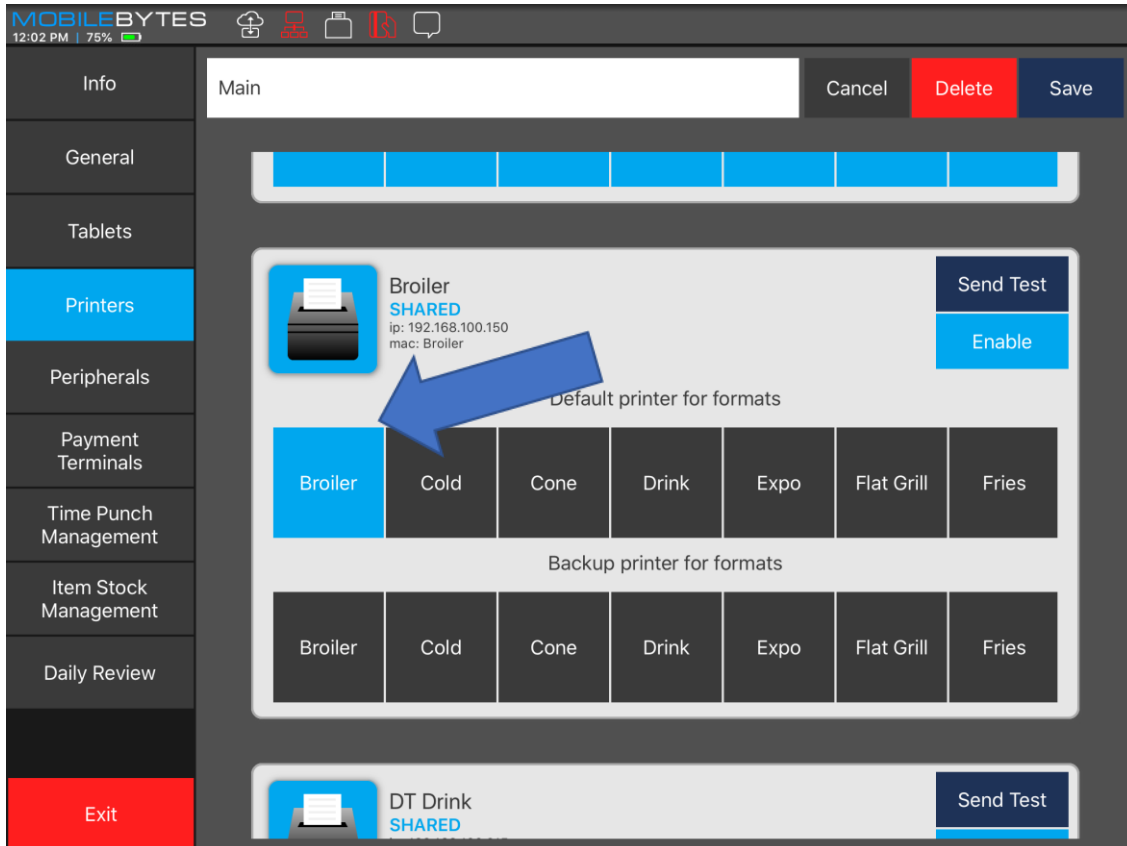
4. Tap on "Printers"



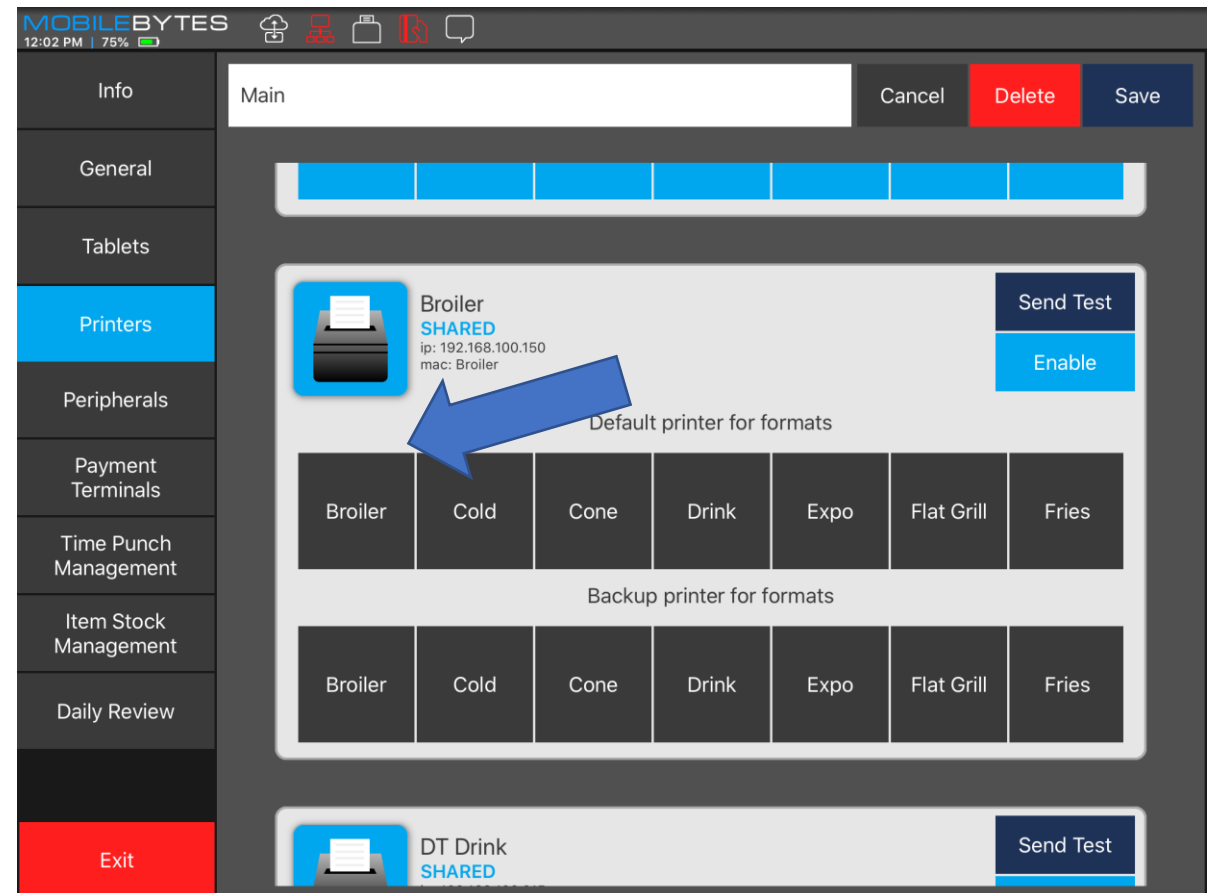
5. Tap "Edit" On the Template. Depending on setup you might see multiple Templates.



6. Swipe down to locate the printer you need to redirect. A display format should currently be turned on.



7. Tap on the “**Display format**” that is currently printing on printer to turn off



8. Swipe to located printer to redirect display format to. Then tap the “**Display Format**” you want to turn on. Once done tap “**Save**”

