

PrinterLogic
by VISION

PrinterLogic App

User Guide



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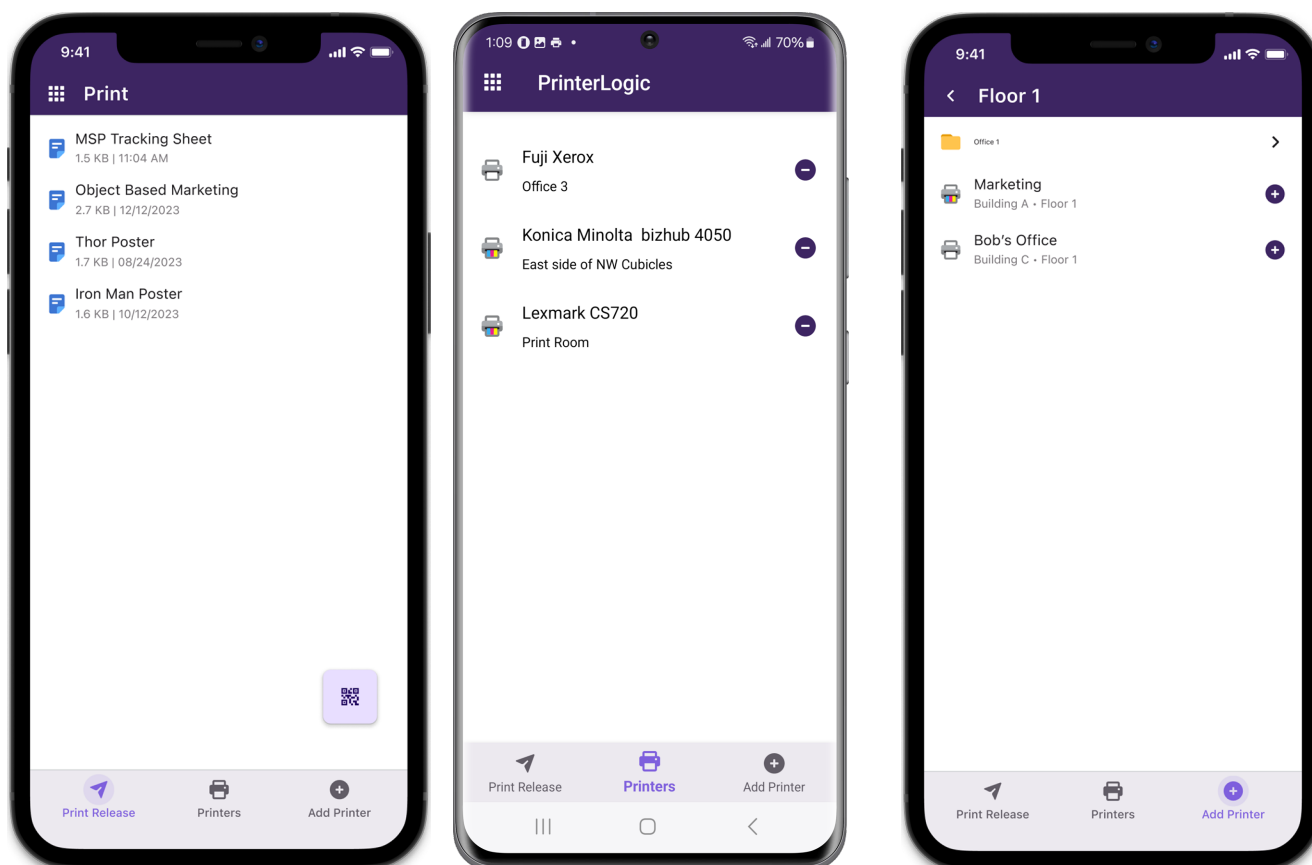
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Table of Contents

- PrinterLogic App 1**
- Key Points 1
- Definitions 2
- Sign In 3
- Get to Know the App 5
- Printers 9
- Print With the App 10
- Print Release 13
- Quota Management 15
- Mobile Scan 17
- Delegated Print Release 22

PrinterLogic App

The PrinterLogic App provides a secure, native mobile printing solution and the ability to quickly and easily release secure print jobs from your mobile device with a few taps.



Key Points

The PrinterLogic App provides you printing and scanning functionality right from your pocket with:


- **Mobile direct IP printing:** Print documents from the mobile device directly to printers from your Vasion Print environments.
- **Mobile scanning:** Scan paper documents into digital, readable formats to share directly through email, text and cloud storage locations.
- **Mobile app print release:** Release documents held for pull print or secure release originating from a workstation, at a printer.
- **Mobile Off-Network Print:** Print documents to network printers while outside the local network.



The printer must support IPP 2.0 and it must be enabled.

- **Print Quota Management:** View the total assigned quota and remaining available quota.

This all-in-one solution provides the power of Vasion Print in a single application that fits in your pocket.

 Direct Secure Release, Off-Network Print, and Quota Management require additional licensing.

Definitions

Mobile Printing

Print from any app on your device using printers that have been automatically deployed by the IT administrator or self-installed printer managed by Vasion Print.

Mobile Pull Printing


A way of securing your printed output by "holding" the print job in a print queue on the workstation or mobile device until you are ready to send the print job to a specific, selected printer. You can then use any of the available release mechanisms such as, the CPA, the PrinterLogic App, or the Release Portal to release the print job to the printer.

Mobile Direct Secure Release

Direct Secure Release protects confidential information by making sure that you, and only you, receive the printed document. You initiate a print job from any device or workstation to a designated secure release printer, and release the print job when you are physically in front of the printer using your mobile device. This ensures the print job makes it into your hands, remaining secure.

Download the mobile app from the App Store or Google Play Store.



 The PrinterLogic App supports the current operating system version from the supported manufacturers, plus two previous versions. For example, when Apple released iOS 26, then iOS 18, and 17 are supported.

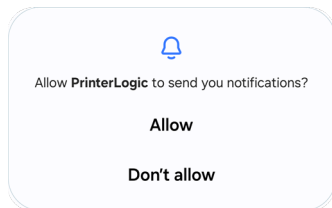
Sign In

To sign in to the PrinterLogic App, you need to know your company's Vasion Print URL. For assistance, contact your IT support. There are two way to sign in: 1. Active Directory / LDAP or 2. Aan identity provider. The way you sign in depends on how your system administrator has set up your instance.

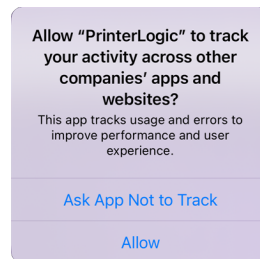
App Permissions

The first time you access the PrinterLogic App, you may be asked to grant the app permissions to access your files, allow notifications, and usage tracking for app improvements and support, depending on your device operating system.

Android



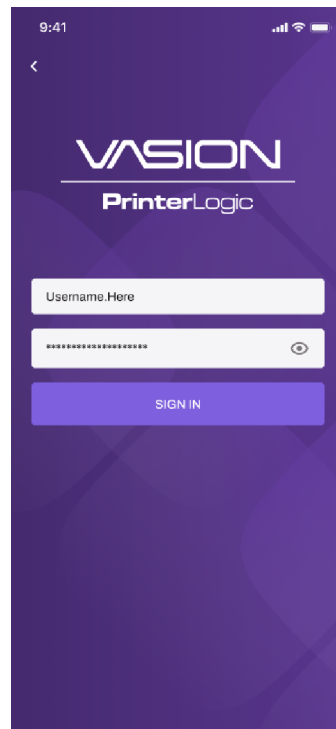
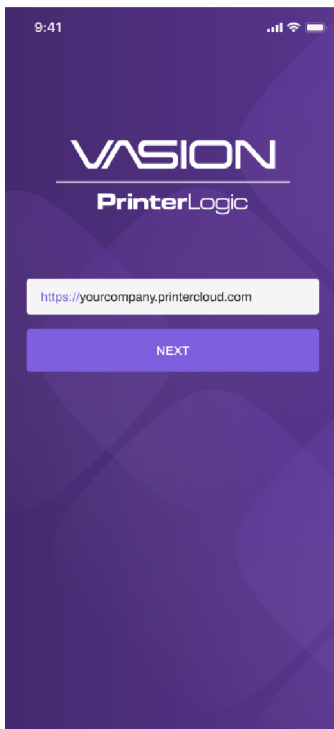
iOS



Once you've downloaded the app and allowed the app permissions you're ready to sign in.

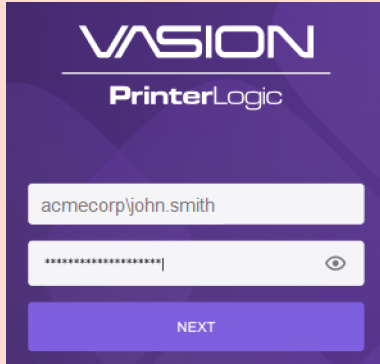
With Active Directory

1. Enter the Vasion Print URL and tap **Next**.
2. Enter your domain\username and password and tap **Sign In**.





The username format must include your **domain\username**. For example, if the domain provided to you by your IT admin is **https://acmecorp.printercloud.com** and your username is **john.smith**, the user name you would enter is **acmecorp\john.smith**.

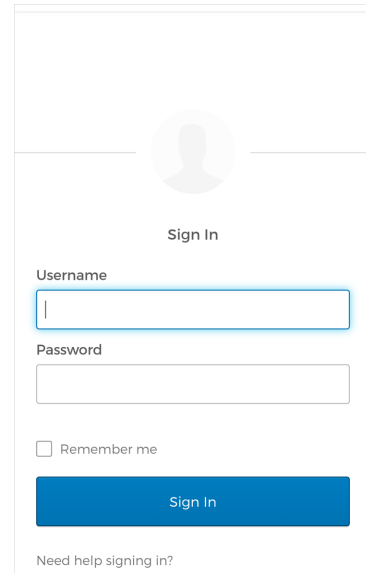
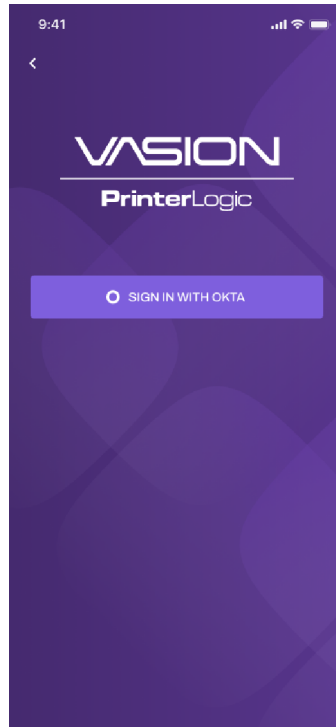
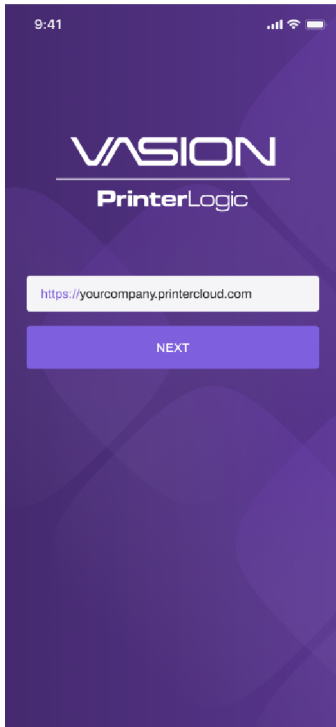


With Identity Provider


1. Enter the Vasion Print URL and tap **Next**.

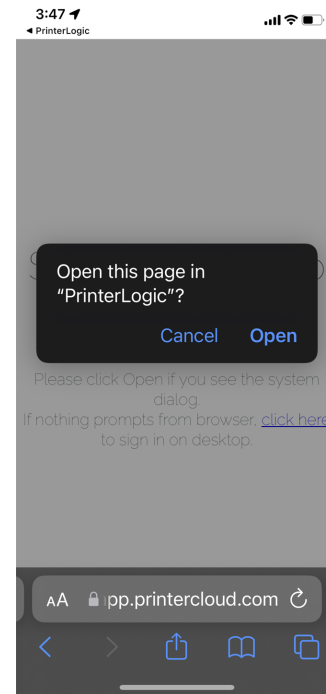
2. Tap in the identity provider sign in button.

3. Enter you provider's credentials.



With an identity provider, the app launches the device's default web browser to complete the sign in via the provider's interface. The sign in experience varies depending on the provider.

 If you're using an iOS device you may have to tap **Open** to return to the PrinterLogic App.




Get to Know the App

Here is a brief overview of the PrinterLogic App. Please note that depending on how the Vasion Print solution is implemented for your organization not all screens may be available.

App Components

App Header

The app header shows the following:

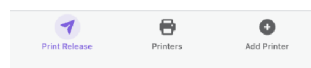
- **App icon** — tap the icon  to open the side menu to navigate the app.
- **Current feature** — see where you are in the app.



App Toolbar

The app toolbar, located at the bottom of the screen shows the following:


- **Print Release** — tap the button to go to the *Print Release* screen.
- **Printers** — tap the button to go to the *Printers* screen.
- **Add Printer** — tap the button to install a printer (if enabled by the administrator).



App Screens

Print Release

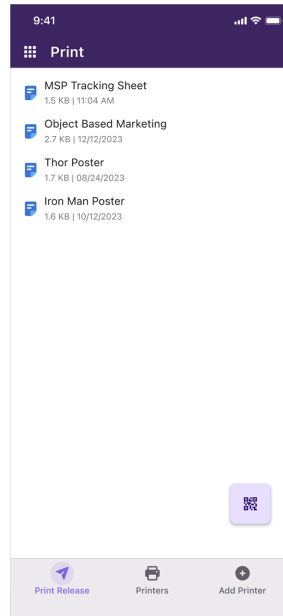
The app home screen is *Print Release*. On this screen you can see all held print jobs you have sent to a pull and Direct Secure Release printers.

From this screen you can select print jobs to release or delete. You also have a QR code reader option  that, when selected, will open the code reader.

Scanning the QR code on or near a printer automatically selects the printer to release the print job.

Both pull printing and secure release printing are supported when printing from the mobile device.

Printing from a mobile device holds the print job on the device, and you can only release the print job using the app. You cannot use the CPA or the Release Portal to release jobs printed from a mobile device.

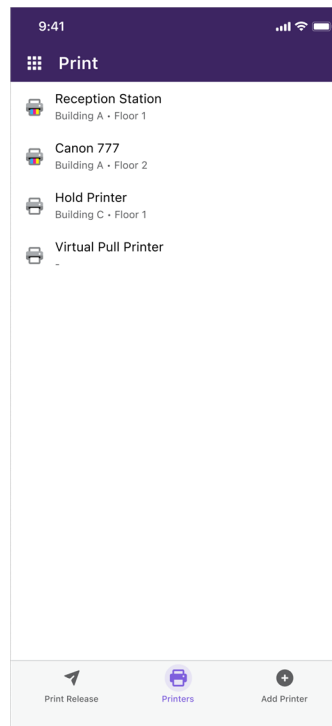


Printers Screen

The *Printers* screen displays a list of available printers either deployed from the Admin Console, or manually installed from the app.

Pull down to refresh your screen and see the latest printer configuration. When printer deployment is controlled by your administrator, you cannot delete auto-deployed printers from the app.

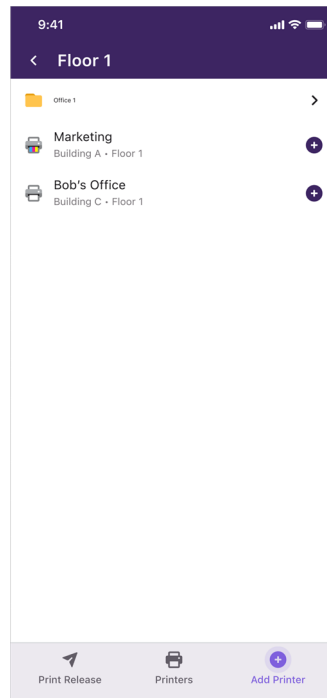
If your administrator allows, you can add additional printers. For more details, refer to the *Add Printer* screen.



Add Printer Screen

The *Add Printer* screen serves a similar function as the Self-service Portal in that you can manually install a printer on your mobile device.

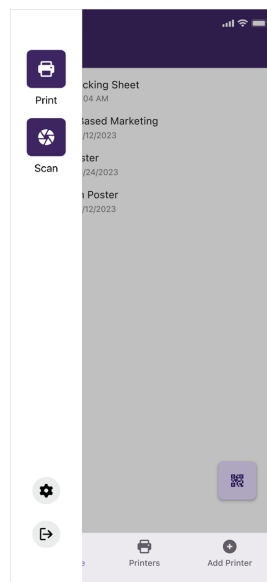
Once a printer is added from this screen, it will then be listed on your *Printers* screen in the app.



Side Menu

Tap on the **App** icon to access the side menu. From the side menu you have the following options:

- **Print:** Tap to access the print functionality.
- **Scan:** Tap to access the scanning functionality.
- **App Settings** ⚙️: Tap to access the PrinterLogic App information details and settings.
- **Exit** 🚪: Tap to sign out of the app.



App Settings

The app *Settings* screen shows the following information:

Account

- **User:** The username of the person currently signed in to the app.
- **Instance:** Instance URL where the app is connected.


App Info

- **App Version:** The current version the app is running.
- **Updated on:** The date the app was updated.

Quota Management

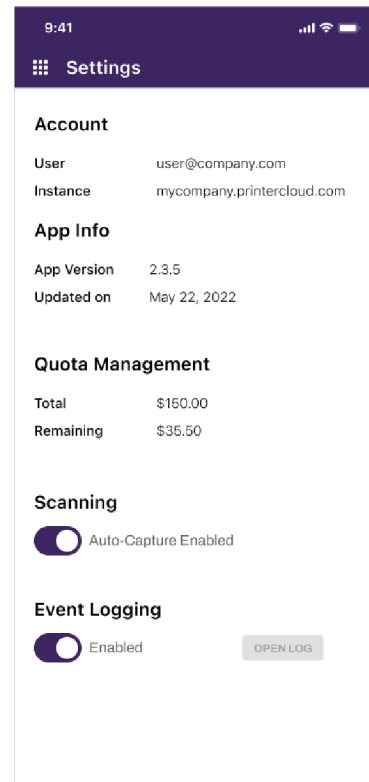
- **Total:** Shows the total quota assigned to the user.
- **Remaining:** Shows the remaining quota available for the user. Quota Management requires additional licensing.

Scanning

- **Auto-Capture:** Toggle to enable or disable auto-capture functionality.
 - **Enabled:** Automatically captures the document when it's recognized.
 - **Disabled:** Requires the user to tap the capture button  to scan the document.

Event Logging

- **Event Logging:** Toggle to enable or disable the app logging functionality.
 - **Enabled:** App captures and logs events to use for diagnostics and debugging.
 - **Disabled:** App does not log any events.

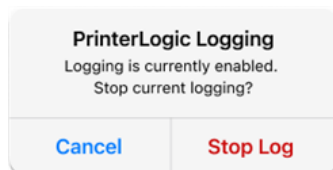


Event Logging

Enable **Event Logging** for print release to assist you with troubleshooting efforts. Only the app details are logged and should only be turned on for the time necessary to gather the needed information, since the log data is stored on the device.

Only one log is stored on the device at a time. So when logging is enabled again, the previous log information is replaced with the new log.


You'll receive a notification after 4 hours if logging is still enabled. Select **Stop Log** to disable **Event Logging**.




Printers

In this section you can learn how to add or delete printers on your device, if allowed by your administrator.

Add a Printer


Printers available for you to install display with this icon: .

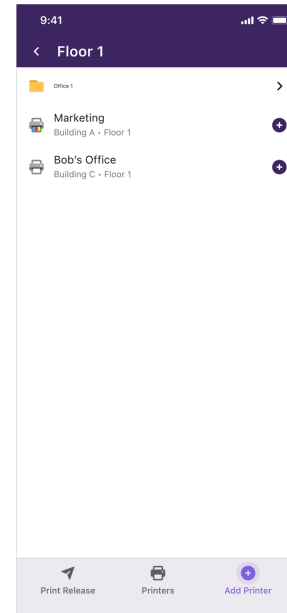
To add a new printer do the following:

1. Tap on **Add Printer**.
2. Expand the location folders to locate the printer.
3. Tap on the **Add** icon .

Tap on the **Printers** button to view the newly installed printer. You may need to refresh the screen.




If the printer you want to install shows a gray icon , it's not available for you to install. Contact your system administrator.



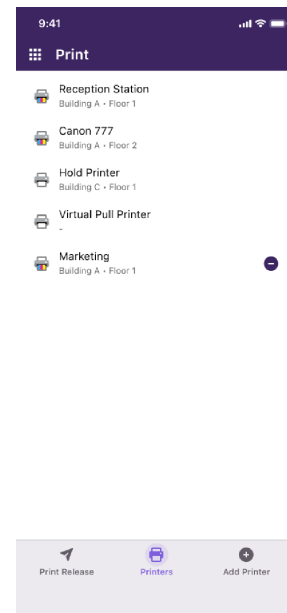
Delete a Printer

You can delete printers you added manually by doing the following:

1. On the printer you want to remove tap the delete button .
2. In the *Confirmation* message tap **Yes**.



You can only delete printers you installed. Printers deployed by the administrator cannot be deleted.



If the *Printers* screen does not reflect the latest changes, pull down to refresh. You may have to wait 30-60 seconds for the screen to refresh.

Print With the App

You can print immediately to your installed printers using the device's native functions. Print jobs sent to pull or secure release printers are held and released by the user using the PrinterLogic App or another release mechanism.

The mobile app feeds metadata from the print jobs into the Admin Console so it's included in the applicable reports.

Basic Printing

Depending on the app and operating system, there may be different ways to access the print function on your device. What follows is a brief overview of the print process on each of the supported operating systems.

Android Devices

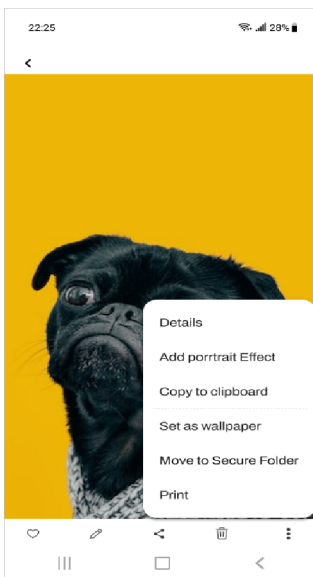
The options available when printing with an Android device will depend on the device and app version. Some options are:

- Option to select of **Print** or an associated print icon 🖨️.
- Option to **Share** or an associated share icon 🔄.
- To find these options you may need to use **More** button ⋮.

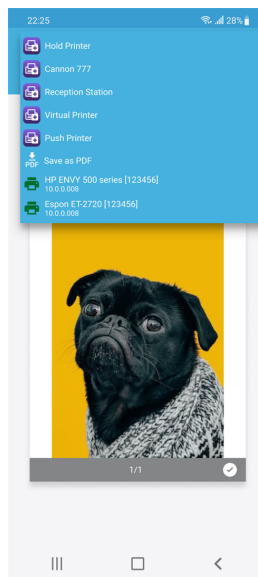
Basic Printing

On the document or screen to be printed, locate the appropriate printing option as described in the note above. Printers managed by Vasion Print display the PrinterLogic App icon 🖨️.

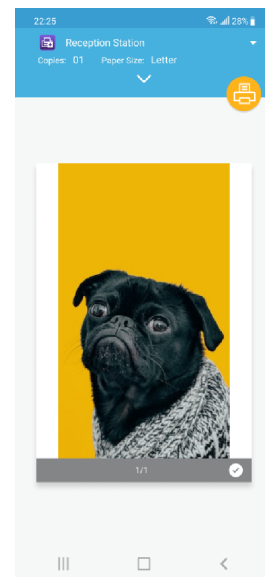
1. Select the **Print** option.



2. Select a printer



3. Tap the **Print** button 🖨️ to send the print job.



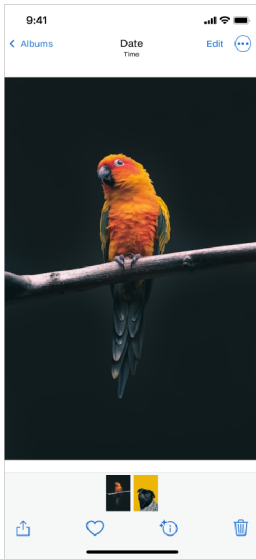
If you select a printer with a different icon, such as 🖨️ then it is more than likely that printer that was not installed or deployed by Vasion Print.

iOS Devices

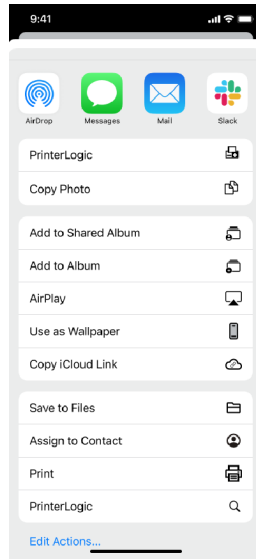
The options available when printing with iOS will depend on the device and app version. Some options are:

- The **More** button **⋮** option.
- **Share & Export** option.
- **Send a Copy** option.
- The **Share** button **📎**.

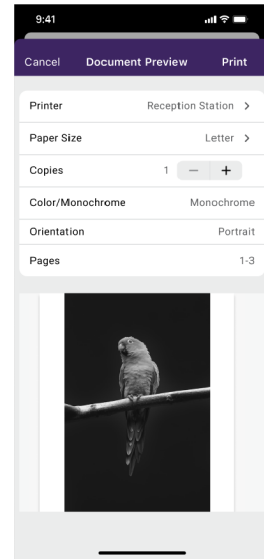
1. Select the **Share** button **📎**.



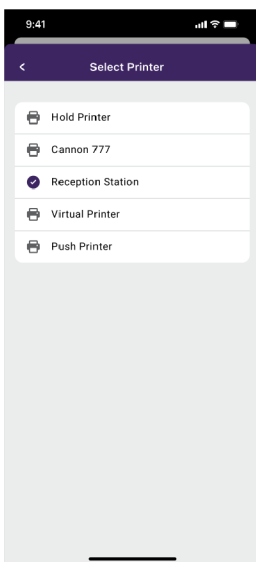
2. Select **PrinterLogic** from the share options.



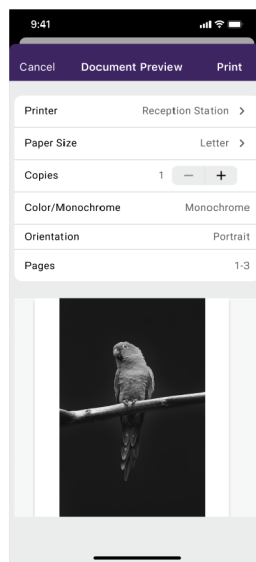
3. Tap the **Printers** field to select the printer, if necessary.



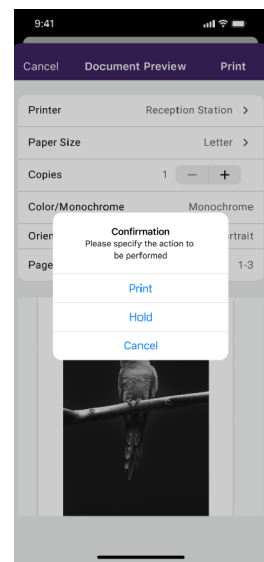
4. Select the printer you want.



5. Select **Print**.



6. Tap **Print** or **Hold**.



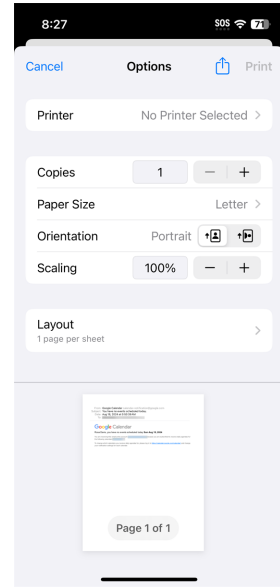
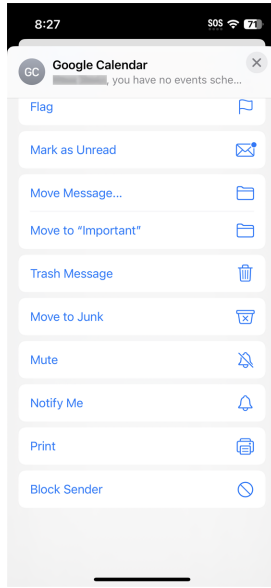
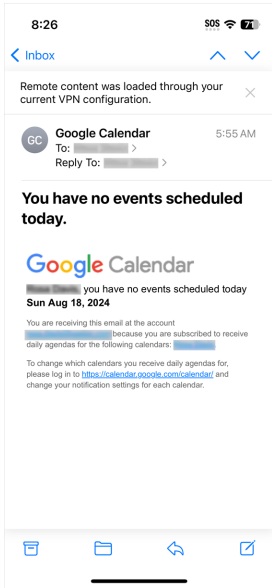
Confirmation modal options:

- **Print:** Immediately prints the document to the specified printer.
- **Hold:** Holds the document in the queue until a release action is taken at the printer.
- **Cancel:** Discards the print job.

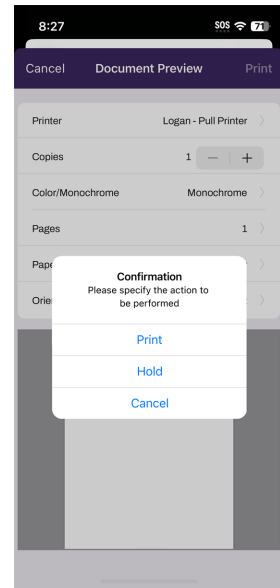
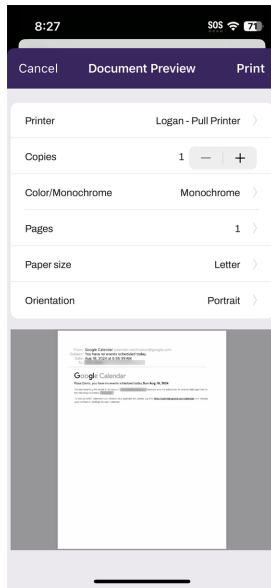
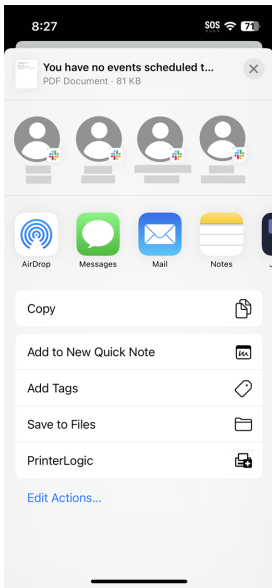
Print from the iOS Mail App

To print from the iOS Mail app, first select the email you want to print and then do the following:

1. Select the **Reply** button ↩.
2. Scroll down and select the **Print** option.
3. Tap **Share** 📎.




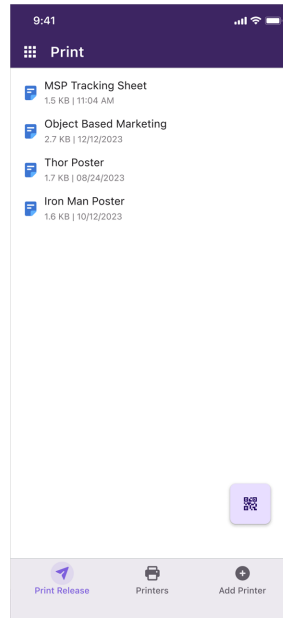
4. Select **PrinterLogic**.
5. Select **Print**.
6. Tap **Print** or **Hold**.



Print Release

The app home screen is *Print Release*. On this screen, you can see all the held print jobs you have sent to a Pull or Secure Release printer.

 When you print to a Pull or Secure Release printer from the mobile app, you can only release the print job using the app.




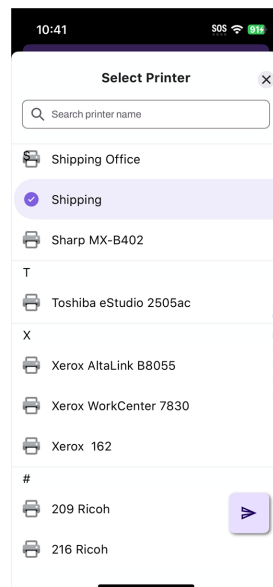
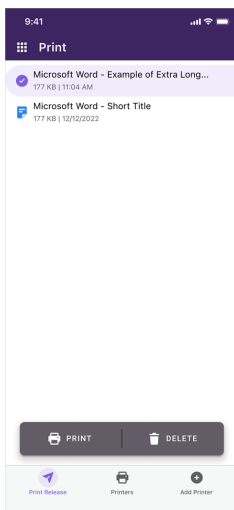
Release a Print Job

Here is a brief overview of the different ways to release print jobs with the mobile app.

The *Print Release* Screen

To release a specific print job to the following:

1. Select the print job from the list and tap **Print**.
2. Select a printer from the list and tap the **Send** button .



The QR Code Release

The QR code reader assists with touchless printing. When you scan the QR code at a printer, you can release your print job without touching the printer. Just walk to the printer where you want to release the job and do the following:

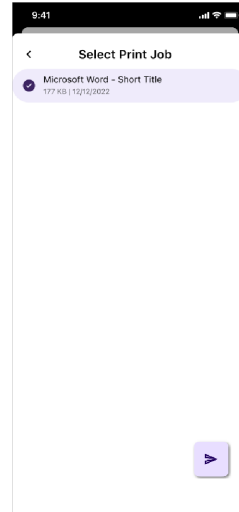
1. Tap the **QR code** button.



2. Scan the QR code displayed on the printer.



3. Select the print job you want to print and tap the **Send** button.



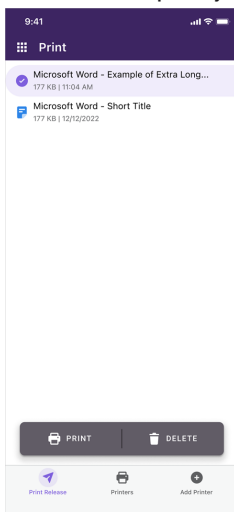
You can also scan a QR code directly from the default camera on the device, and it will prompt you to open the PrinterLogic App to release your print job.



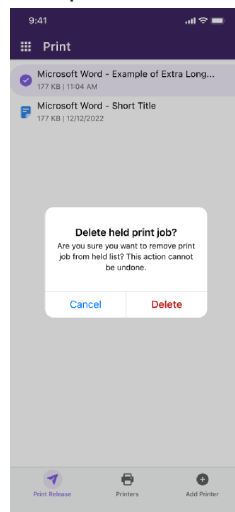
Some Android devices may not open the PrinterLogic App if you use the default camera to scan the QR code. In this case, open the app first, then tap the QR code button.

Delete Held Jobs

1. Select the print job from the list and tap **Delete**.



2. Tap **Delete** on the *Delete held print jobs?* modal.

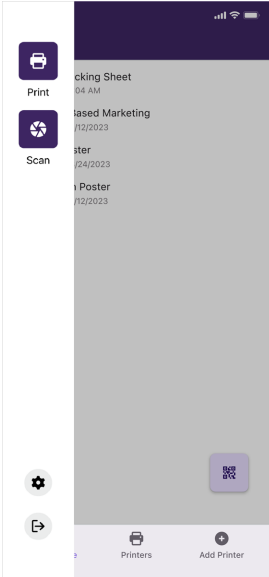
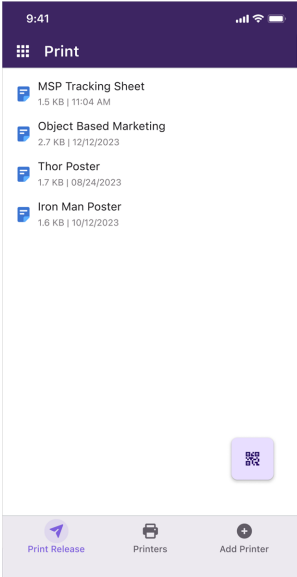


Quota Management

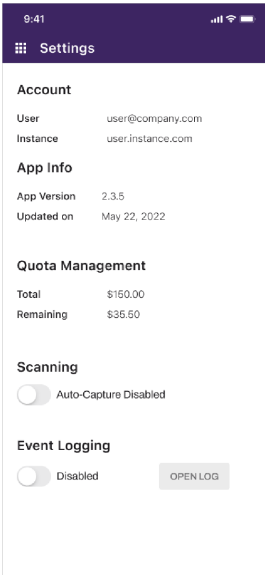
Quota Management sets printing quotas for groups and individual users to reduce wasteful printing and, in some cases, supplement print costs. Your system administrator sets these quotas as a volume, defined as the total number of allowed print jobs, or cost, expressed as a dollar amount available to use on print jobs. You can view you assigned quota and remaining value in the *Settings* screen of the PrinterLogic App.

Check Available Quota

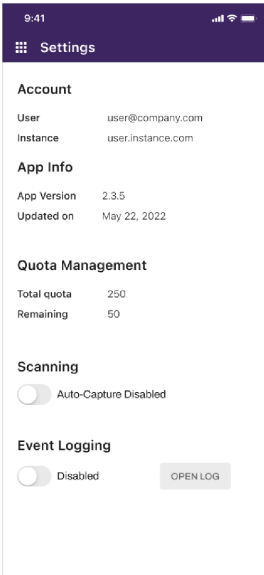
- 1. Select the **App** icon .
- 2. Select the **Settings** icon .



Cost Quota



Volume Quota



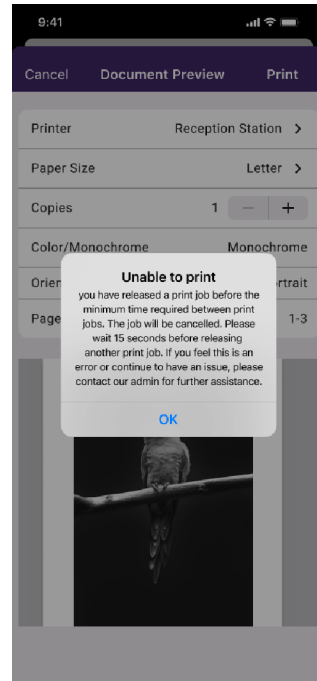
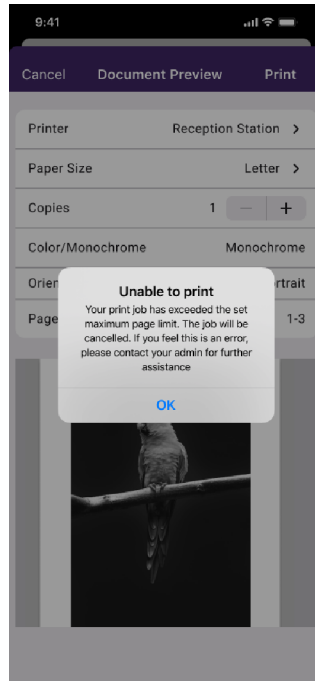
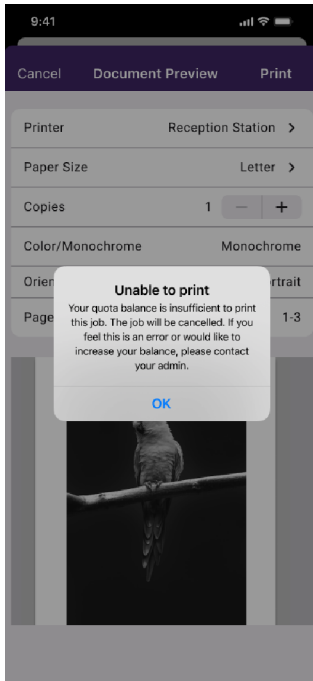
Quota Management Messages

The message displayed when you exceed your quota depends on how your system administrator set up the quotas.

Insufficient balance

Exceeded page limit

Minimum time not met




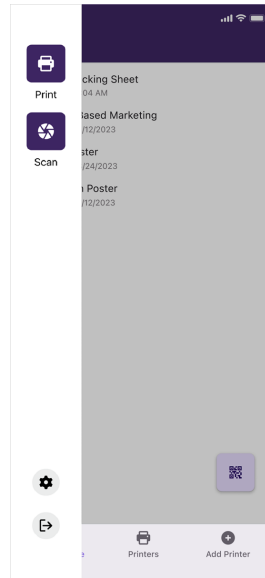
Mobile Scan

The PrinterLogic App Scan feature utilizes your mobile device to scan documents and then print, text, email, or send them to a cloud storage provider. The app supports personal drives and apps. To scan directly to your organization's shared cloud drive connections and preset scan locations your administrator must configure access.

Scan

To access the *Scan* screen do the following:

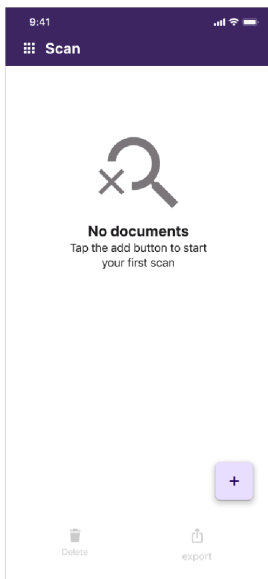
1. Sign into the PrinterLogic App on your mobile device.
2. Select the **App**  icon from the app header.
3. From the side menu, select the **Scan** option.



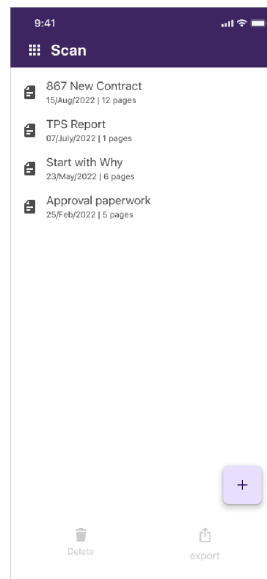
Scan Home

The *Scan* home page displays the following:

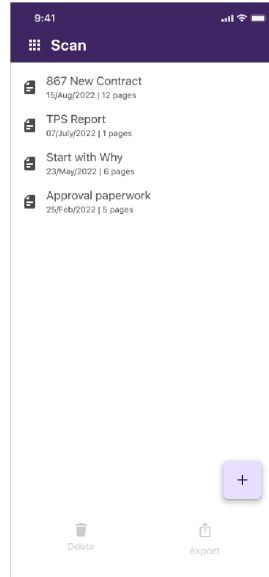
No scans



List of scanned documents




When you select an existing document, the buttons at the bottom of the screen activate. You can then delete the scanned document by selecting the **Delete** button or share the document with the preset scan locations or other apps using the **Export** button.

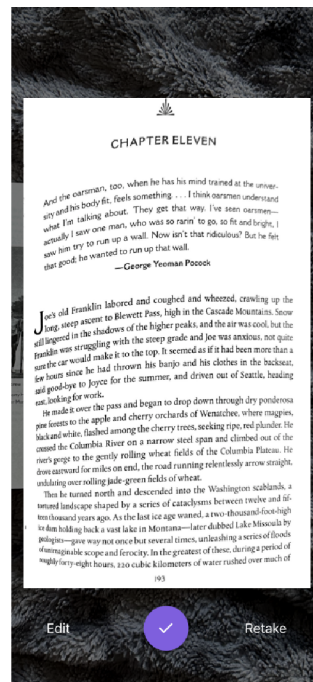
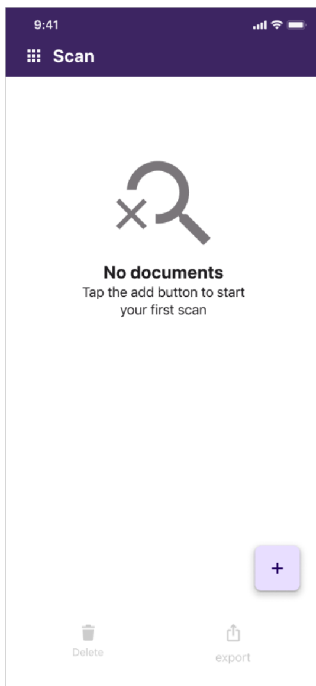


Scan Documents

Select the **Add** button .

Use the **Capture** button  to scan the document.

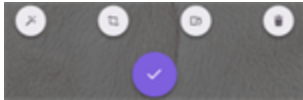
Select the **Accept** button .



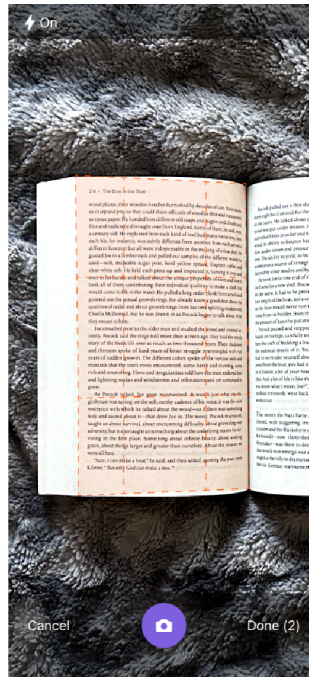
Edit the Document Capture

Here are some options available to edit the document during the capture process.

- Select the **Edit** option on the lower-left to make changes to the document scan. The options include:
 - Apply filters.
 - Crop the capture image.
 - Rotate the document.
 - Delete the scan.



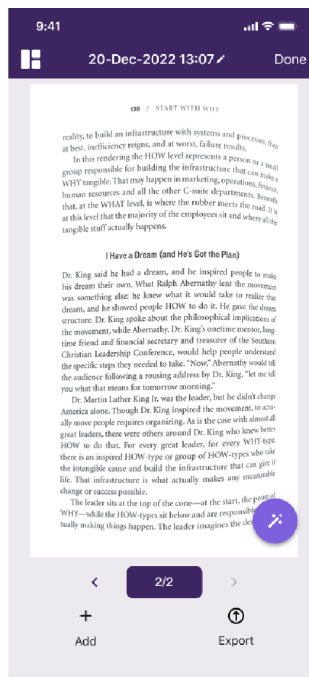
- Select the **Retake** option on the lower-right to re-start the scan.
- Continue scanning any additional pages, then select the **Done (X)** option in the lower right to complete the scan.
 - **Done (X)** reflects how many pages are in the current scan queue.
 - **Cancel** displays a message with two options:
 - **Cancel:** Returns you to your current scan.
 - **Delete:** Deletes the current scan queue and returns you to the main *Scan* screen.





Complete Scan and Export

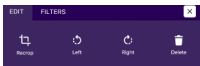
Once you completed capturing the document you have several editing options before uploading the scanned document.

1. To adjust the name of the scanned document, select the **Edit** icon on the scan title.
 - a. Use the device keyboard to rename the document and select **Save**.
2. To view all the scanned pages use the Forward / Back arrows ><.
3. To add more pages select the **Add** button +.
4. To upload the scanned pages select the **Export** button (i).

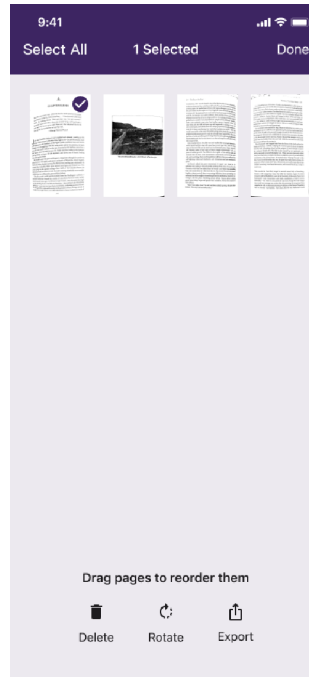
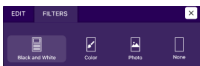


Edit a Scanned Document

1. To rearrange the order of the scanned documents, select the **Grid** icon  on the upper-left.
 - a. Hold and drag the pages to reorder them.
 - b. You can **Rotate**, **Delete** or **Export** the documents from this window.
 - c. Select **Done** when finished.
2. To adjust scanned documents, select the Edit icon. 
3. On the *Edit* tab, you can:
 - a. Recrop the image.
 - b. Rotate the image Left / Right.
 - c. Delete the image.



4. On the *Filter* tab, you can apply a:
 - a. Black and White filter.
 - b. Color filter.
 - c. Photo filter.
 - d. Remove filter.

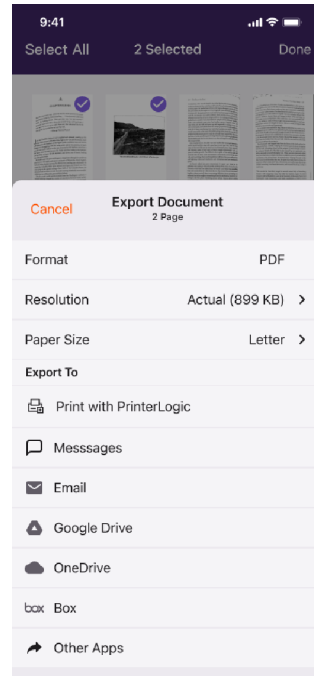


Export or Hold

You can hold the edited jobs in your scan queue to print or send later using the **Done** option in the upper-right, or use the **Export** option to print, email, or send the documents to a cloud provider. Personal drives, storage, and apps are supported by using the **Other Apps** option. Admins can also define preset storage locations for scanned jobs in their environment using supported cloud storage providers.

To immediately print, text, email, or send the documents to cloud provider storage:

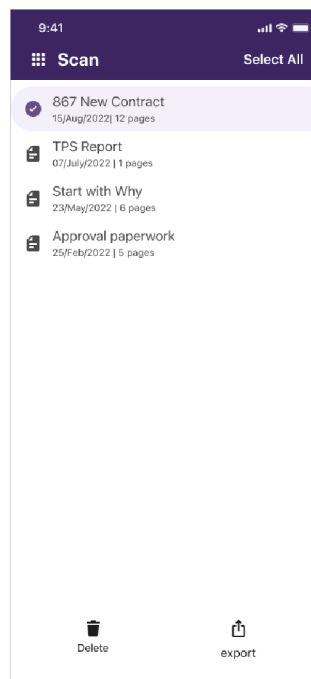
1. Select the **Export** option.
2. Select the desired option from the **Export To** screen.
 - a. Print with PrinterLogic.
 - b. Message (SMS).
 - c. Email.
 - d. Cloud Provider Storage.
 - e. Other Apps.



Hold

To hold the scanned document(s):

1. Select **Done** in the upper-right.
2. When you are ready to send the scanned document, select it from the *Scan* home screen. you can select multiple documents or use the **Select All** option.
3. Follow the steps above to print or export the document.




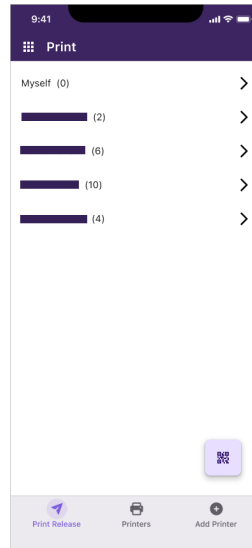
Delegated Print Release

When Delegated Release is enabled, and you have been assigned as a Delegate to release jobs for other users, the home screen is *Print Release*. On this screen, you can see:

Myself: Select this to see all the held print jobs you have sent to a Pull or Secure Release printer and the number of held jobs.

Initiators: The names of users who have selected you as their delegate (Initiators) and the number of held jobs.

 When you print to a Pull or Secure Release printer from the mobile app, you can only release the print job using the app.



Refer to [Delegated Release Guide](#).

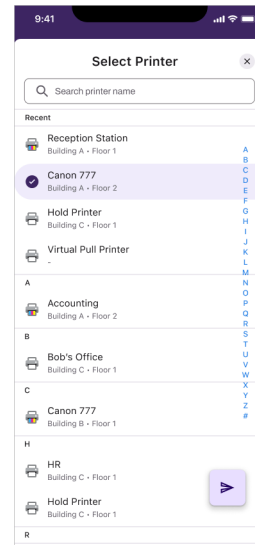
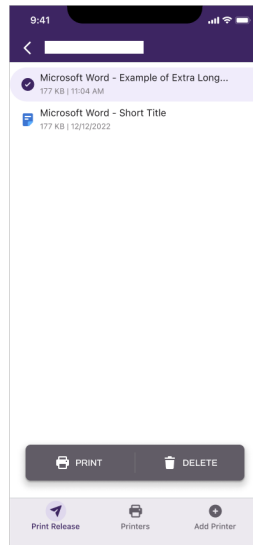
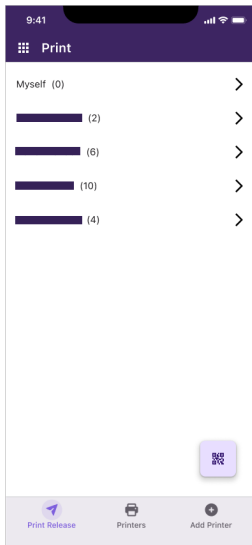
Release a Print Job

Here is a brief overview of the different options to release delegated print jobs with the mobile app.

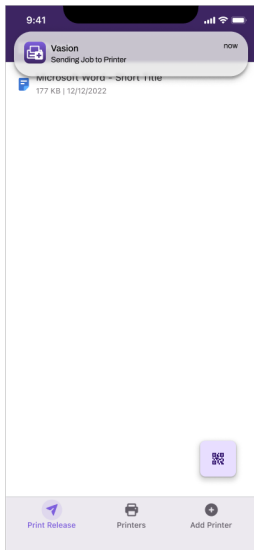
The *Print Release* Screen

To release a specific print job to the following:

1. Select the **Myself** or the name of the Initiator.
2. Select the document you want and select **Print**.
3. For Pull Print jobs, select the printer and select **Send**.



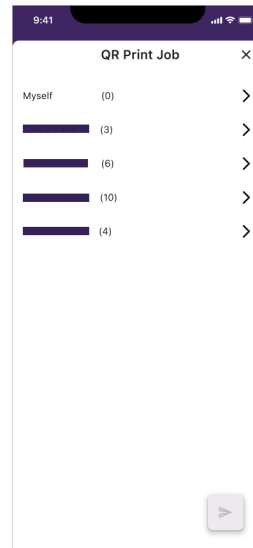
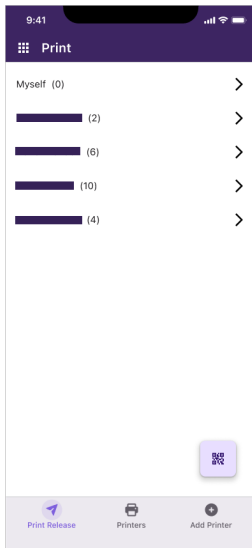
The system shows a *Sending Job to Printer* notification.



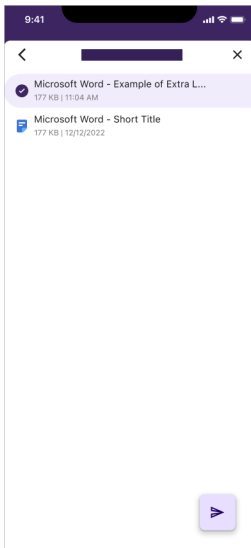
The QR Code Release

The QR code reader assists with touchless printing. When you scan the QR code at a printer, you can release your print job without touching the printer. Just walk to the printer where you want to release the job and do the following:

1. Tap the **QR code** button.
2. Scan the QR code displayed on the printer.
3. Select **Myself**, or the name of an initiator.



4. Select the document you want and select **Send**.



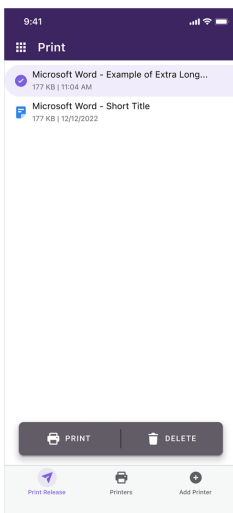
You can also scan a QR code directly from the default camera on the device, and it will prompt you to open the PrinterLogic App to release your print job.



Some Android devices may not open the PrinterLogic App if you use the default camera to scan the QR code. In this case, open the app first, then tap the QR code button.

Delete Held Jobs

1. Select the print job from the list and tap **Delete**.



2. Tap **Delete** on the *Delete held print jobs?* modal.

