

STAYSUITE

Device and Printing Guide

Install, print, save PDF, update, and recover on Windows, Android, iPhone, iPad, Mac, and browser.

SCREENSHOT EDITION

10 August 2026

Rooms. Guests. Folios. One calm operating system.

How to use this visual guide

Use a training booking first. Never practise a payment, check-in, checkout, or night audit on a real guest record.

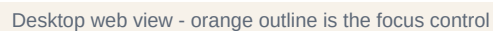
1	One action per screen The orange outline shows the exact control for that step.
2	Read the goal Understand why the screen exists before pressing anything.
3	Follow the numbered action Complete the action on a computer, tablet, or phone.
4	Verify the result Read the check line before moving to the next page.

PHASE	WHAT STAFF LEARN
Install	Use only the official /install page and the correct device package.
Print	Preview the guest document, choose the device printer, then print.
PDF	Use Save as PDF and an approved guest-sharing channel.
Update	Finish the live transaction before installing a native update.

Privacy note: every guest name, booking code, phone number, and amount shown in this book is synthetic training data.

STEP 01 - SCREEN

Goal: Install StaySuite without creating a separate copy of hotel data.



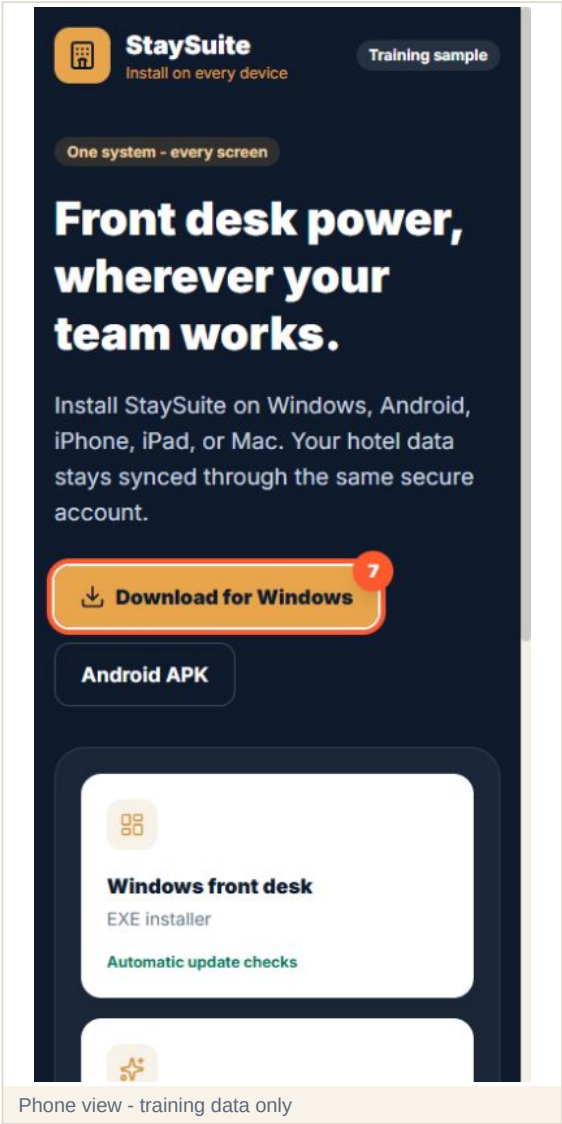
Windows uses Download for Windows. Android uses Android APK. Apple devices use Add to Home Screen until a signed DMG is available.

The app opens the official StaySuite workspace and automatic update checks are enabled.

The device warns about an unknown source that is not the official StaySuite page.

Install on a phone or tablet

Goal: Use the official install page from the device that will run StaySuite.



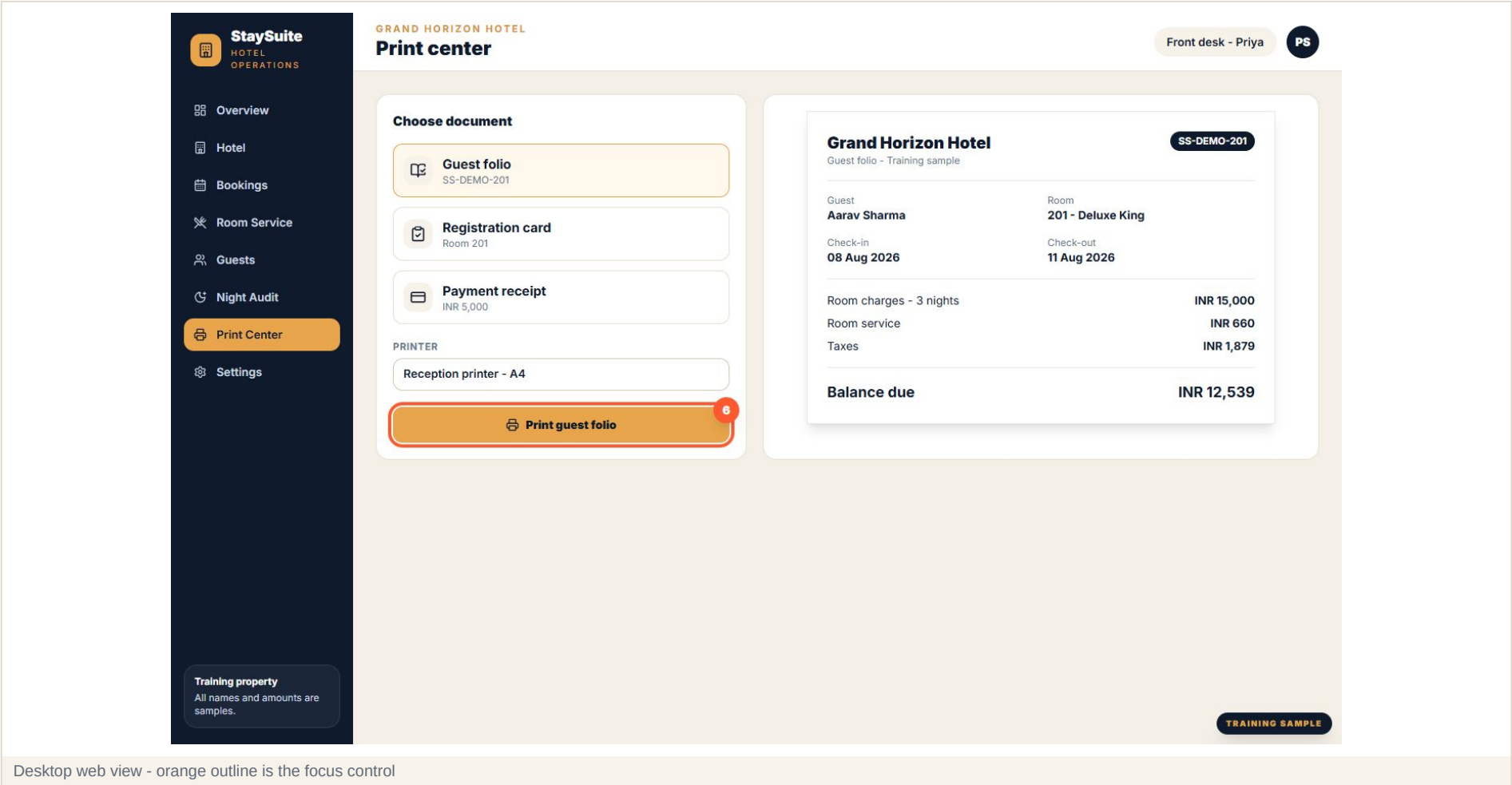
- | | |
|---|---|
| 1 | Open the official StaySuite /install page in the device browser. |
| 2 | Android: select Android APK and approve only this official source. |
| 3 | iPhone or iPad: use Safari Share, then Add to Home Screen. |
| 4 | Open the new StaySuite icon and sign in with a named staff account. |

CHECK: The icon opens StaySuite full-screen and shows the same property data as the front desk.

Print the correct guest document

Goal: Send the final preview to the device native print service.

STEP 03 - SCREEN



DO THIS

Choose Guest folio, select Reception printer - A4, check the preview, and press Print guest folio.

CHECK

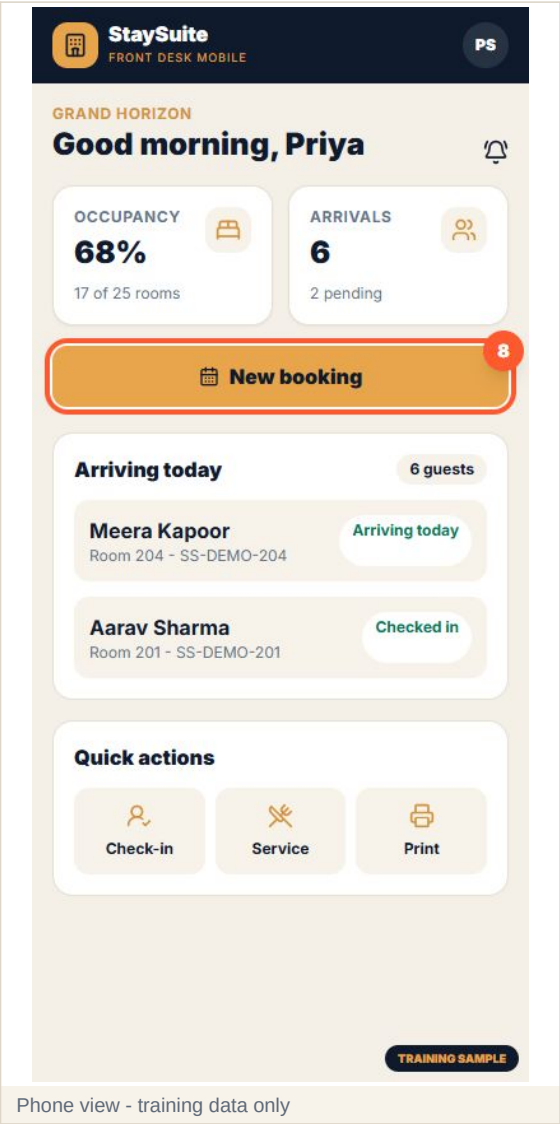
A4 preview shows the correct guest, booking code, dates, charges, tax, and balance.

STOP IF

A receipt printer is selected for an A4 document or the preview totals differ from the folio.

Use mobile print and PDF

Goal: Print through Android Print Service or AirPrint, or save a controlled PDF.



- | | |
|---|--|
| 1 | Open the verified booking from the mobile dashboard. |
| 2 | Choose the folio, registration card, receipt, or report. |
| 3 | Tap Print and select Android Print Service or AirPrint. Choose Save as PDF when paper is not required. |
| 4 | Confirm the destination, paper size, page count, and privacy before sending. |

CHECK: The printed or saved document matches the preview and no extra guest copy remains on a shared device.

Device and printer test record

Record one passing test for every station after setup, driver changes, or network changes.

DEVICE TEST	PASS	TESTED
Windows front desk - A4 and receipt printer	☐	Date: _____
Android phone/tablet - system print service	☐	Date: _____
iPhone/iPad - AirPrint or Save as PDF	☐	Date: _____
Mac/browser - A4 preview and Save as PDF	☐	Date: _____
Official update check and browser fallback	☐	Date: _____