FollowMe Printers On iOS
Prepared by Berwick College - IT Department
A Step by Step guide on how to print to FollowMe printers from an iOS device
Print to a FollowMe Printer

1. Within the App/Document you want to print, press the share icon.
2. Select the “Print” option.
3. Tap on the “Select Printer” option.
4. Either select “followme-black” for black and white printing or “followme-colour” for colour printing.
5. Your iPad may default to double-sided printing. If you require single-sided printing please turn off the double-sided option.
6. Select “Print”.

![Printer Options dialog]

Options:
- Printer: followme-black
- Options: Double-sided
- Copies: 1

Print button highlighted.
7. Enter your username and password into the relevant fields and select "OK".
The Print job can now be picked up at any of the copiers around the school. The copiers are located in; The Library, D12C and the Staff room.

8. Tap on the “Username and Password” option.

9. Tap on the “Username” button.
10. Enter your Username and select “OK”.

11. Enter your password and select “OK”.
12. Select “Log In”.

13. You can tap on your print job to print a single document. You can also tap on the “Print All” option if you wish to print multiple print jobs at once.
14. If you opted to print a single document you may need to confirm the print job. To do this tap on “Print”.

15. Once your print job has completed, you will need to LOG OUT. Tap the “Log Out” button on the screen.