Printing on an iPad

Please ensure you are connected to the school WiFi.

- 1. Open the file you wish to print
- 2. Select the **Share** Icon. This can be 3 dots in the right corner of the screen, the blue box with an arrow or the grey arrow.
- 3. Click the **Print** option.
- 4. You will now be asked to select which printer you wish to use.





5. By selecting **follow-me-colour** or **follow-me-mono** will allow you to print in either colour or black & white.



- 6. Once you have selected your printer you will be asked to login. This is the <u>same username and password</u> that you login on to any school computer. I.e. 18Roberts1567.
- 7. You will then be taken back to the print preview page, now with the printer displayed. Once the settings are correct select **Print**.

"follow-me-colour"	
username	
password	
Concel	OK

8. Your printing is now waiting at the printer to be released. Any Follow-Me printer around school will allow you to release your printing.