

## Printing on NMTAFE Computers using iPad and iPhone

Printing at TAFE from your own device, requires you to be connected to the TAFE WIFI. For information about connecting select, <u>how to access the Campus WIFI</u>.

Information about printing costs and adding funds to your printing account select, <u>printing</u>, <u>photocopying and scanning</u>, at North Metropolitan TAFE.

## TO PRINT FROM A WEB BROWSER OR AN APP

1. Select 'Share' a web browser

OR

Select 'Actions' within an App.

- 2. Select the 'Print' Button
- 3. If you are printing using Microsoft 365 Applications (Word, Excel etc.)

Select 'AirPrint'











## **Library Services**

4. Select 'NMT\_FollowMe' as the printer



5. **Sign-in** using your student number and Microsoft 365 / Blackboard password

(First time users may need to Authenticate)

| Password require<br>"NMT_FollowM | ed for<br>1e" |
|----------------------------------|---------------|
| username                         | ſ             |
| password                         |               |
| Cancel Print Jo                  | ob            |
| Open Print Cen                   | itre          |
| ОК                               |               |
|                                  |               |

6. **Make any changes** to the print options, then **select** Print.

**Note:** Colour printing is the default setting which incurs additional costs



7. Login to the printer and print.

It can take 5-10 mins to for the print job to be visible on the printer.