Printing from a Personal Device – Students
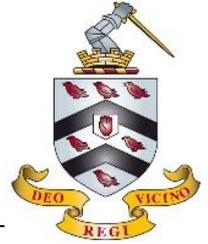
- Join the school Wi-Fi and sign-in as usual

INITIAL SETUP

- **Android (SmartPhone/Tablet)**: Go to the PLAY STORE and download the app called MOBILITY PRINT (by PaperCut). Add the following print queues "Follow Me Printing (B&W)" and "Follow Me Printing (Colour)"

- **Apple Mac**: In SETTINGS select to ADD PRINTER and add "Follow Me Printing (B&W)". Then repeat for "Follow Me Printing (Colour)"

- **Windows**: Open a web browser, visit the following page and download the software there. Add the following print queues "Follow Me Printing (B&W)" and "Follow Me Printing (Colour)" - https://tinyurl.com/BromsPrintWin

PRINT PROCESS

- Select PRINT within the software and choose the relevant Follow Me Print queue (B&W or Colour). The first time you do this (per device) it will request your school username and password, enter them (and if shown, select to remember them)

- Collect your printout from the copier/printer. You can either log-in using your school username and password or the 4 to 6 digit Printer ID you should have received

Printing from a Personal Computing Device (teachers)

- Join the school Wi-Fi and sign-in as usual (see attached document)

INITIAL SETUP

All Users -
- **Android (SmartPhone/Tablet)**: Go to the PLAY STORE and download the app called MOBILITY PRINT (by PaperCut). Add the following print queues "Follow Me Printing (B&W)" and "Follow Me Printing (Colour)"

- **Apple Mac**: In SETTINGS select to ADD PRINTER and add "Follow Me Printing (B&W)". Then repeat for "Follow Me Printing (Colour)"

- **Windows**: Open a web browser, visit the following page and download the software there. Add the following print queues "Follow Me Printing (B&W)" and "Follow Me Printing (Colour)" - https://tinyurl.com/BromsPrintWin

Users with more than one print budget, eg. teachers with multiple roles -

- **iOS (Apple iPhone/iPad)**: Open Safari and go to the following website - https://tinyurl.com/BromsPrintiOS

  An INSTALL PROFILE dialogue should be displayed. Follow the prompts to create a *Printing Web Clip* to access the Mobile web client

Click on the Printing Web Clip and you will be prompted for your username and password, it should then be remembered

- **Android/Mac/Windows**: Open a web browser (eg. Google Chrome, Safari, Internet Explorer) and go to the following website and bookmark (favourite) it, this is the *Mobile Web Client* - https://tinyurl.com/BromsPrintMWC

  You will be prompted for your username and password, it should then be remembered

PRINT PROCESS

1. Select PRINT within the software and choose the relevant Follow Me Print queue (B&W or Colour). The <u>first time</u> you do this (per device) it will request your school username and password, enter them (and if shown, select to remember them)
2. Users with <u>more than</u> one print budget, eg. teachers with multiple roles -
iOS (Apple iPhone/iPad): You will need to open the *Printing Web Clip* every time you print in order to set the print budget you wish the printout to be allocated to
Android/Mac/Windows: You will need to open the *Mobile Web Client* every time you print in order to set the print budget you wish the printout to be allocated to
3. Collect your printout from the copier/printer. You can either log-in using your school username and password or the 4 to 6 digit Printer ID you should have received