## **Printing with Apple Computers**

To print from your Apple device you will need to be connected to UoA-WiFi. Information on how to connect to UoA-WiFi are available on our <u>Wireless and Internet</u> page. Connecting to either UoA-Guest-WiFi or eduroam will not enable you to print.

1. To add the FollowMe printers on a mac OS device, open settings and click on Printers & Scanners.



2. Under the list of paired printers, click on the + icon.

	Printers & Scanners	Q Search
Printers HP Officejet 4630 seri • Offline, Default HP Officejet 4630 seri • Offline HP Officejet 4630 seri • Offline	HP Officejet 4 Open Print Options & S	630 series Queue upplies
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Click the lock to make change	es.	?

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- 3. From the list of printers, scroll down until you find followme-bw and click add.
- 4. Repeat this step for the printer followme-colour.

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5. When you go to print you will now be able to choose the FollowMe printers.

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	Presets 📀 HP	Officejet 4630 series 3
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6. When you send a document to these you will be prompted to enter a name and password for the printer. These want to be your University username and password rather than your computer credentials.



 After sending your print job. Go to any FollowMe printer and tap your Campus (ID) card to authenticate and release the print job.