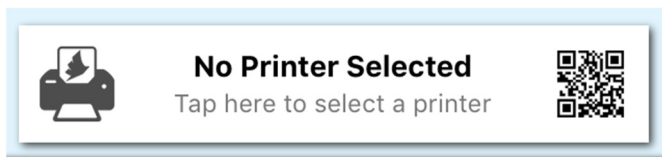


How to connect to the “NAITFollowYouPrint” printer using the PrinterOn app.

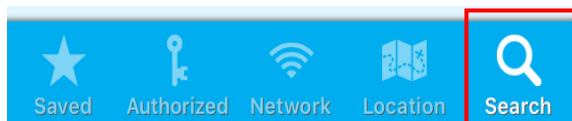
1. Install the free PrinterOn app from the store for your mobile device. (not the PrinterOn plug-in apps)



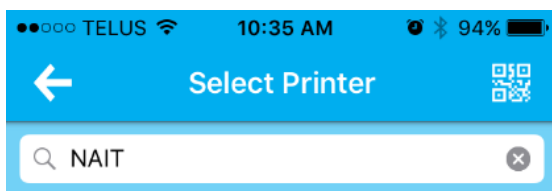
2. On the main screen, tap the “no printer selected” button.



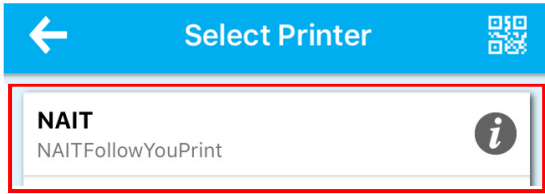
3. On the bottom of the screen, tap the “Search” icon



4. Enter **NAIT** as the Keyword and press enter



5. Select “NAITFollowYouPrint”.



6. Once you’ve selected the printer, back on the main screen, select the type of document to print

- a. Documents (device or cloud storage)
- b. Photos (device browsing)
- c. Web (enter a website address)

7. Once you’ve made your selection, you can change paper size and layout by pressing the settings icon



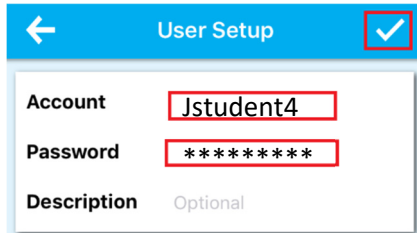
8. Press the print button or the printer icon when you want to send the job.




9. If you have not already done so, you may be prompted to enter in your account information to complete the print submission.

10. If prompted, press the “Add an account” button or locate the “user accounts” section in the “settings” menu

- a. Enter your MyNAIT Portal username
- b. Enter your password
- c. Enter a description (Optional)



- d. Press the  at the top to complete these settings

11. Proceed to a printer location with your one AT NAIT ID card to release and pay for your print job.

12. All jobs are held in the queue for 8 hours

13. If you have difficulty sending jobs via this app, you can also try sending jobs via the PrinterOn website by opening a browser on your phone and going to <https://printer.on.nait.ca/cps/>

How to send a print job to the “NAITFollowYouPrint” printer using the PrinterOn app.

1. **How to print using the PrinterOn mobile app**

- a. Print photos and web pages by tapping the "Photos" or "Web" icons
- b. Print documents from a cloud storage application by selecting the "Documents" icon. For Apple users, this will access documents stored in iCloud (if an account exists). For Android users, this will access documents stored in a cloud storage application (e.g., Dropbox).
- c. Print documents attached to emails by selecting the document and following the prompts for your device. You may need to use "Share Via" or "Print In" options on your device to successfully interface with the PrinterOn app.

2. **How to change the printing options**

- a. After selecting the document you want to print, press the "wheel" icon in the top right corner of the app.
- b. Change the settings as needed (page range, copies, page orientation, duplex and page size etc.)

3. Submit the job by tapping "Print"

4. You will see a notification message when your job is ready to be released at the printer.