Follow Me Printing Instructions

Last updated August 10, 2018

Students can send print jobs to the cloud and release them at any participating Follow Me Printing locations. Follow Me Printing increases the flexibility of having print jobs follow students wherever they go. This feature is available in campus libraries and additional locations.

Download the app from the App Store or Google Play. First year students with iPads can download from the Ohio State Self Service app.
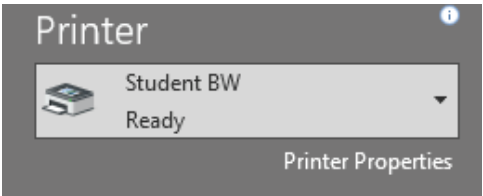
Contents

Download the Follow Me Printing app.

UNIPRINT

Public PC Printing
Instructions for Printing from a Public Computer
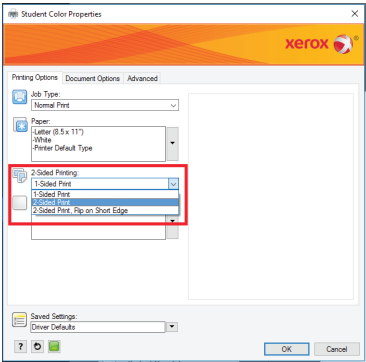
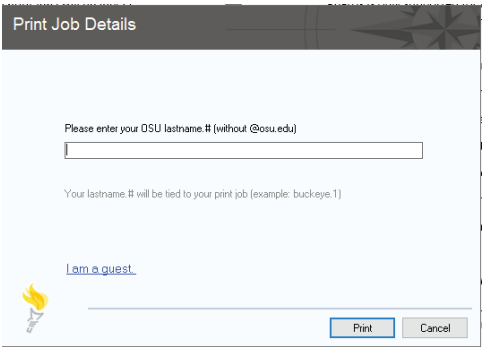**1.** Select "Student BW" for black and white printing

2. Select "Student Color" for color printing

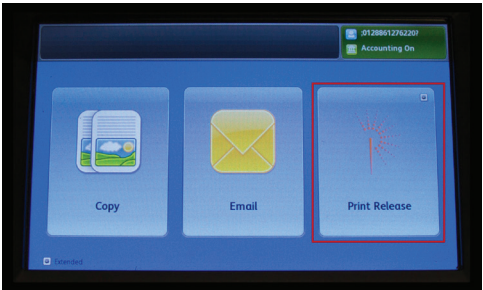**3.** For 2-sided printing, select "2-Sided Print" from the dropdown menu
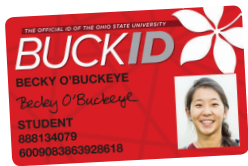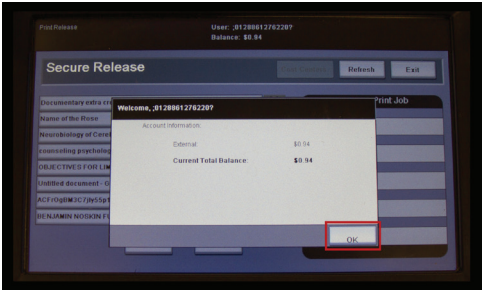

4. Enter your lastname.# and click "Print"
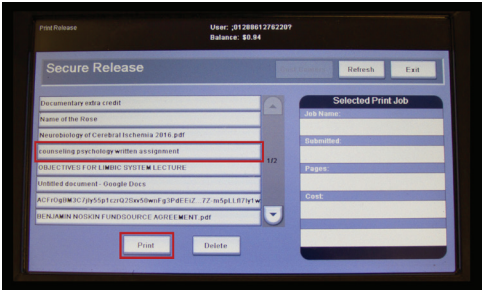
Xerox Printers
Follow Me Printing Instructions

1. Swipe BuckID and select "Print Release"

2. Check account balance and tap "OK"

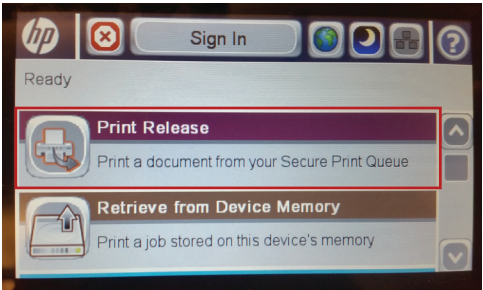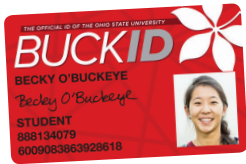**3.** Select print job(s) and tap "Print"

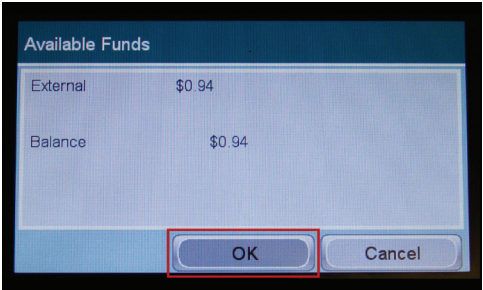**4.** When finished, remember to log out
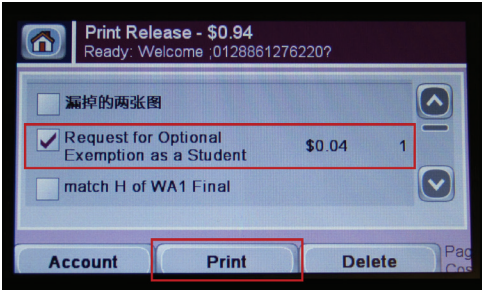
HP Printers
Follow Me Printing Instructions

1. Swipe BuckID and select "Print Release"
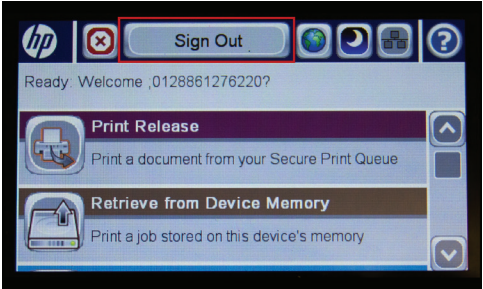

2. Check account balance and tap "OK"

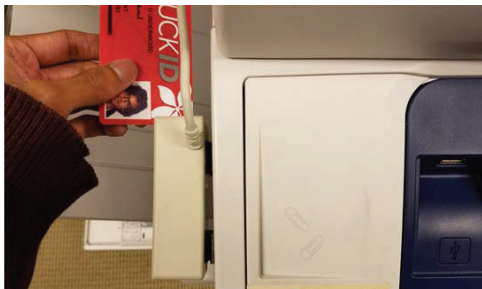**3.** Select print job(s) and tap "Print"
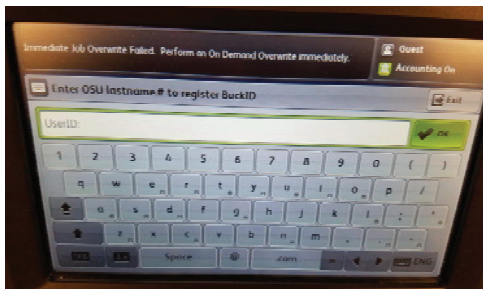

4. When finished, remember to sign out

BuckID Registration

If you are a new student or replaced your BuckID after the start of the semester, you will need to register your BuckID.
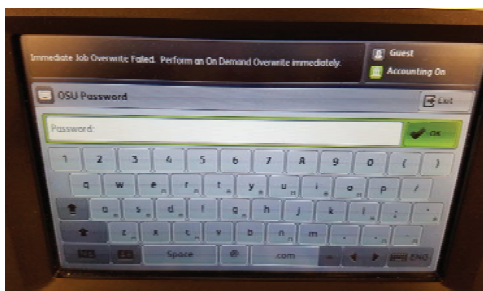
1. Swipe BuckID

2. Enter OSU lastname.#
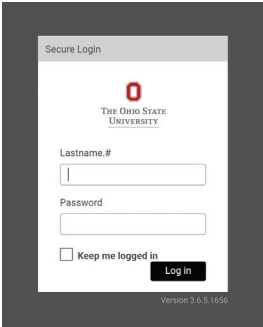

3. Enter OSU password
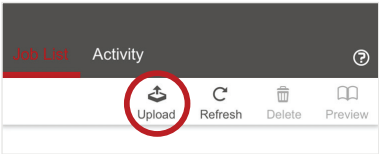
Follow Me App
Mobile Printing App Instructions

1. Download the Follow Me Printing App from the App Store, Google Play or the Ohio State Self Service app for **first year students** with iPads
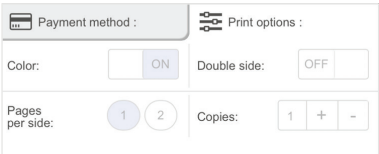
2. Navigate to home screen and login using your name.# and password

Secure Login

THE OHIO STATE UNIVERSITY

Lastname.#

Password

☐ Keep me logged in

Log in

Version 3.6.5.1656

3. Select "Upload" and navigate to the file located/ saved on your device

Job List   Activity

⬆ Upload   ↻ Refresh   🗑 Delete   📖 Preview

4. Select print job(s) and edit the print options at the bottom of the screen

Payment method :   Print options :

Color: ON   Double side: OFF

Pages per side: 1   2   Copies: 1   +   −

5. Find an available Follow Me Printer. Please follow the Xerox and HP Printer instructions above to release your job

NOTE: Students can also access this through a web browser by visiting **go.osu.edu/MobilePrint**