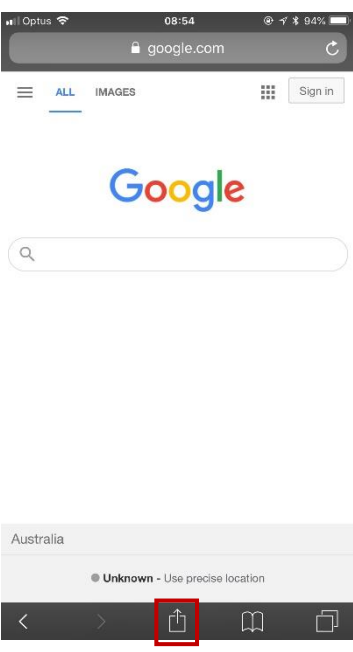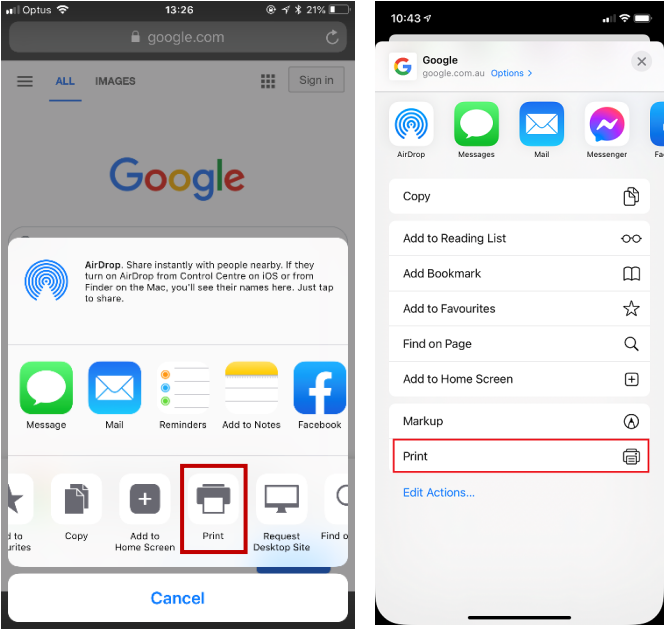## How to print from your own device at TAFE NSW - iPhone and iPad (iOS)

This reference guide explains how to print a document from your iPhone or iPad (iOS) at TAFE, submitting it to a Multi-Function device (MFD)

Requirements: Your device must have iOS 11.0+ installed to use this functionality.

How to print a document from your iPhone or iPad (iOS) at TAFE	
1. **Connect to the TAFE Wi-Fi**.	Refer to the instructions in the Wi-Fi Support: Getting Started page.
2. Open the **page, image, or file** you want to print. Tap **share**.	
3. Tap **Print**. You may need to scroll down on the share screen until you see the print option.	

Disclaimer: Printed copies of this document are regarded as uncontrolled. Please check http://staff.tafensw.edu.au to ensure this is the latest version.

4.	Your phone will automatically display the **Find-Me Print queue** as your default printer. Check your document print preview and select **Print**.	
5.	Type your **TAFE NSW username and password** then tap **OK**. Format your username as: - Firstname.lastname *(example mary.doe2)* You only need to authenticate once, as the Find-Me Print queue will remember your username and password.	
6.	**Release your print job** at a Ricoh Multi-function device.	Refer to the instructions on the Print, Copy and Scan Support LibGuide