PRINTING from a computer at Victoria
“Follow Me” printing in 8 steps

1 Log into a computer on campus
using your Victoria username and password.

2 Check your Print Balance
Click on the Print Balance icon to get to the Printing Funds Portal — you will be asked to log in again. Go to User Dashboard to see your balance.
- If you don’t have (enough) money, you can top up online.
- See the ‘Topping up your print balance’ self-help instruction sheet.

⚠️ If you don’t have (enough) money, you won’t be able to print.

3 Open the document you want to print
From your email, personal drive (H:), or USB stick

4 Check the print settings
Go to ‘File’, then ‘Print’. On the screen that pops up, check that the printer name is Follow-Me, then set printing properties (for example: single- or double-sided, black-and-white or colour, number of copies)

⚠️ If the printer name is not Follow-Me, you won’t be able to print.
5 Press ‘Print’

on the computer when you are happy with the print settings.

6 Walk to any printer on campus

If the printer screen is dark, press the Energy Saver button.

7 Log in to the printer

by swiping your student ID card against the sensor on the side of the printer.

What if I don’t have my student ID card with me?nn
You can still print, but will need to log in to the printer manually by pressing the Log In/Out button, and typing in your username, then password.

8 You’re done – but remember to log out

The green Data light on the printer will flash and your document will automatically print.

- If your document is large, or there are many people printing, you may need to wait a minute or two.
- If your printing is not coming out of the printer, follow the steps in the document ‘Printing Troubleshooting’.