**This instruction is for student and guests with a mobile device.**

1. Before proceeding you need to obtain an office 365 user account from IT. To do so please send an email to ikt@fjellhaug.no.

2. Start with downloading the app from App Store or Google Play. Search for «Safeq cloud » to find it. If you use an iPhone make sure you download the correct app. There are apps for different cellphones on Appstore so make sure to download the app from EveryonePrint A/S


3. Download and open the app and press settings. Write fjellhaug.eop.kmsky.no:9444 like shown below. Click «Test connection» and «Save» if successful.
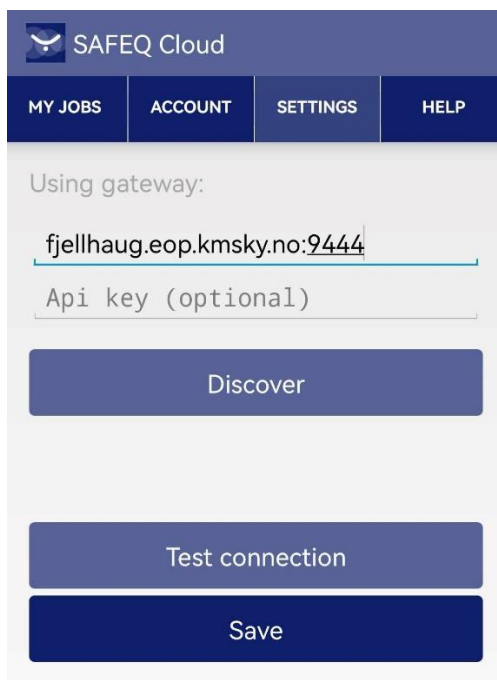
4. Click «Account» and fill in your username (f.eks: studentnr@student.fjellhaug.no) and password and select login.

5. If login is successful, you are ready to use the printer.

6. To print, choose the file you want to print out. There are two different ways depending on your cellphone. you can try to choose print and see if "sikker print" or "SafeQ Cloud" is selectable. If it is selectable as it is picture below continue to point 7. If not, select "share file" or "send" and select SafeQ Cloud. Continue to point 10.
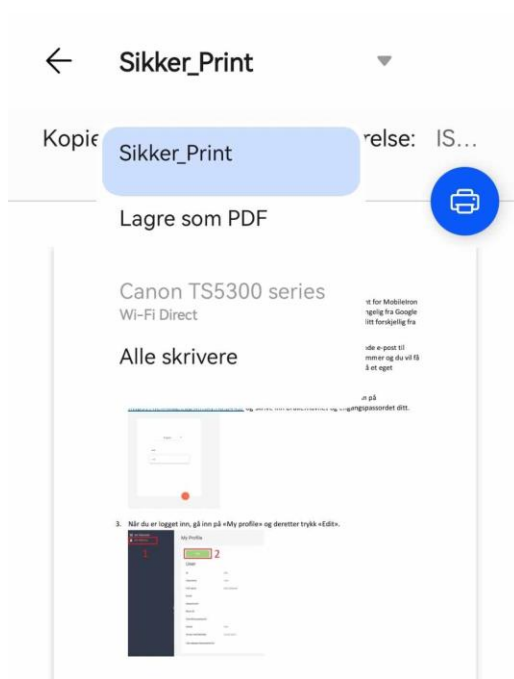
7. Choose the number of copies, simplex/duplex and color tone.

8. Document sent to print.

9. Document transferred to the queue.

10. Open the app and choose the job you want to print
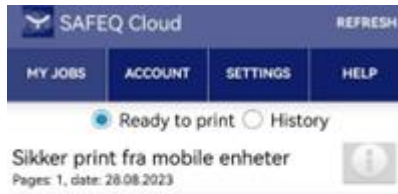
11. Choose your preferences.

12. Choose the printer you want it printed to and the job will be printed to that one. Choose biblioteket if you are a student.