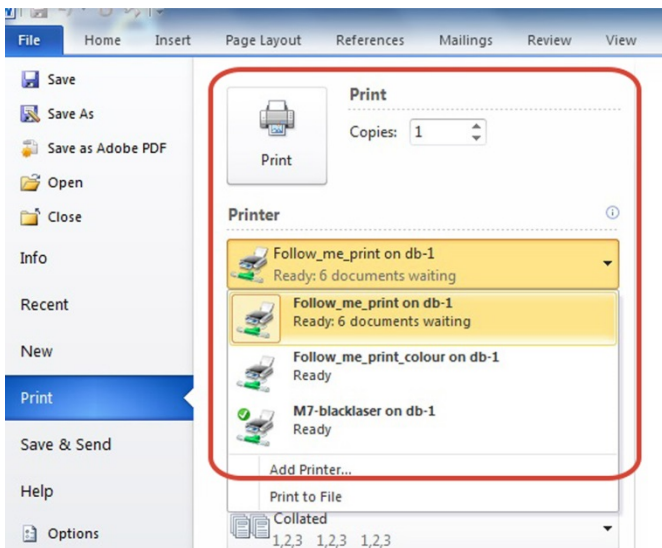


How to print to a photocopier from PC

- Log on to a student PC using your network ID / username and password
- Open your document and press 'Print' from File menu or press Control + P .
- Select one of the following printer from the drop-down menu in the printer name box:
 - **Follow_me_print**
 - **Follow_me_print_colour**
- Set the number of prints (Copies) required
- Click **Print**
- Collect prints from one of the photocopier located in:
 - LRC
 - M8 corridor
 - P12 (Fare Port)



NOTE:

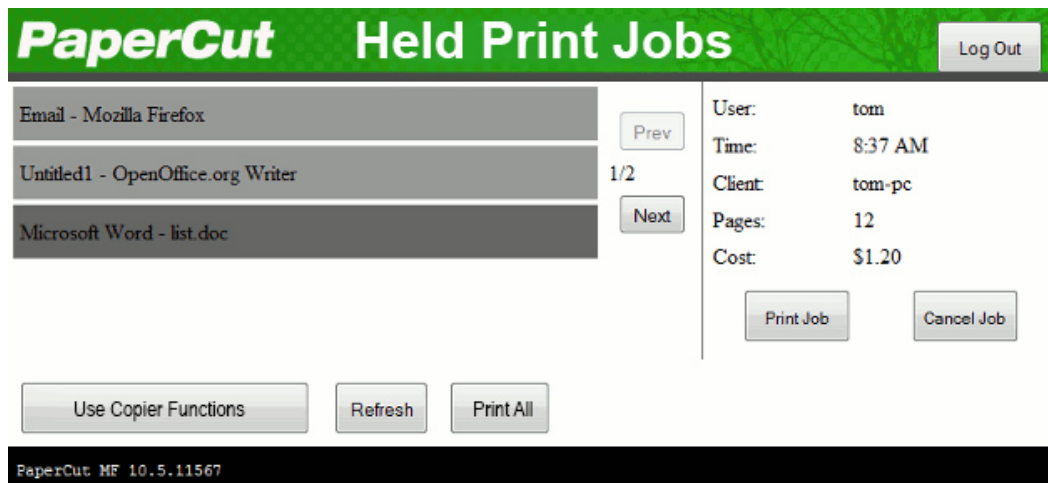
When your print has been sent to a Follow_Me print queue you can go to any of the above photocopiers that are situated around the site to retrieve your prints. Prints will be stored in the Follow-Me queue for a maximum of **24 hours**, after which they will be automatically deleted.

How to release prints at the photocopier

- Authenticate at the photocopier - You should present your card at the reader on the right hand side of the device. The reader is embedded within the machine.



- When authentication has been successful you will be presented with the PaperCut Home Screen



- To release a print job you have to select it by simply tapping the job on the touch screen. Once the job has been selected it can be released by selecting the Print Job icon on the right-hand side of the control panel.
- You can delete jobs in a similar way by tapping the jobs which are no longer required and then pressing the Cancel Job button.
- To release all of the print jobs which you have sent over a period of time you select "Print All". This will automatically print all of the user's jobs which are awaiting release.
- At the completion of all your printing, remember to log out / end your session by pressing 'Log Out' on the top right-hand side of the control panel