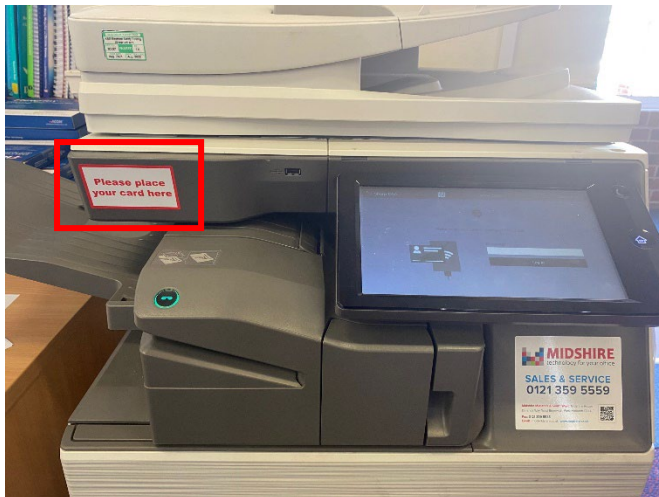
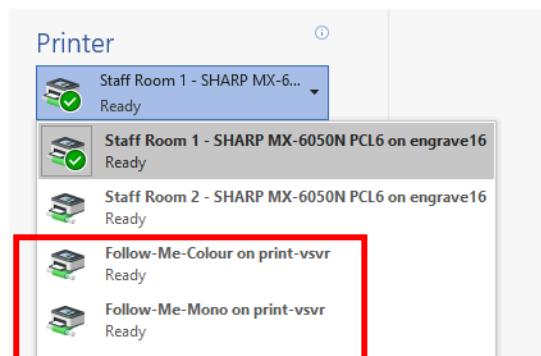
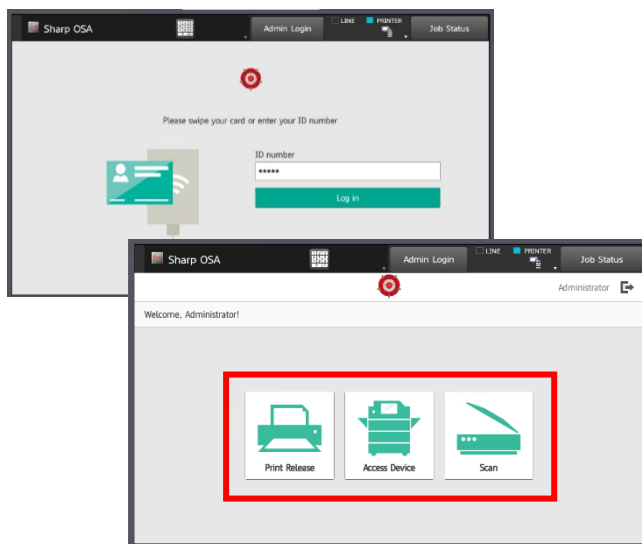


Follow Me Printing



Follow Me Printing is now enabled on the **Right Copier (further from reception)** in the staffroom. This enables you swipe your staff ID card to release printing. Also make copies and scan to email.

The copier can be selected from any computer in school. There are 2 options to choose from. **Follow-Me-Mono** (this is the black and white only printing) **Follow-Me-Colour**.

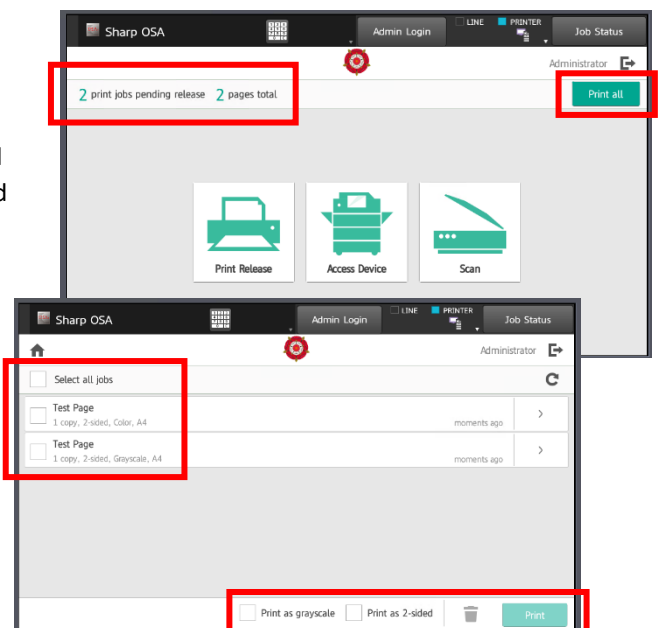


The 1st screen on the copier will ask you to swipe your ID card. This is how the copier allows you to login.

Once you have swiped your card you will have the option to **Print Release, Copy or Scan**.

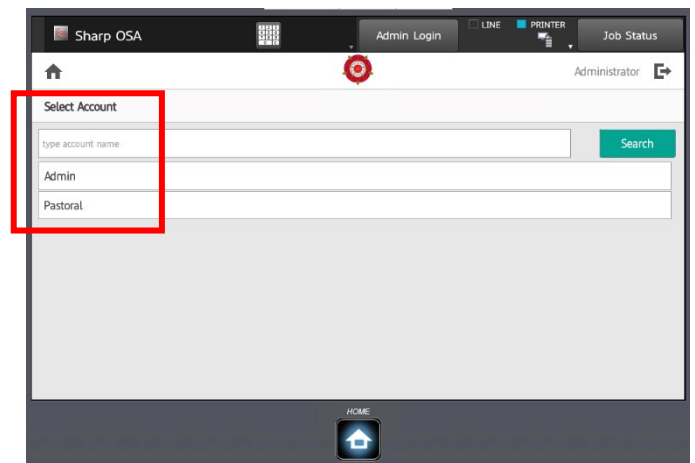
Once logged in, the number of jobs waiting to be released will be displayed. You have the option to **Print All** jobs, or selected specific jobs.

If **Print Release** is selected the screen will display how many jobs you have waiting to be printed. You have the option to print in **Greyscale** and/or **Print back to back**. The tick box next to each print job can be selected and then **Print** in the bottom right of the screen.



The final step is to select the department account that you are part of, some examples would be MFL, English, Pastoral, etc. If you are part of multiple departments please select the department you are printing for.

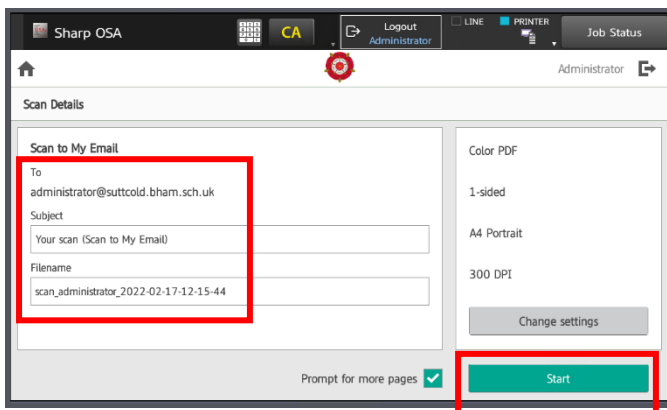
Once selected your printing will be released.



Scan to email allows you to copy a document and send it straight to your email. You need to select a department before scanning, but scanning is free.

Your email address is entered automatically. The subject of the email will be *Your Scan* and it will attach the scan as a *File Attachment*.

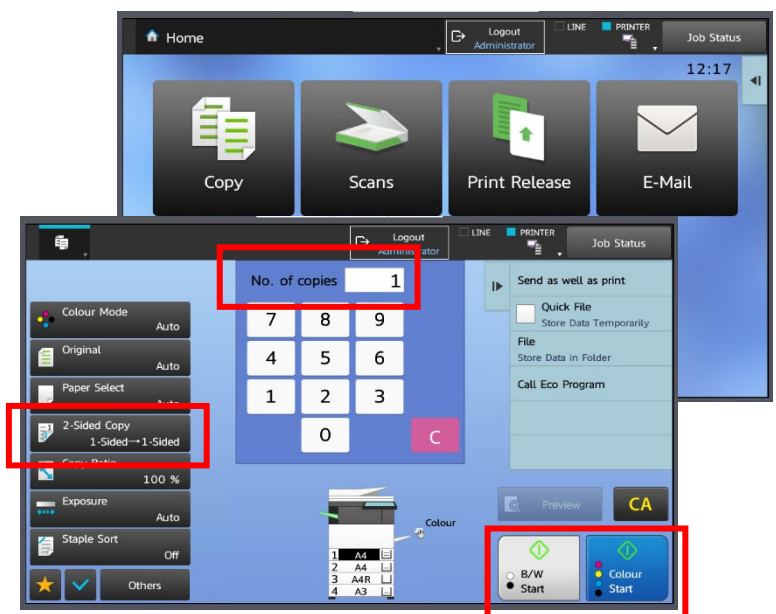
Once you are happy with the details entered, select **Start** and the document will be scanned and sent.



Copying can also be done, by selecting the **Copy** icon. The "Select Account" screen will then appear for you to make your selection. If you wish to copy for multiple departments you **must log out** to allow department selection again.

The next screen allows you to enter number of copies you require. If its 1 or 2 sides and colour mode.

Once you are happy with the changes, select **B/W Start** or **Colour Start** to begin copying.



There is an option to Logout on every screen. This is at the top of the screen in the middle of the menu. This will log you out at take you back to the home login screen.