

Follow Me Printing

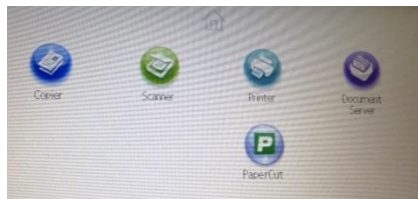
Follow me printing allows you to **print at any multi-function device within the county**. That is any printer/copier with a touch login screen. This feature provides new functionality for staff that travel to different buildings.

Follow Me is also secure for confidential printing.

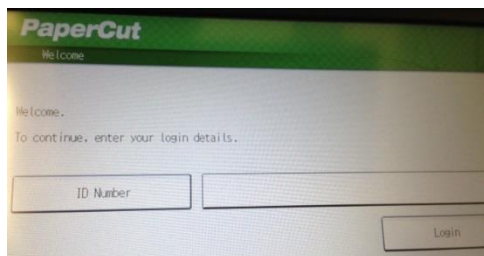
How to use Follow Me Printing:

1. Go to File > Print.
2. Click on the drop down menu, select **Follow_Me**, then **Print**.
No one else can access your print jobs when using Follow Me printing since you must login to access them.
3. **Release your document to print** from any printer/copier with a login screen:

- Go to a multi-function device and select **Paper Cut** to login.



- **Login with your user ID number**



- **Select your print job** from the list displayed by Document Name or Print All.
- When you select a document, the next screen will ask you to Confirm print or cancel.
- **Use Device Functions** button (bottom left) will take you to Copy, Scan, Fax.

