

How to use Follow-Me printer

All copiers at the Lacombe, Hammond, Livingston, Florida Parishes, and Connect to Success campuses are configured for Follow-Me printing. The copier in the Learning Commons at Sullivan campus is also equipped, but other copiers there currently do not have that capability.

1.) When ready to print, use the drop down menu to select **Follow-Me Print**. This acts just like every other printer when it comes to sending the print job to a printer.

rint

Name:

Copies: ☒ Collate ☐ Print as grayscale

Preview

Zoom: 91.41%

Document: 8.5 x 11.0 inch

Paper: 8.5 x 11.0 inch





Print Range


☐ Current view

☐ Current page

☒ All pages




Printer

-  Follow-Me Print on hun-...
Ready
-  Hammond-Room 437-HP Color Laserje
Ready
-  Follow-Me Print on hun-print-01
Ready
-  Livingston-Room 106-Kyocera TASKalf
Ready

 Print

General

Select Printer

-  Follow-Me Print on hun-print-01
-  Foxit PDF Editor Printer
-  Hammond-Room 437-HP Color Laserjet M452dn on hun-print-01.ad.n

< >

Status: Ready

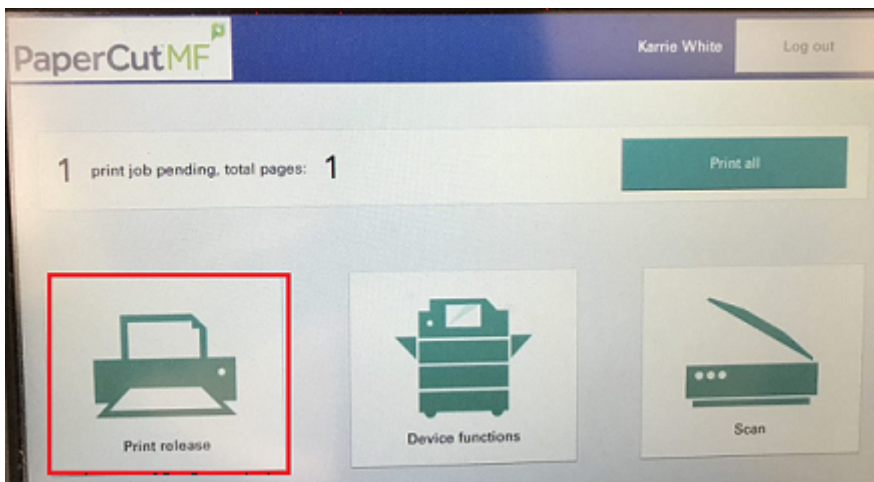
Location:

Comment:

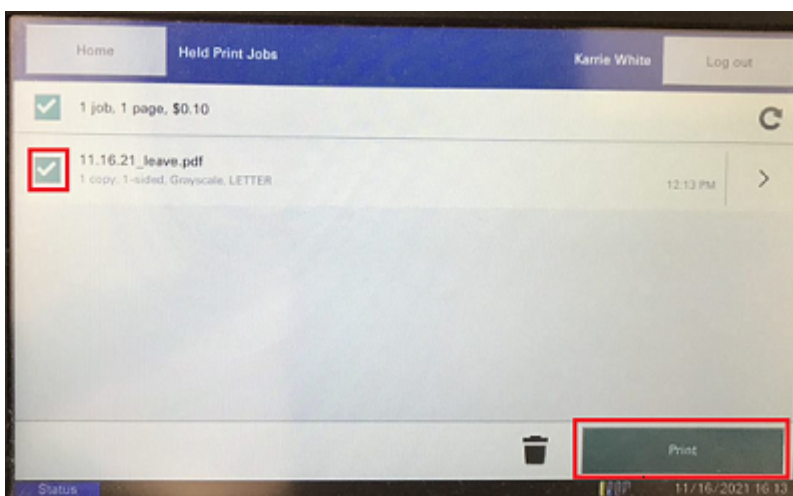
2.) Scan your ID card on any printer/copier that allows you to scan your ID card. You will need your ID card to allow the print job to be release to your chosen machine.



3.) On your options screen, select **Print release**.



4.) Select the print job you wish to print and then select **Print**. Don't forget to logout!



Note: You can have multiple jobs sent and choose which ones you want to print. This can be very handy in situations where confidentiality is needed as it allows you to print only when you are at that copier.

If you get the PCL error after printing, try printing without duplexing (back and front) and staples. Follow-me sometimes has issues handling these requests.

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