

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 Administration, Health Sciences, and the Learning Commons at Sullivan campus is also equipped. The copier in the shop building and Student Services currently do not support Follow-Me

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

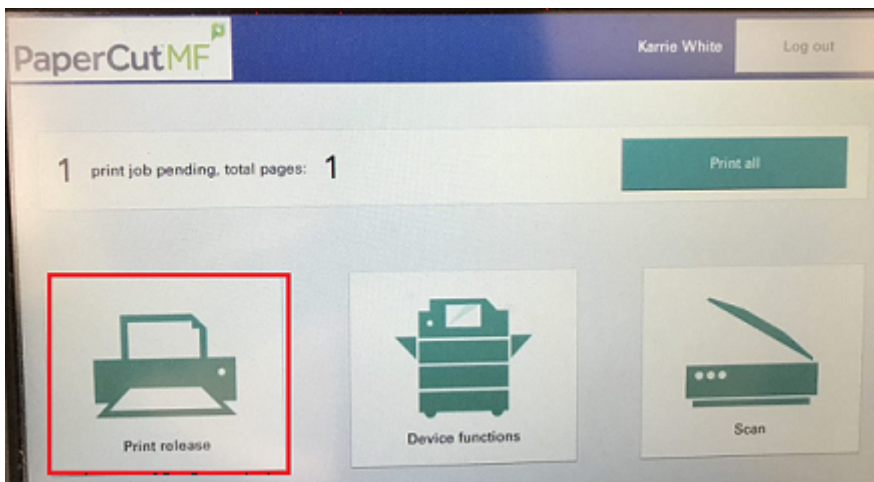
Location:

Comment:

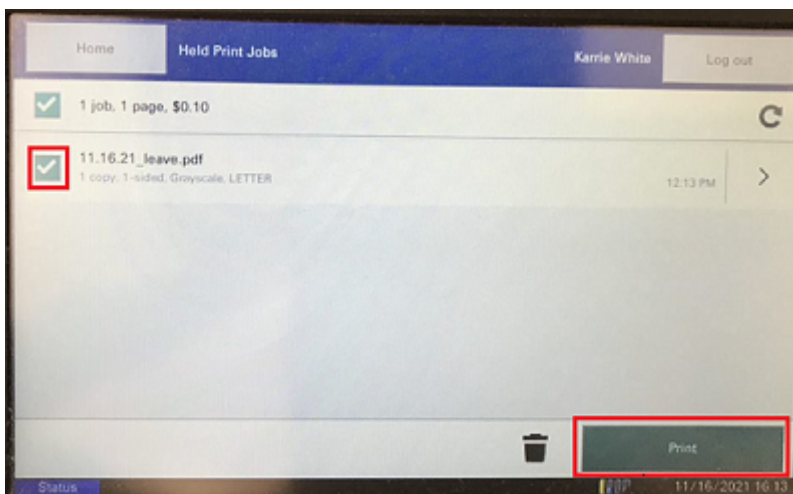
2.) Scan your ID card on any printer/copier that allows you to scan your ID card. You will need your ID card to allow the print job to be release to your chosen machine.



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.

Revision #4

Created 21 October 2022 19:15:38 by Karrie White

Updated 10 June 2024 21:54:28 by Christopher Blohm