



HOW TO SET UP AND USE A FOLLOWME PRINTER

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How to set up a FollowMe printer PIN code using PaperCut application

To use the new Follow Me printers, the most convenient way is to set up a pin code. It is possible to log into the printers by using your user name and password but is a longer and more complicated process compared to using a PIN number.

1. Click on the PaperCut icon on your desktop:



Alternatively you can navigate directly to http://print.epsomcollege.org.uk:9191/user in your browser.

2. A login window will appear:

Pan	erCu	MF
i up	ci cu	
Username		
Password		
Language	English	~

- 3. Login by simply typing in your normal username and password as you would to login to the College Network.
- 4. If successful you will be redirected to a home page:

PaperCutMF			
	Summary		
Summary Rates Transaction History Recent Print Jobs Jobs Prending Release Change Details Web Print	Username CardsD number Balance Total print jobs Total pages	[show] -0:63.71 1.526 8.316	
Log Out	4000 4000 4000 41000 41000 41000 41000 21 Mar	Balance history for 28 Mar 4 Apr Day	11 Åpr 18 Åpr

5. Click on Change Details, and the following screen will appear.

PaperCutMF			
Summary Rates Transaction History Recent Print Jobs Jobs Pending Release	Change Card/ID Current number New number	(not-defined)	Change Number
Change Details Web Print Log Out			

- 6. Now you have the following options:
 - If you have already setup a pin code, but forgotten you had, it will appear next to Current Number.
 - If you haven't set a pin code yet, type it in, in the box next to New Number and then click Change Number.
 - If you happen to choose a pin code that someone has already chosen then it will not be allowed and you will be asked to choose again.

If successful, you will see the following screen:

PaperCutMF			
	Your Card/ID number has be	en successfully updated	
Summary Rates Transaction History Recent Print Jobs	Change Card/ID	9899	
Jobs Pending Release	New number		
Change Details			Change Number
Log Out			

- 7. Once you have seen this screen, your pin number is setup and can be used on any of the new Follow Me printers around the College.
- 8. When you go to use one of these printers, it will ask you to enter either your username or ID number. The ID number is the PIN number that you have just set in the instructions above.

How to print to FollowMe printer:

How exactly to print would depend on the type of your device (PC, Mac etc.) and the application you printing from (MS Word, Internet Explorer etc.). However, there are certain details which will be the same on any device or application:

- The printer where you need to send your prints to is called: FollowMe
- The printer is set by default to print everything in **Black & White** and on **both sides** of the paper. This is due to the cost of printing since printing in colour is **10 times more expensive** than in B&W.

How to print in colour and/or single sided:

1. Open the document you want to print and click Print:

Print		
Copies 1		
Pied	EPSOM IT Services How Ta's	
Printer	How to print to Follow/Me printer: How exactly to print would depend on the type of your device (PT, Max etc.) and the application you printing from (SM Evrol, However Explorem and). Reserver, there are certain deals which will be the same on any device or	
Rister Proved	application: • The prime where you need to pend your prime to incident Relevants . • The prime is not by default to prime encepting in Read-Mittles and an Auth-sites of the paper. This is the	
Settings	the cost of printing since printing in colour is 10 times more expensive than in 80.0%. How to print in colour particle circle cided.	
Pint All Pages The under thing	1. Open the desument you want to print and disk Print.	
Paper:		
Plip pages on long edge	If you are experiencing difficulties legging on, places contact our IT Services department using Constants Property languages, etc. al. or to telephoning DI17240 1234.	
Contrast		
San Staples -		
Partial Dioritation +		
D M		
Late 1.27 on Right 1.27.		
1 Page Per Sheet +		
Expt.letup		
	Tan-san, New Ye Skiller, Geograp, Printing New In Set up and an a Pathwelle Notae 12(24)2017. Appl (3	

Note: The above screen is from MS Word 2016 and would look different in other applications.

2. To change the default settings click the **Printer Properties** option:

Print	
Prior Contraction Contraction	BERSON It Services How To's
Printer Falvable on PRVTIS Finder Exister Progenities Settings	 Here to grant to Lifebook protect: Reve assets in part to Alliparde protections of the space status and the s
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Expedition	

3. A popup window appears:

IVPRNT01\FollowMe	Properties	The Lord	8 ×
Quick Print C Basic Layout Finishing Publishing Job Advanced	Print size: A4 [100%] Page Sizes Media type: Unspecified Source: Auto source selection Destination: Printer default Copies: 1 0 Carbon copies Settings		Collate: On Collate: On Crientation: Portrait
	PCL XL	Item Quick Print Orientation Color Collate Duplex Pages per sheet Basic Source Copies Carbon copies	Detail Portrait Black On Flip on long edge Off Auto source selection 1 Off
		Sauc V2***	OK Cancel

4. To change the print to colour and/or single sided click **Color** and **Duplex** options:

I \\PRNT01\FollowMe P	roperties	Tes Laters	2 ×
Duick Print	Print size:	1	Collate: On
Con Basic	A4 [100%]	-	
	Page Sizes		บบบบ
Layout	Media type:	-	
Finishing	Source:	-	Orientation: Portrait
T Imaging	Auto source selection	•	' ⊥ ↓ ↓
Datation .	Printer default	•	
Publishing			Duplex: Flip on long edge
dol 🛅	Copier		
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			Color: Black
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	NE D	Color	Black
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· .		Basic	on a second
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Print preview		Save As	Profiles
KYOCERa			OK Cancel

5. After clicking OK the popup window will close and it will return to **Print** screen:

Print		
Print	BESOM IT Services New Tor's	Services How To's
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	If Servers/New In Switch Entrance-Interrup/New to Server and a Talawake Primer 38(94) 28(2) Page / 8	If Service, New To Evide Category: Proteing New Io Service and variation Michael Michael 24,04,0207. Page 14

- 6. Next click on Print button. You will need to make sure the name of the printer is FollowMe. If it is not it can be changed.
- 7. After the document is submitted for printing you can go to the nearest FollowMe printer, login with your PIN number and release the print.

If you are experiencing difficulties logging on, please contact our IT Services department using **ITsupport@epsomcollege.org.uk** or by telephoning **01372 821159**.