# EPSOM

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:
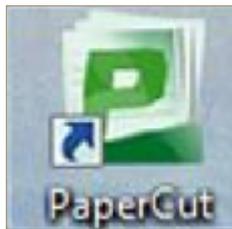
Alternatively you can navigate directly to http://print.epsomcollege.org.uk:9191/user in your browser.
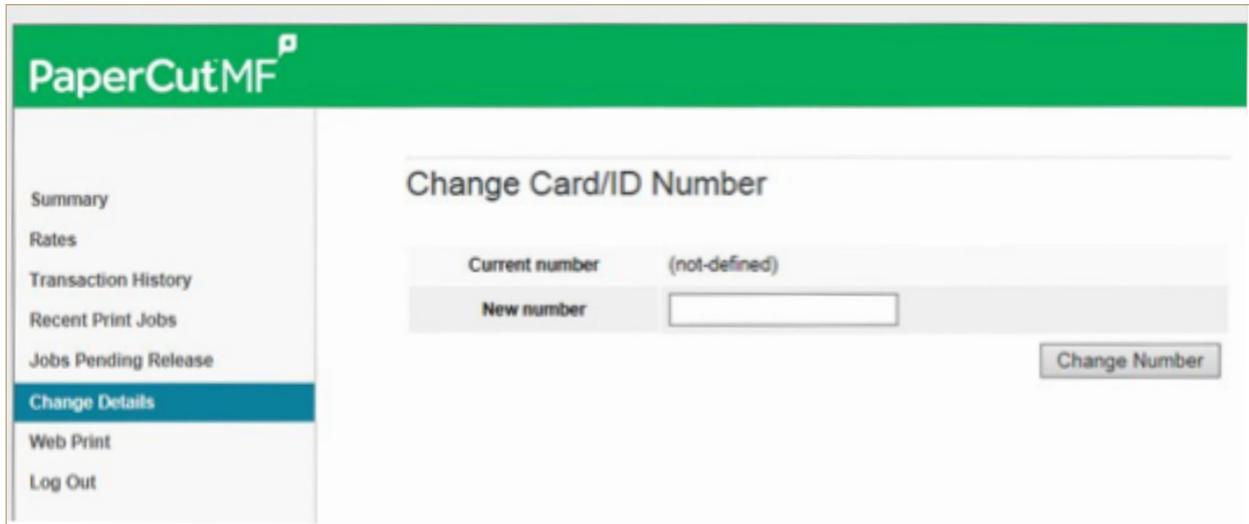
2.   A login window will appear:

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:

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

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:
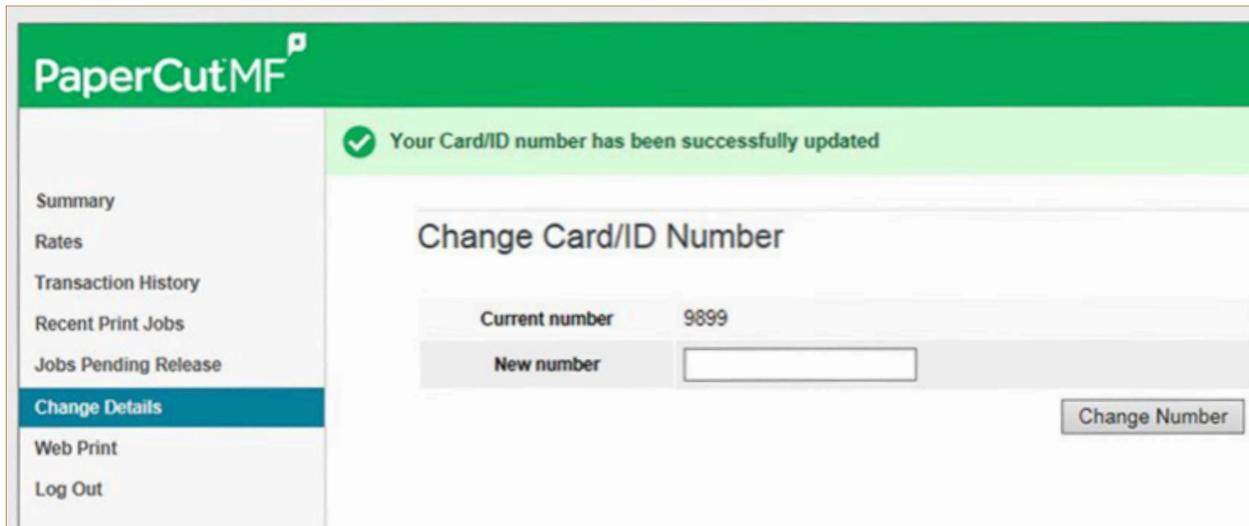
7. Once you have seen this screen, your pin number is setup and can be used on any of the new Follow Me printers around the College.

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.
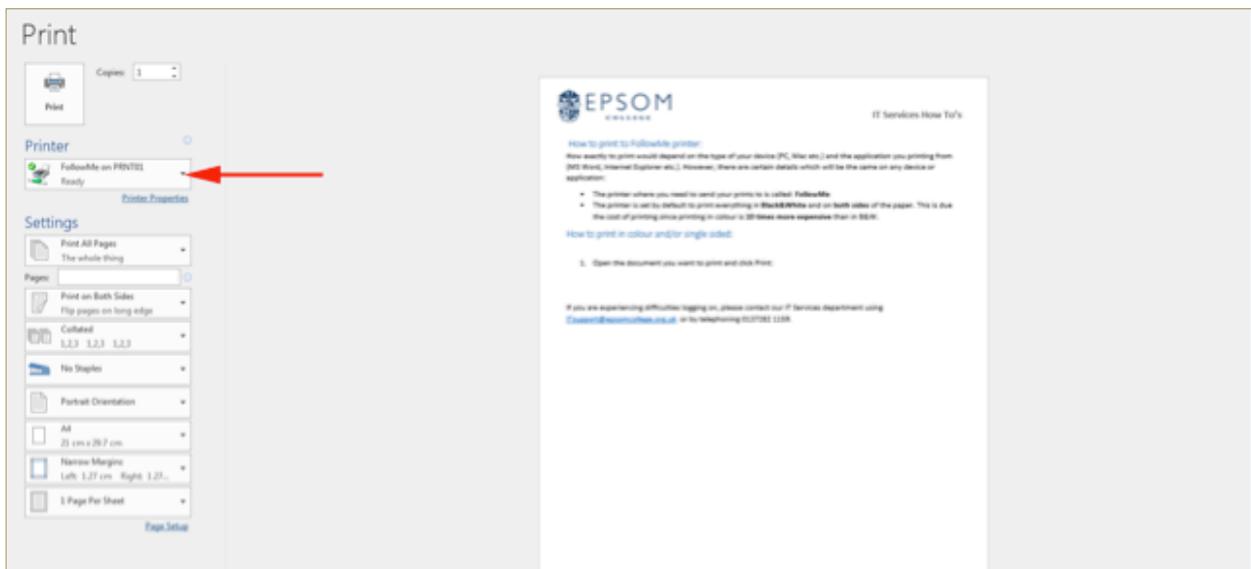
How to print in colour and/or single sided:

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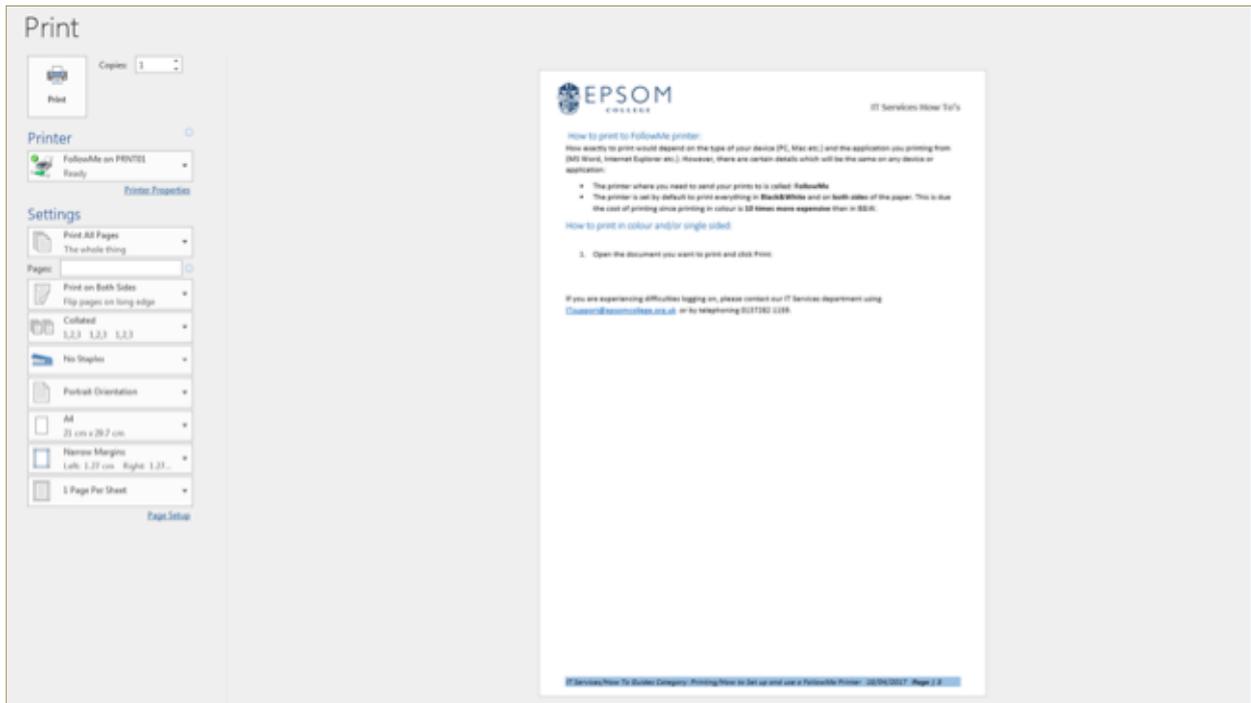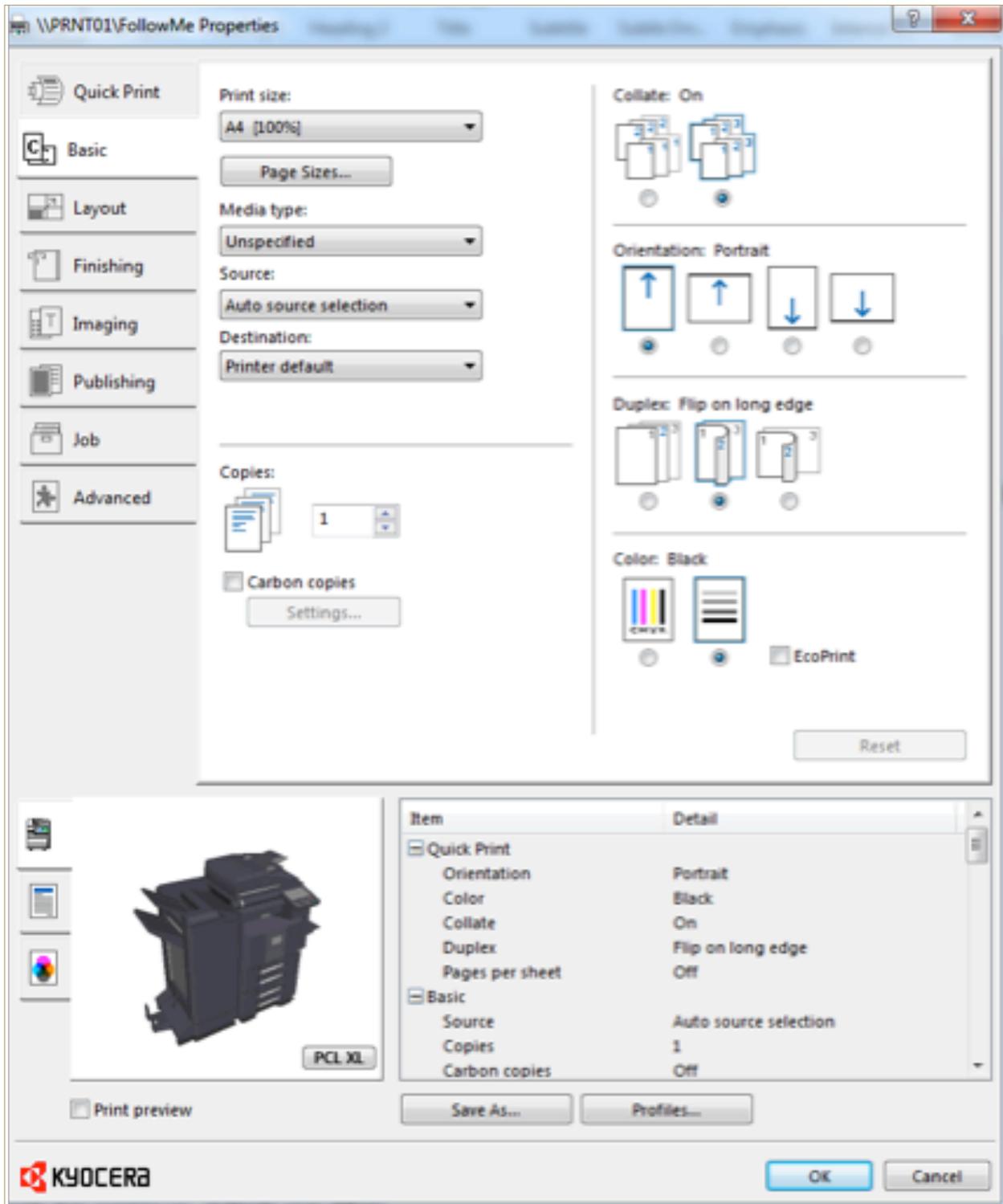

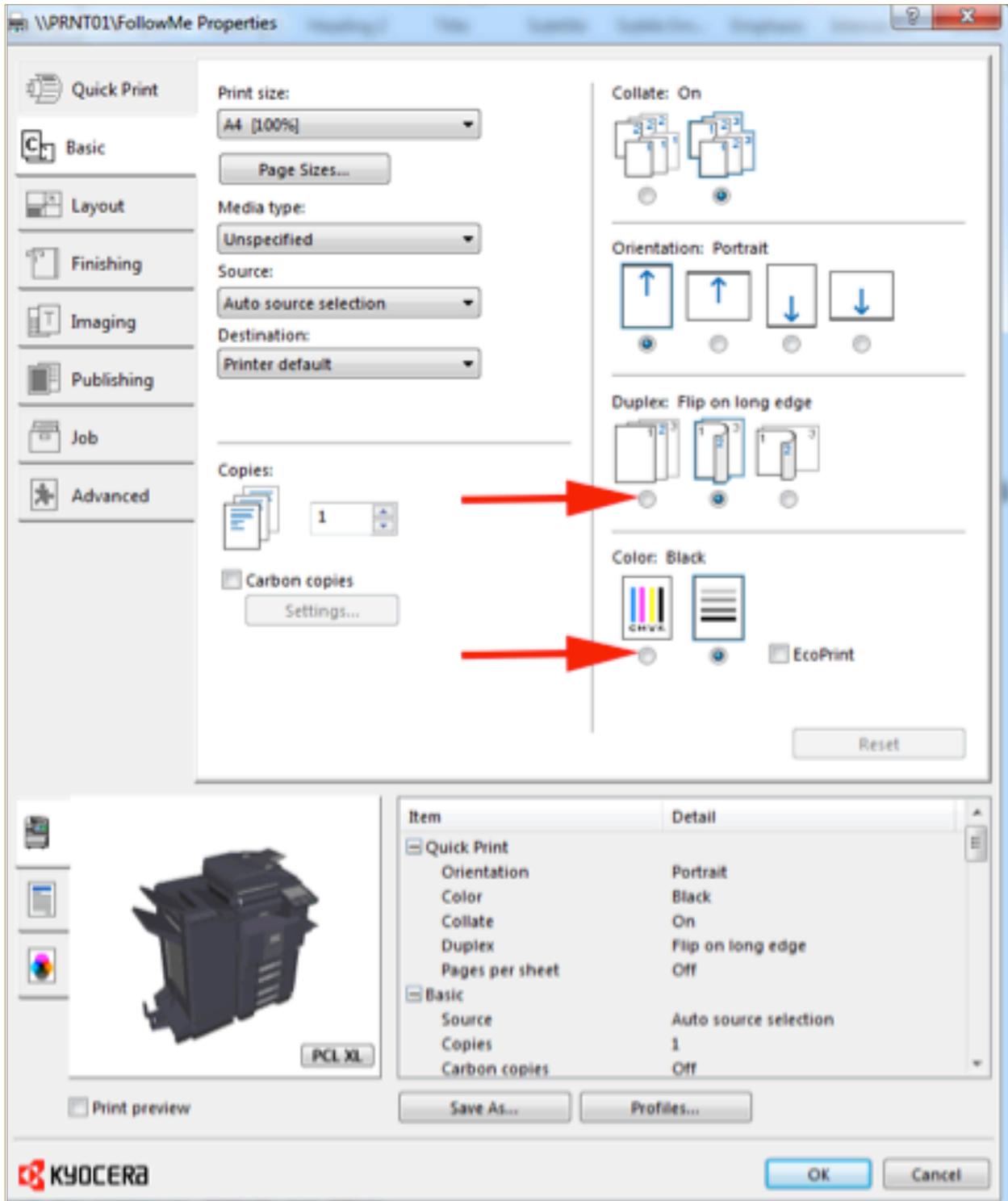*Note: The above screen is from MS Word 2016 and would look different in other applications.*

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

3. A popup window appears:

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

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

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**.