

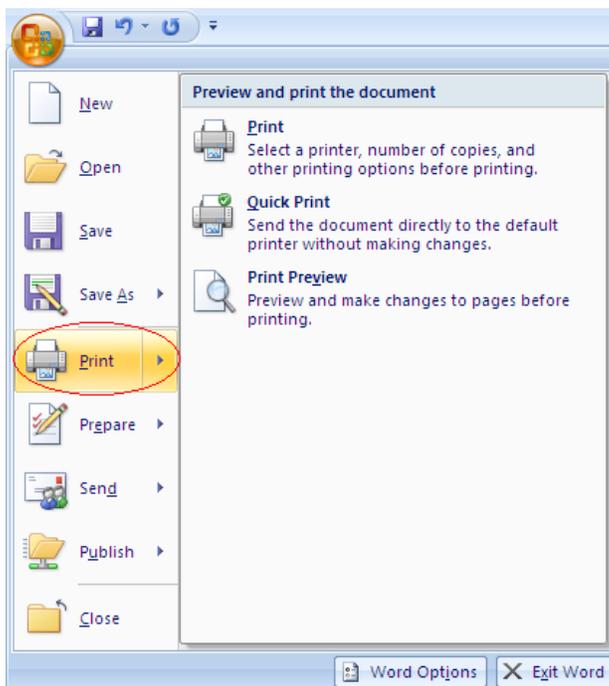
FOLLOW YOU PRINTING

The “Follow You” printer is a virtual printer that allows you to submit your print jobs to be retrieved from any copier device on either campus. This allows everyone to take full advantage of the color and finishing features that may not be available on the device closest to them, or to put their print job on “hold” until it is needed.

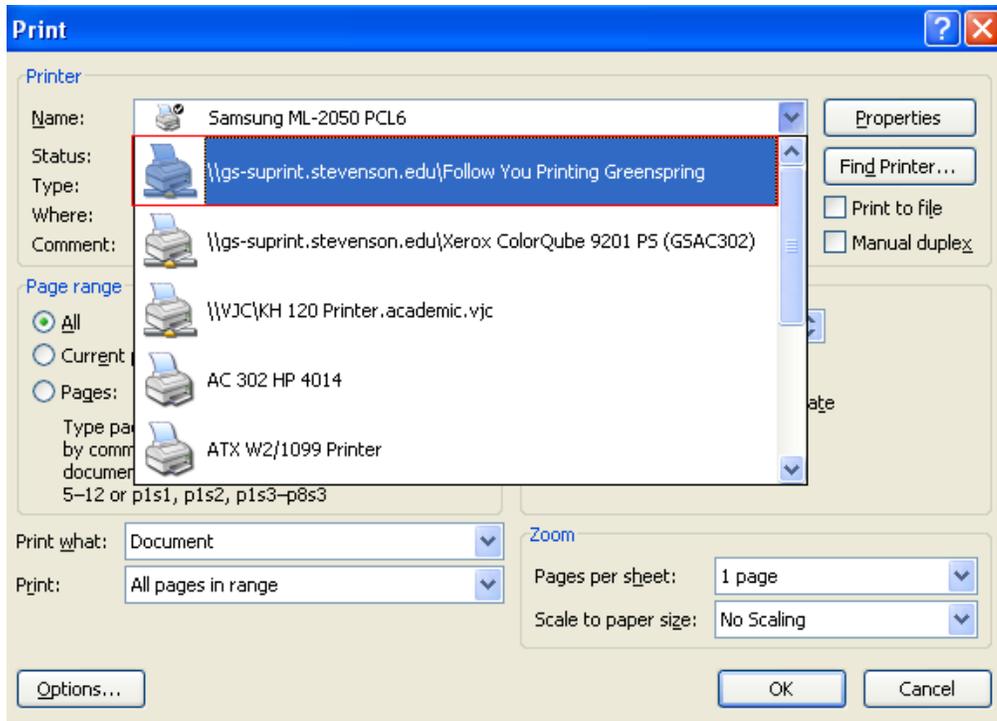
Items left unprinted in the “Follow You” queue for more than 12 hours will expire and never be charged against your account. You are only charged when paper comes out of the device.

To use the “Follow You” printing options, follow these steps:

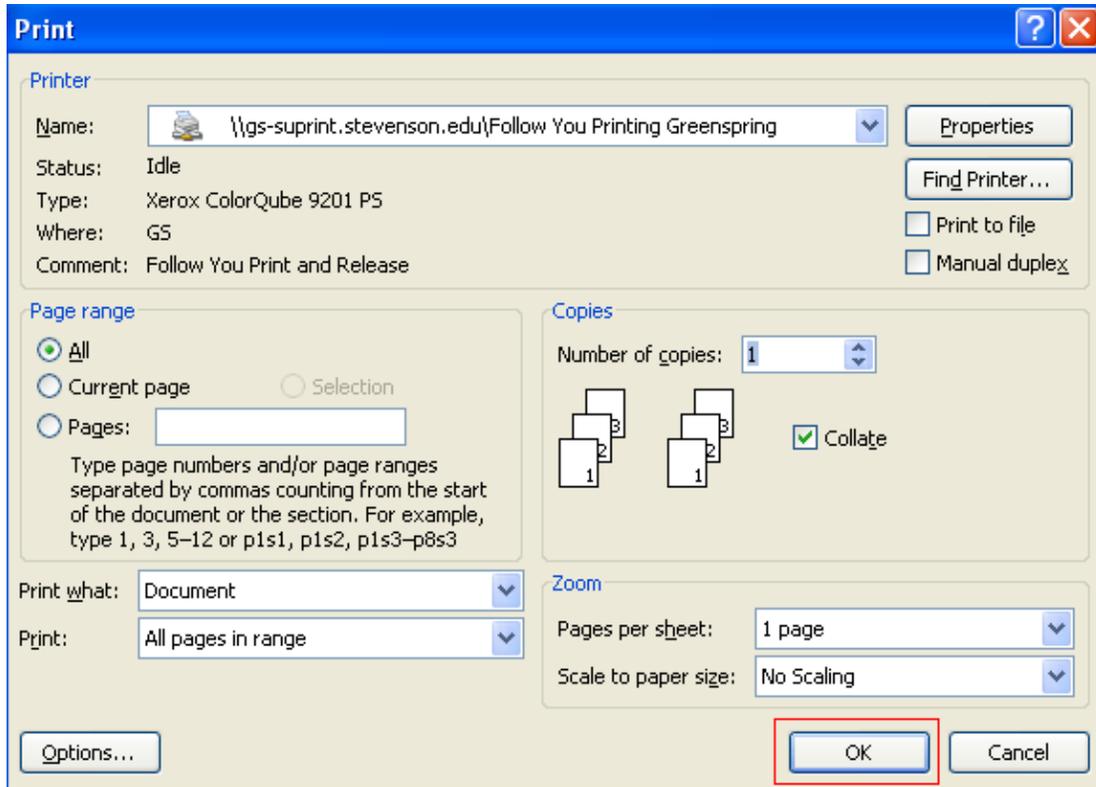
- 1) With your document open, click the Microsoft Office Button and select “Print.”**



- 2) Select “Follow You Printing Greenspring” (or “Follow You Printing Owings Mills”) on your printer drop down menu (jobs submitted to either queue are accessible from both campus locations).**



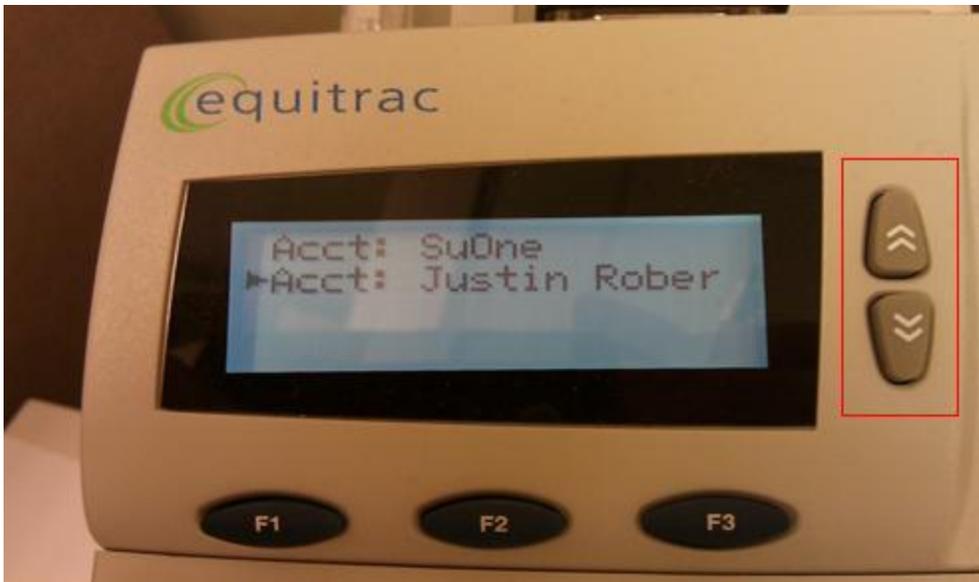
- 3) After selecting the printing options (I.E. number of pages to print, number of copies, etc.), Click "OK."



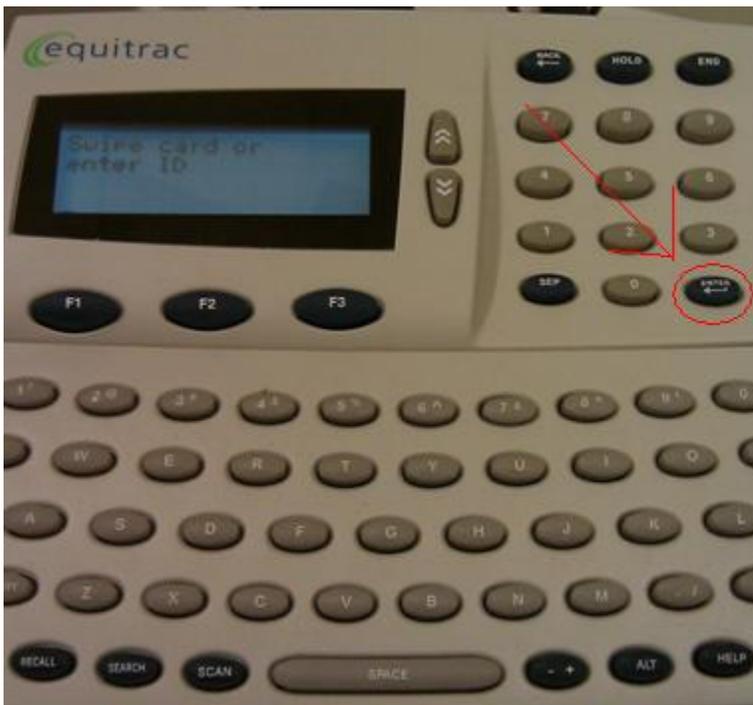
- 4) Your print job has been placed in a Queue. You may go to any copier on either campus and swipe your card to retrieve the queued job.
 - a. **WARNING:** Please remember to verify that the copier where you intend to release your job meets the requirements for your document/job before swiping. (i.e., make sure it can staple if you need staples, make sure it has the right paper size loaded into the machine that you require).
- 5) To retrieve your job, swipe your card on the card reader mounted on the copier. The swipe is located on the right-hand side of the device, just below the number pad. When sliding the card through the device, please swipe slowly with the magnetic strip facing you.



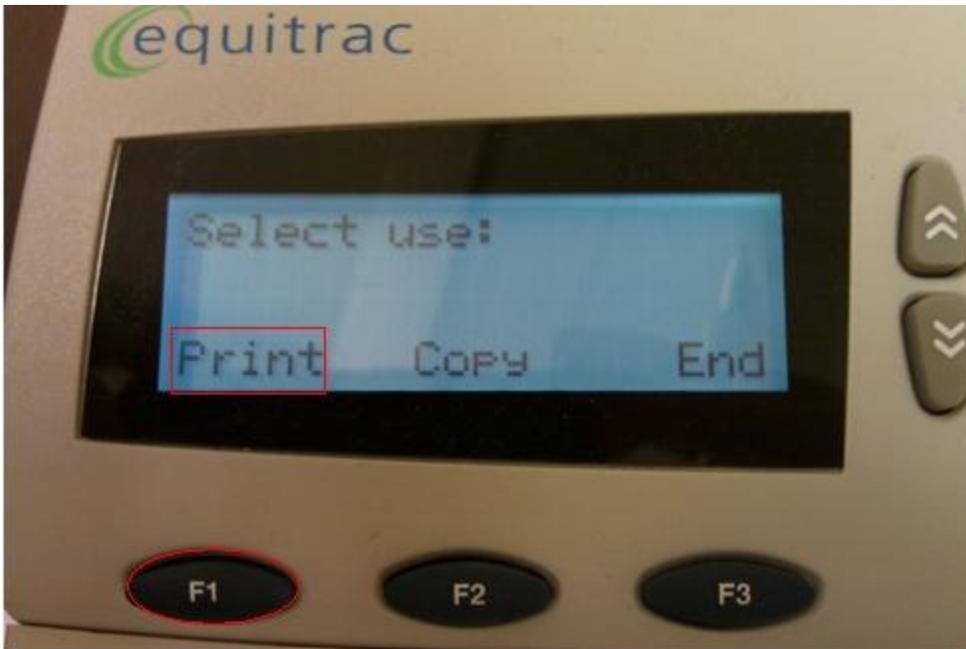
- 6) You will then be prompted to select an account. Please select the account labeled with your name. You can navigate the accounts with the "UP" and "DOWN" arrows to the right of the screen. A small arrow to the left of the window will indicate the account selection.



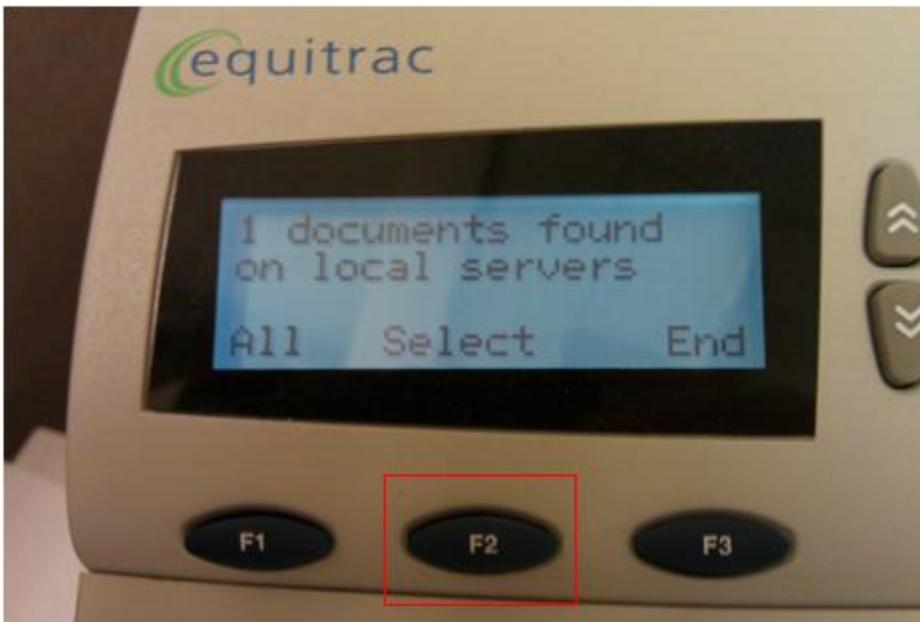
- 7) After selecting the appropriate account, make your ACCT choice by pressing the “Enter” key on the number pad.



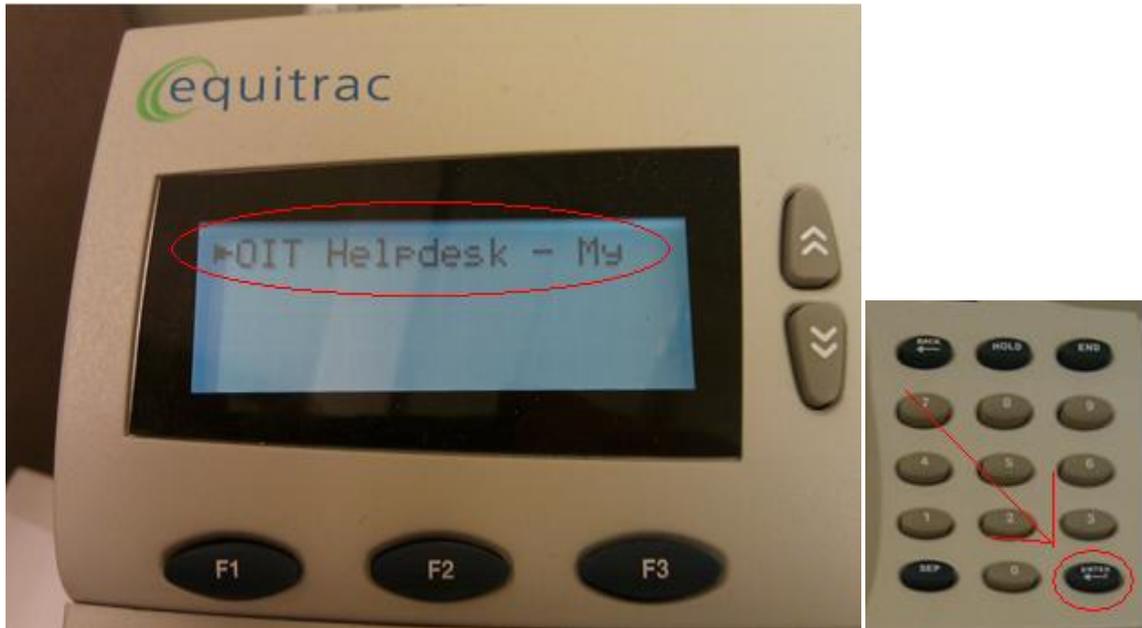
- 8) You will then be prompted to select a service. Since your document is placed in a “Print” queue, select the “Print” option by pressing the “F1” key below the Print option on the display.



- 9) The display will then show the number of documents you have in queue. If you have multiple documents, click "F1" to view them all individually. Otherwise, press "F2" or "Select" to print the single document.



10) You will be asked to verify your document. Make sure that the document on the screen is the one you wish to print. After you have verified the document, select the “Enter” button again at the bottom right of the number pad.



11) Finally, you will be prompted on what to do with this document (“Print”, “Delete”, or “End” the transaction and leave the job in queue). Select “Print” using the “F1” key and your job will begin printing.

