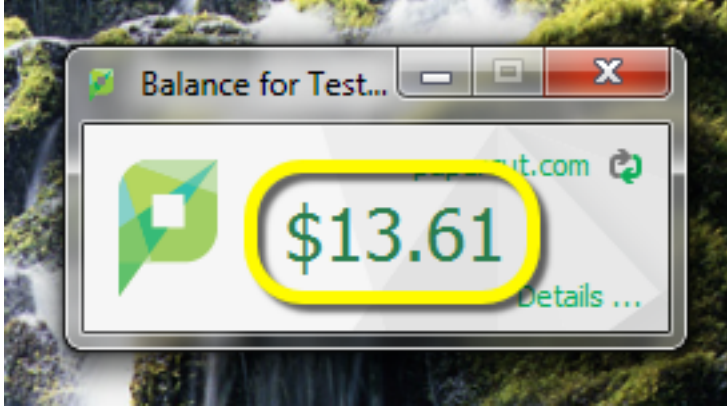
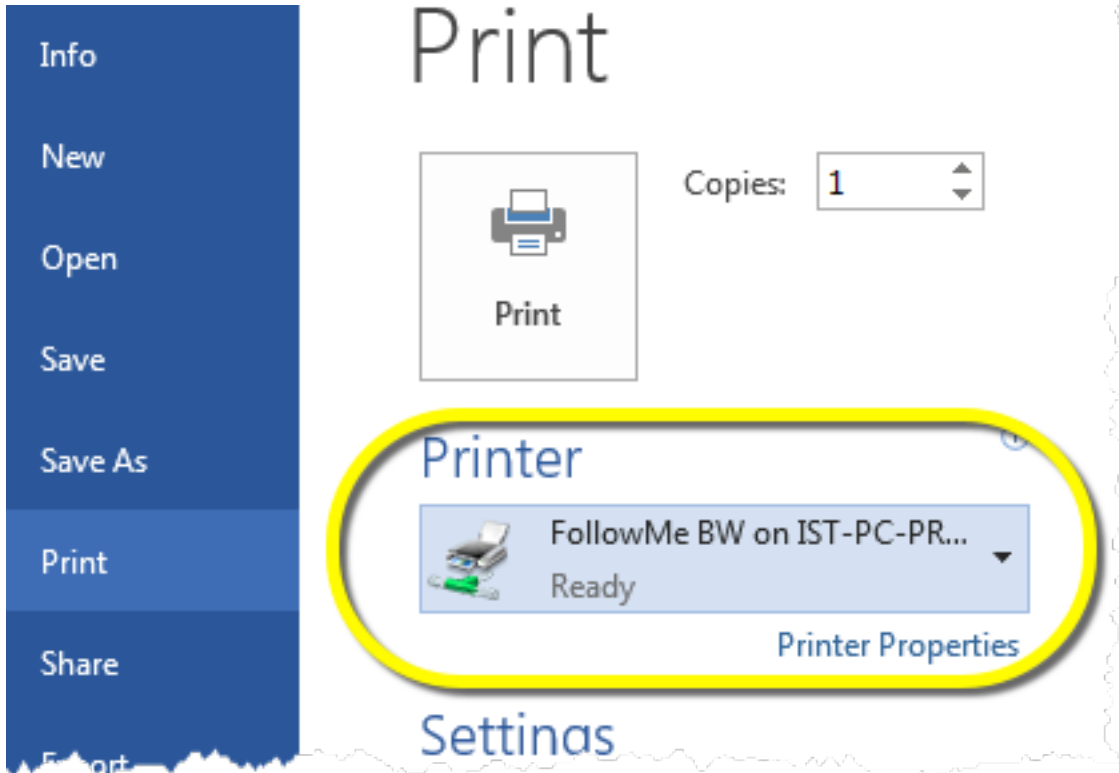


Tutorial and Instructions

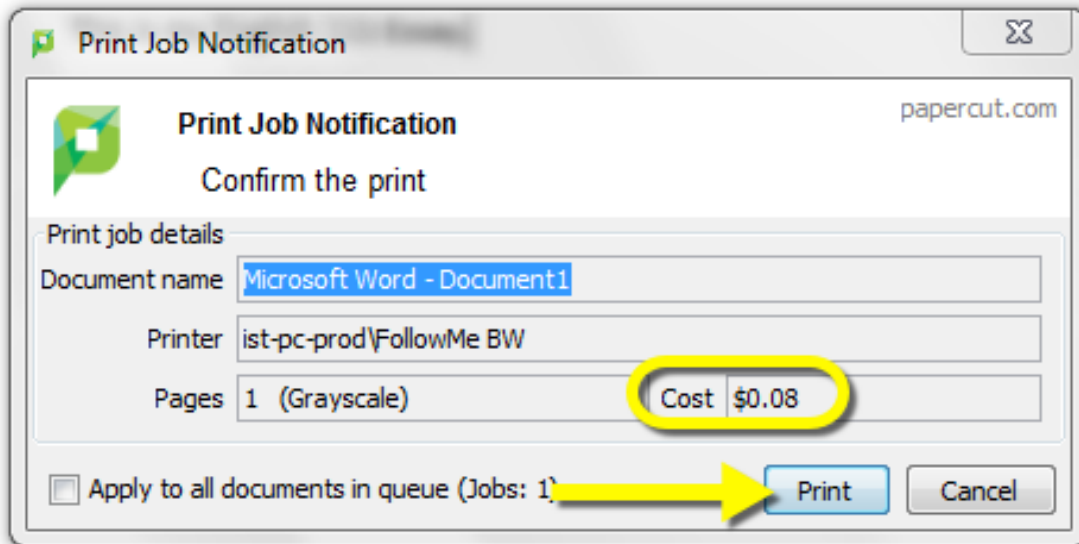
Log in to open lab computers with your Moodle username and password. After logging in, you will see a floating window with your current print funds balance.



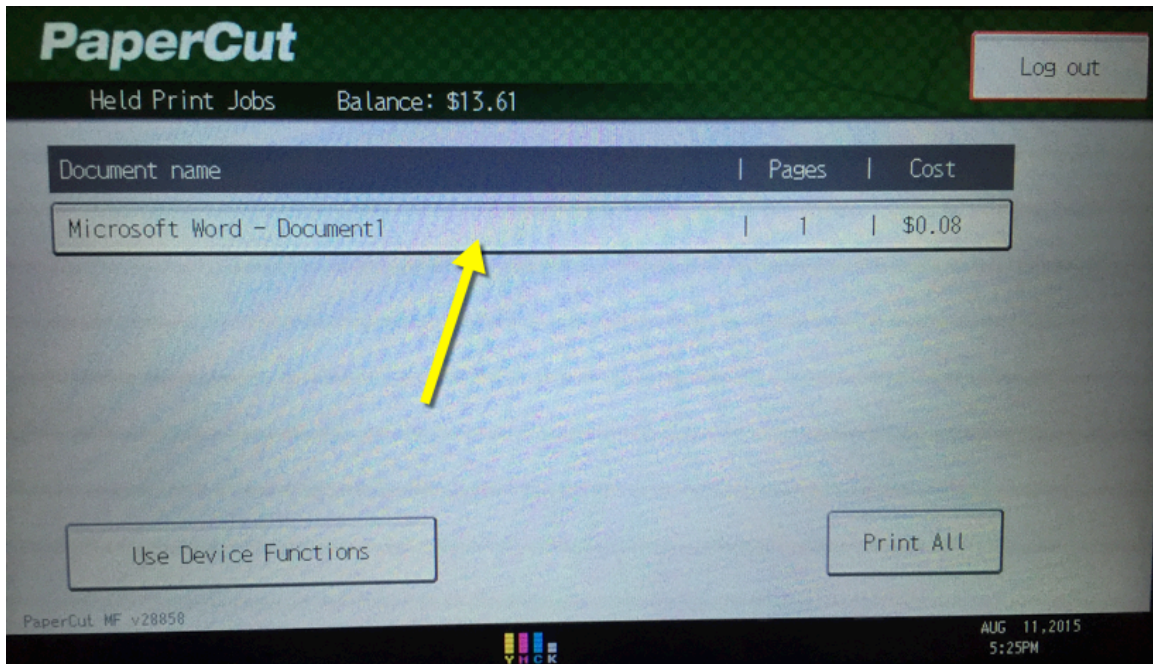
To print, select the appropriate Follow Me printer from the list. Available options are black and white one-sided, black and white two-sided, color one-sided, color two-sided.



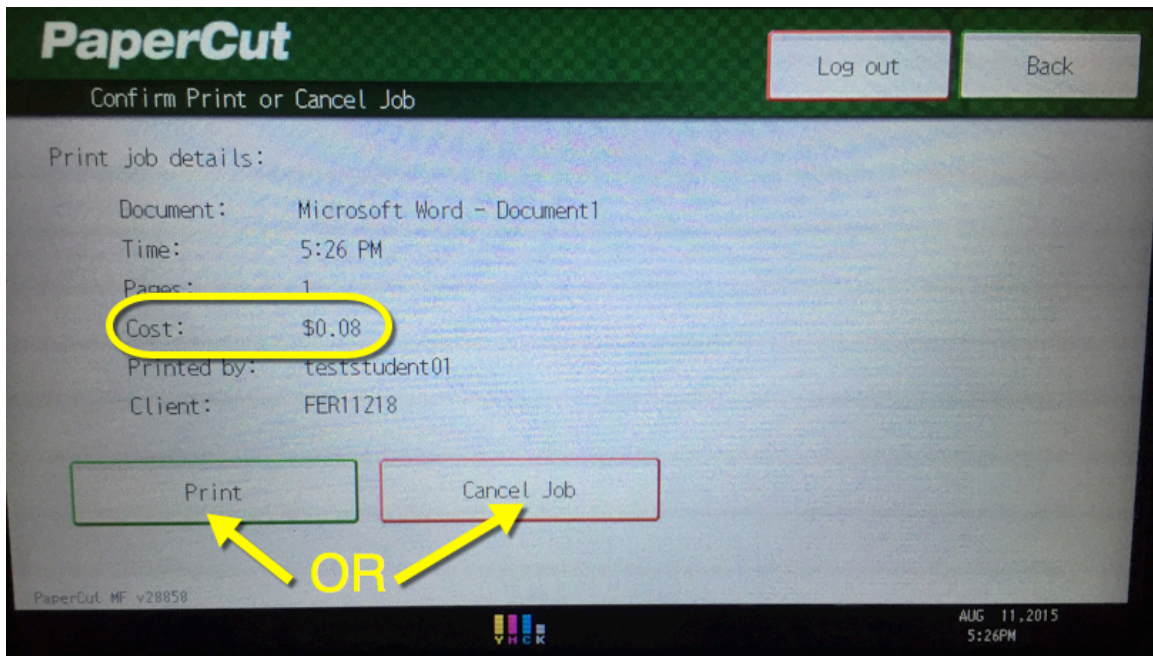
After you choose the appropriate printer and press Print, you will see the following confirmation prompt, including the cost of printing the document. To continue, press Print to send the document to the printer or Cancel to cancel the print request.



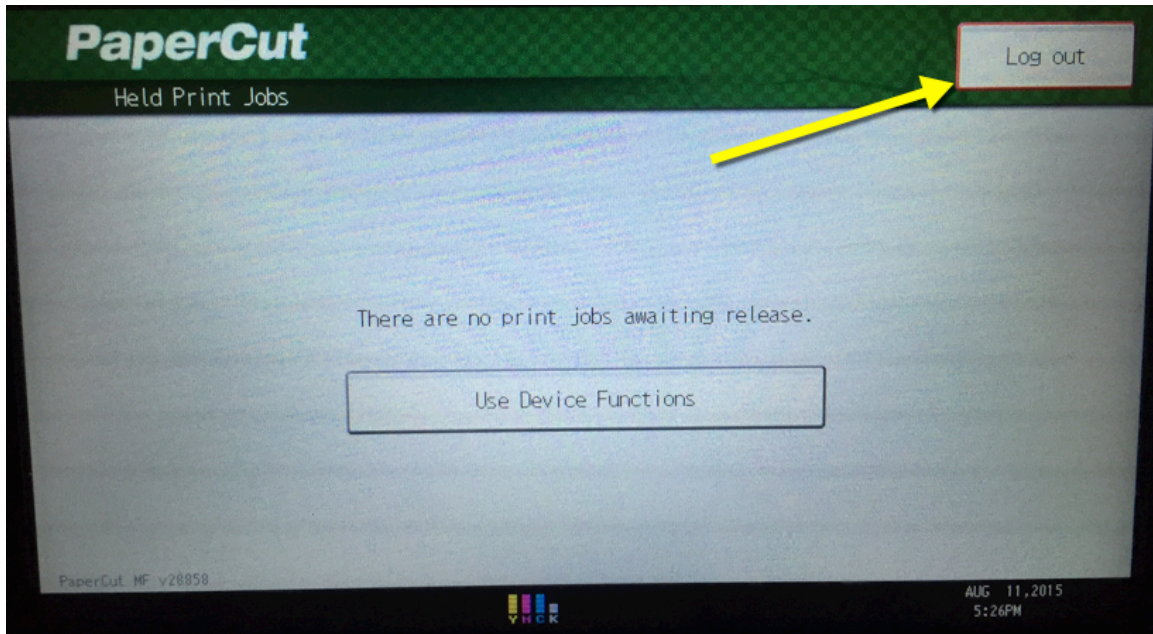
To release the print job, find the printer located in the lab you are in – most labs will have a Multi-function Device (MFD, or printer/copier/scanner). Touch your student ID to the card reader, which will log you in to the MFD. Use the touch screen to find your print job, tap on the individual print job you'd like to print, or use the "Print All" button to release all of your queued print jobs.



You will have one last time to review the cost of the document you are about to print. Tap the Print button to release your job and print the document, or tap the Cancel button to cancel printing the document.



When you have finished printing, tap the “Log out” button to log out of the printer. If you do not log out, other people can release your print jobs.



Printing Tips

- Make sure you are printing the correct document.
- Be sure you print to the correct queue and printer.
- Make sure you are printing in black and white and be mindful of when you use color.
- Make sure your document does not have any blank pages in it.