

## Step 1: Log In

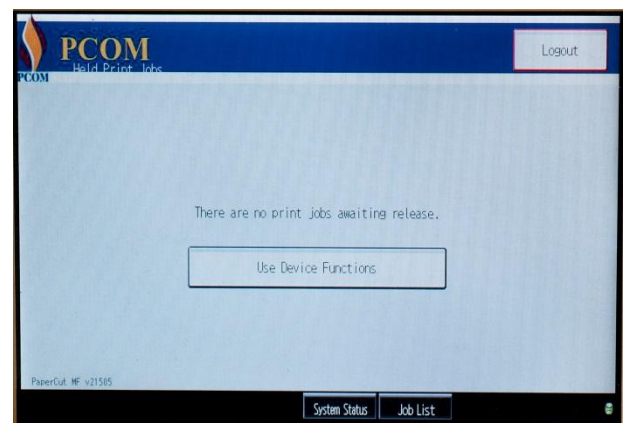
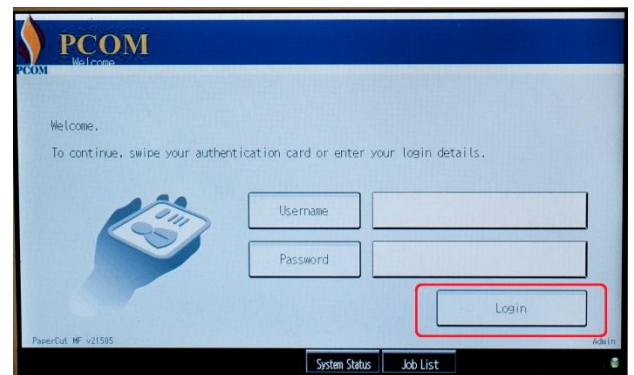
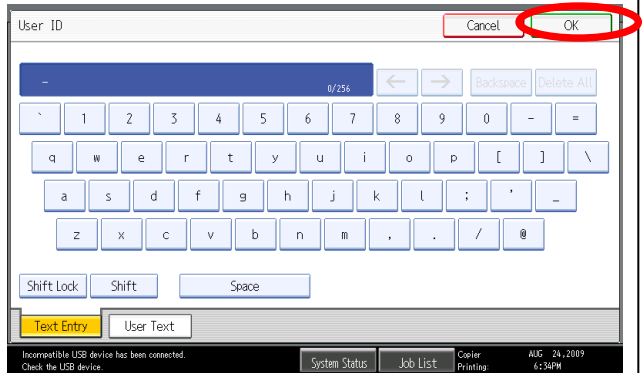
1. Swipe your PCOM ID card on the card reader

Or

1. Or Press “Username” and enter username. Then select “ok” and then press “Password” and enter password, select “OK”

3. Select “Login”.

4. If there are no print job available there’s an option to use the copier functions or logout.





# Follow Me Q Printing

## Step 2: Release Print Job(s)

1. You will see a list of all print jobs that you have sent in the last 48 hours.
2. Either **“Print All”** to print all of your waiting jobs, or...
3. Select individual jobs by **Job Name** and then **Select “Print”**.

## Copying

4. **To use the copier function simply press “Use Device Functions.”**

If you are unable to select the copier button then you do not have permission to use the device

## Summary

If a job printed out successfully a confirmation will appear on the screen.

Press **“OK”** to exit.

After you select **“ok”**, you will see a balance of your account.

Remember to **”Logout”** when you have finished printing or copying. If you swiped your card to login you can swipe again and it will log you out

If you forget to log out someone could potentially make copies under your PaperCut account.

