

First Install of New MFD Print Queue

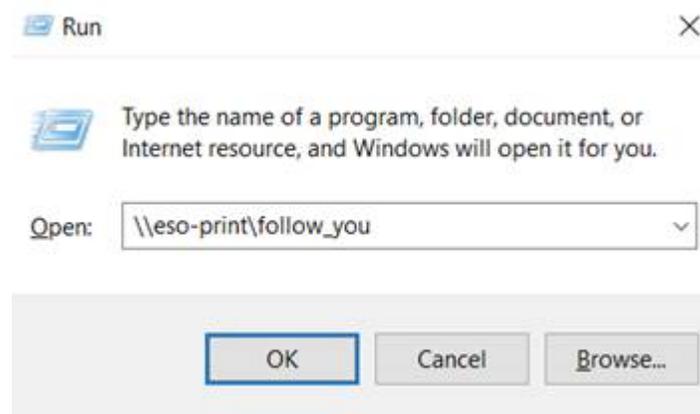
Click on the following link to install the new Follow_You print queue: \\ESO-PRINT\Follow_You

If that does not work try the following:

- Click Windows “Start” button . The Start button is the one that displays the Windows logo at the bottom left of the desktop screen.
- Type “Run” and select the Run desktop app. The Run command screen will be displayed.
- Enter the new queue name \\ESO-PRINT\Follow_You and click “OK” to continue with the installation.

You will need to do this only one time.

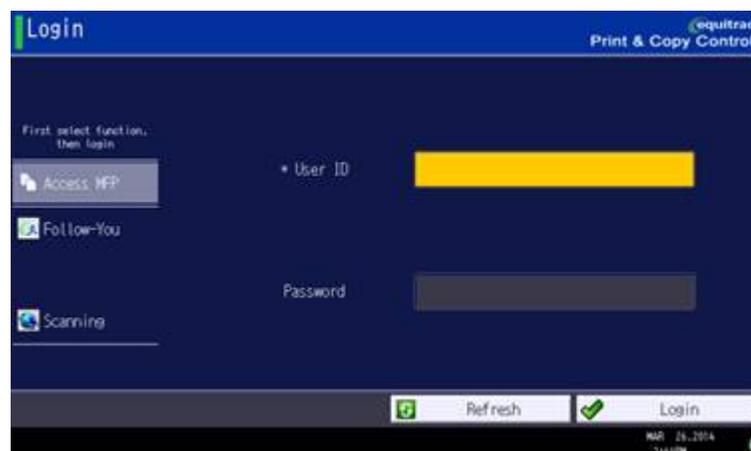
Next, send a document to print and select the new **Follow_You** print queue. It will be listed as **Follow_You on ESO-PRINT**.



Logging In

Swipe your BU ID card to use the machine.

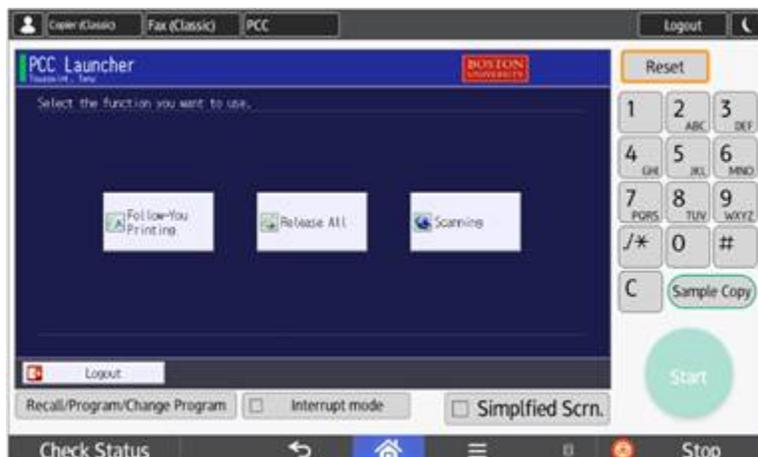
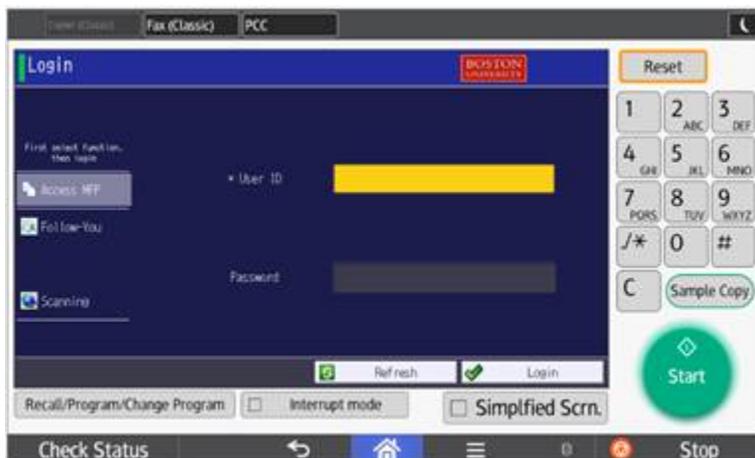
IMPORTANT: If you do not have your BU ID card, you can enter your BU login name and Kerberos password using the on-screen keyboard. Press the **User ID** and **Password** button on the login screen to access the keyboard.





If this is your first time logging in with your BU ID card, you will get an error message that your card data is not recognized. Enter your BU login name and Kerberos password to register your BU ID card. This is the only time you will need to do this.

Upon successfully logging in, the following Main Menu will be displayed.
You will be automatically logged out after 3 minutes of inactivity.



Note: Select either **Follow-You Printing** or **Scanning** from the display screen.

Printer

To release print jobs choose **Follow-You Printing** on the main display screen.

Select individual jobs to print or **Select All** and **Print**.

Important: By default, jobs are set to print black & white, duplex unless changed by the user when submitted.

When done, press **Logout** on display screen or press **Exit** to return to the Main Menu.

Note: All unprinted jobs will be deleted after 72 hours.

