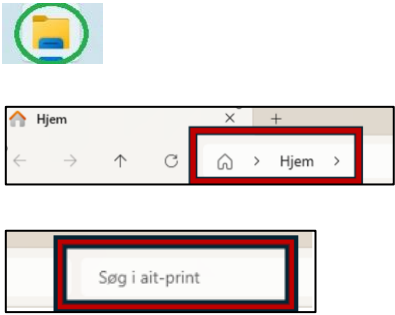
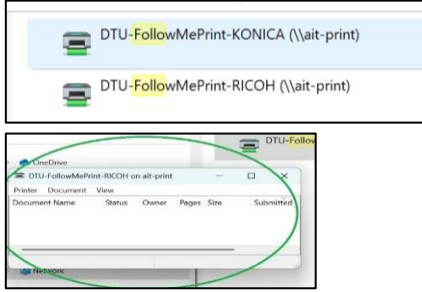



Guide Name	FollowMe prints Konica and Ricoh
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To make it easier to install the printers and limit clutter and paper waste, as well as to increase security around printing, FollowMe printing has been installed on the large printers. To use FollowMe print, you must first find the printer in the system.

Step	Description	Navigation
Find your printer in the printer list	<p>Open File Explorer</p> <p>Type \\ait-print in the address bar and press enter.</p> <p>NOTE: At Risø Campus it is called \\ait-pprintri02.</p> <p>You will now get a list of all printers.</p> <p>In the search box on the right, type Follow</p>	
Install printer	<p>Select your printer (Konica or Ricoh) by double-clicking.</p> <p><i>Pay attention to which printer model you have in the printer room.</i></p> <p>The printer is being installed.</p> <p>The printer box will then appear, and this means that the printer has now been added to your printer list.</p> <p>Click on "Printer" in this box and then choose to set the selected printer as the default.</p>	
DTU card for the FollowMe system	<p>When you use FollowMe print, you must use your DTU card in the system to log on to the printer.</p> <p>There is a small sign in front. Hold your card to the sign.</p> <p>The first time, you must log in with your username and password.</p>	

Print	<p>When you submit a job to print, the printer prints the oldest job first. Go to the printer and hold the card up to the card reader and your print job will then be printed.</p>
Scan	<p>The system already knows your email address and is scanned to it by default. Select Scan from the menu and load what you want to scan either in the sheet feeder or on the platen glass.</p>
Copy	<p>Select Copy from the menu and place what you want in the feeder or on the platen glass.</p>