HP Training

TOPICS

- Follow Me Print
- Integrated Scanning
  - Scan to Email
  - Scan to Google Drive
- Copy Function
- Fax Function

Training provided by:

Follow Me Print

Follow Me printing allows you to print SECURELY & CONFIDENTIALLY at any device within the facility that is a printer/copier with a touch login screen.

How to use Follow Me Printing:

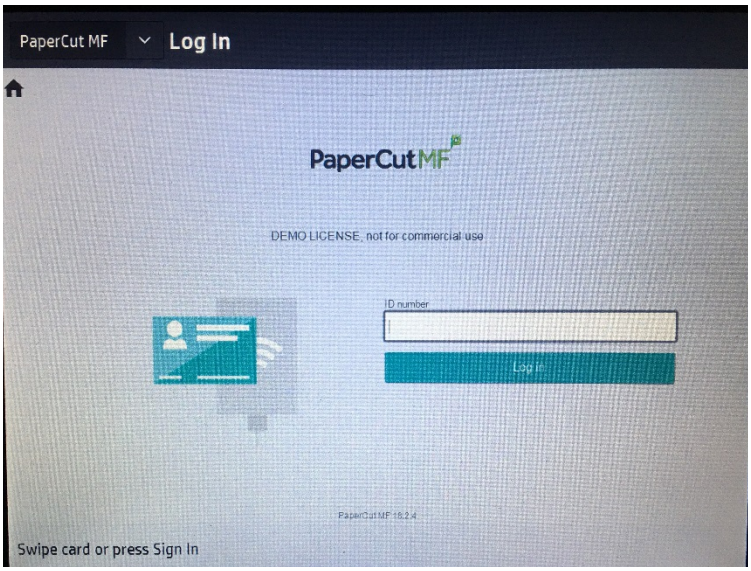
1. Go to File > Print.

2. Click on the drop down menu, select **Follow-Me-BW (Black & White) or Follow-Me-Color**, then **Print**.
   No one else can access your print jobs when using Follow Me printing since you must login to access them.

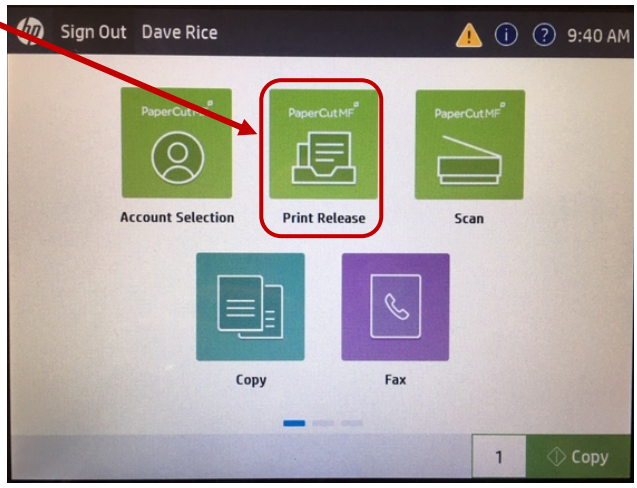
3. **Release your document to print** from any printer/copier with a login screen:

   - Go to a multi-function device and Select **Paper Cut** to login.

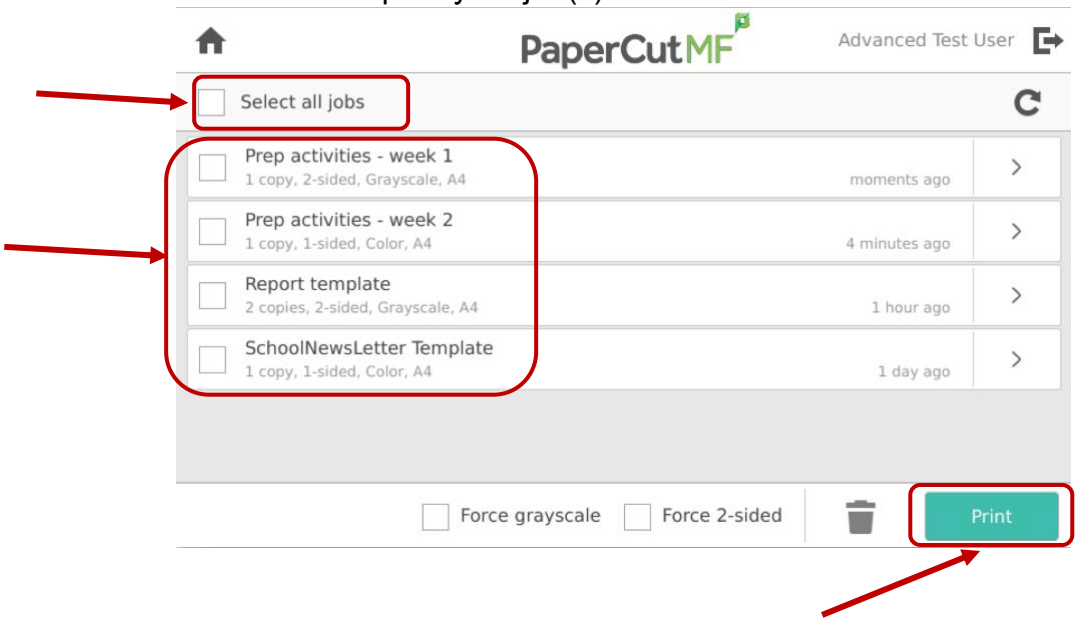
   - Login with your user ID number.



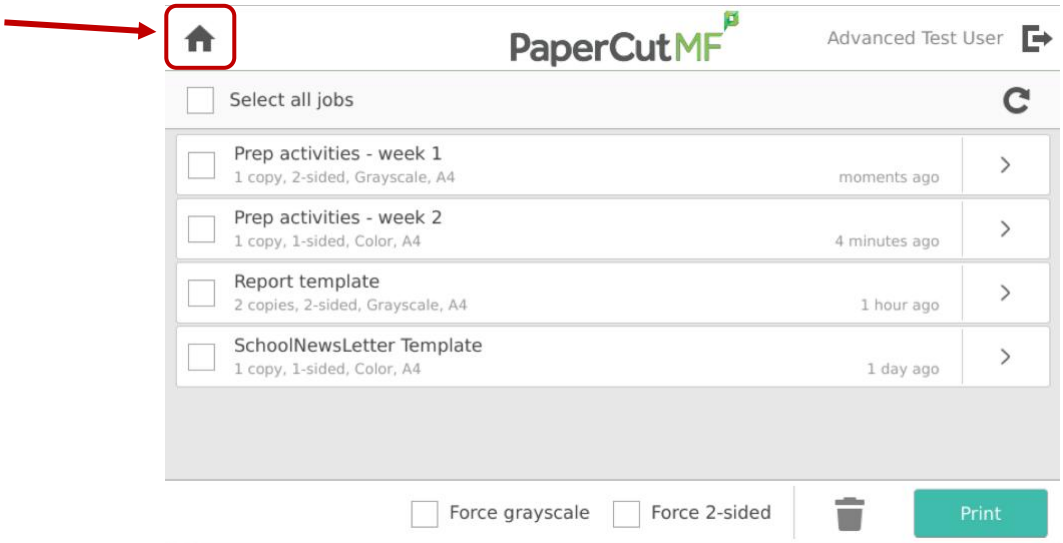
   - Select Print Release.



- Select your print job from the list displayed by Document Name **or** Select all jobs.
- Select Print to print your job(s).

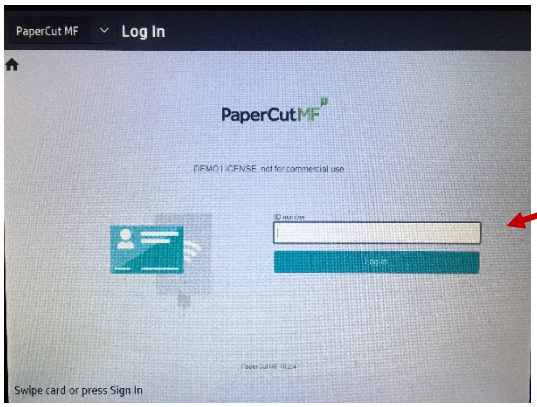


- To return to machine functions, press the home icon.



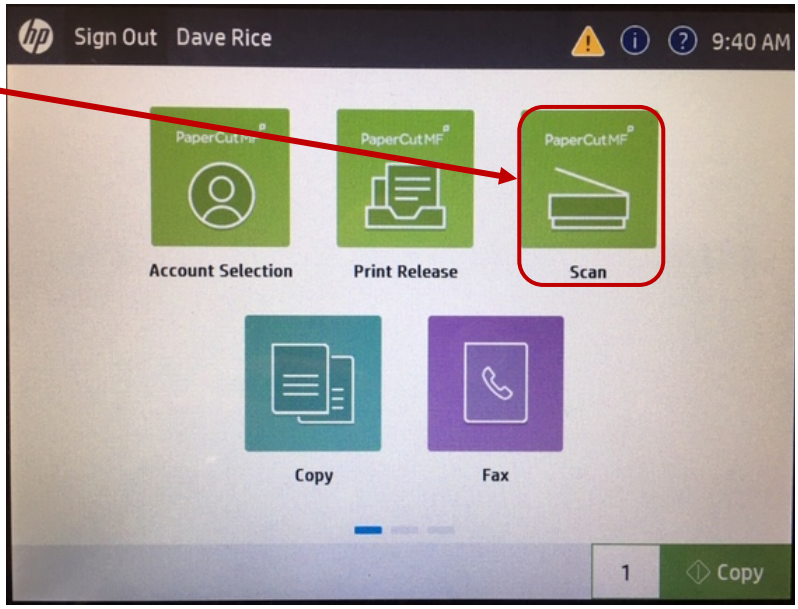
Integrated Scanning
Scan to Email

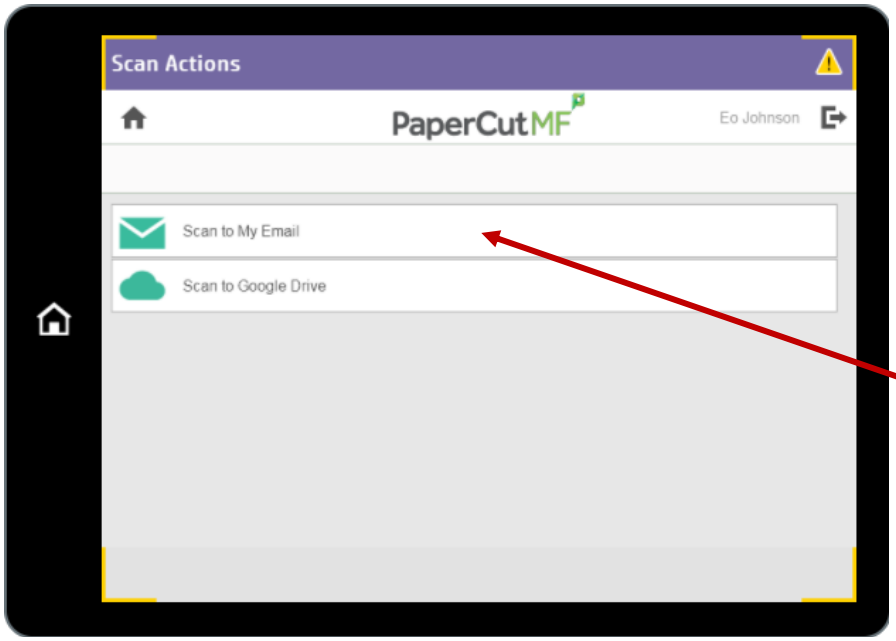
Using you **Pin Code** is necessary for printing and making copies. Your **Personal Pin Code is assigned to you**. Do not share it.



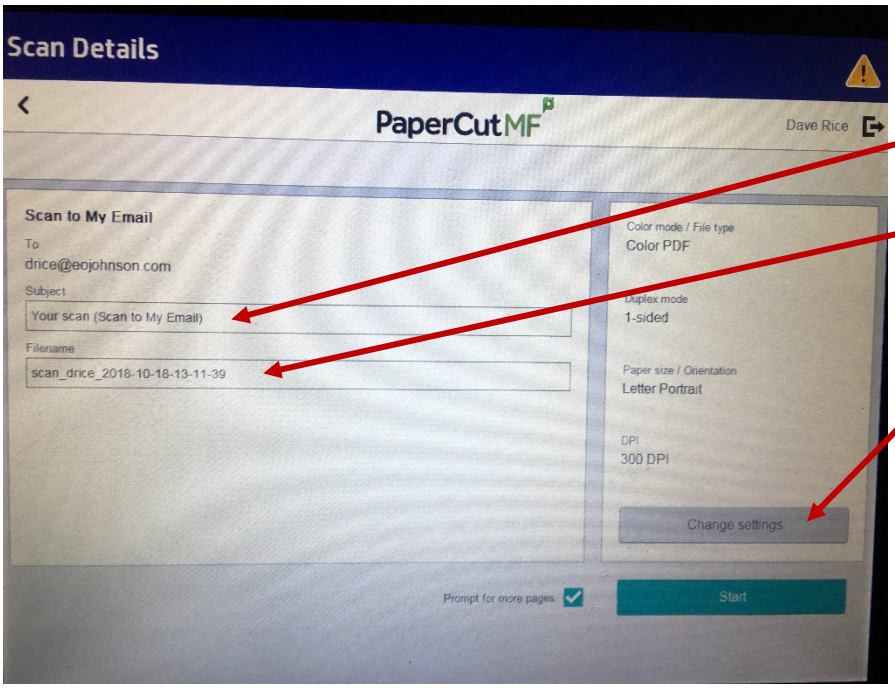
Login into PaperCut with your Pin Code.

- Select Scan.





Press Scan to Email

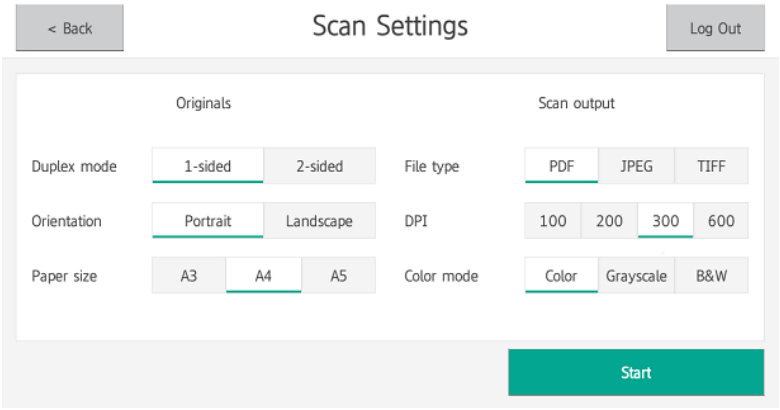


Here you can do the following:

- Type in your subject
- Type in File name
- Change Settings

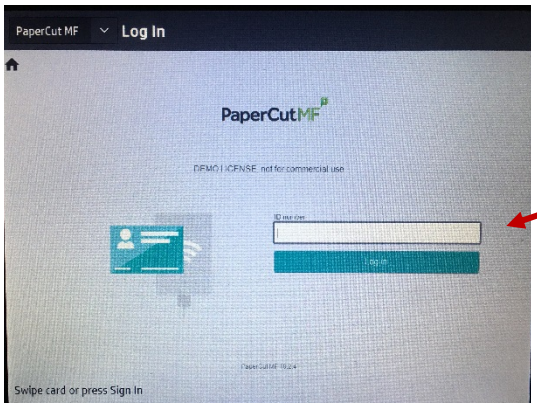
Here you can do the following:

- Single or Double sided
- Orientation
- Paper Size
- File Type
- DPI
- Color Mode



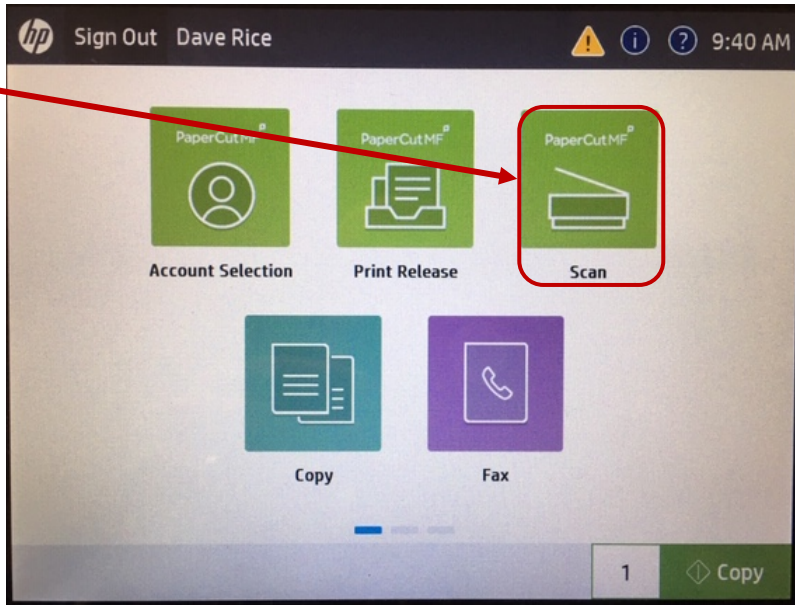
Integrated Scanning
Scan to Google Drive

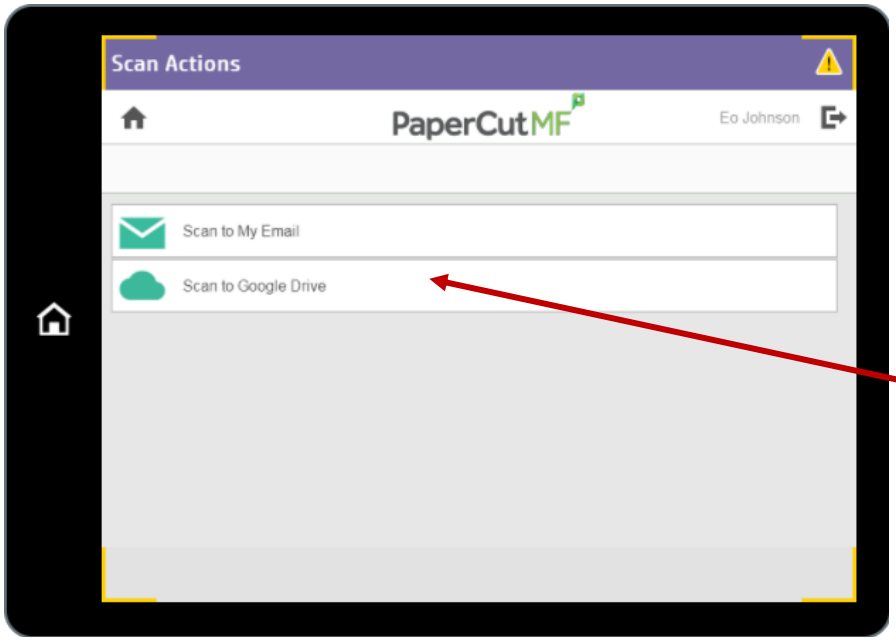
Using you **Pin Code** is necessary for printing and making copies. Your **Personal Pin Code is assigned to you**. Do not share it.



Login into PaperCut with your Pin Code.

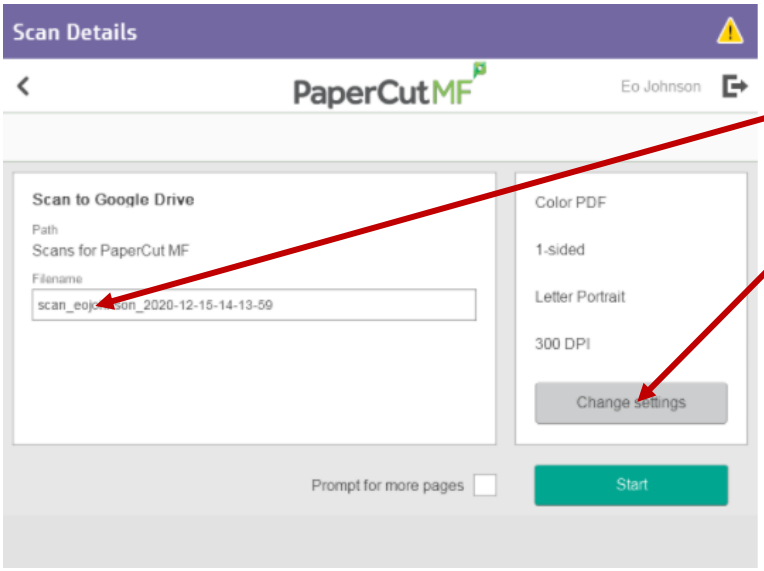
- Select Scan.





Press Scan to Google Drive

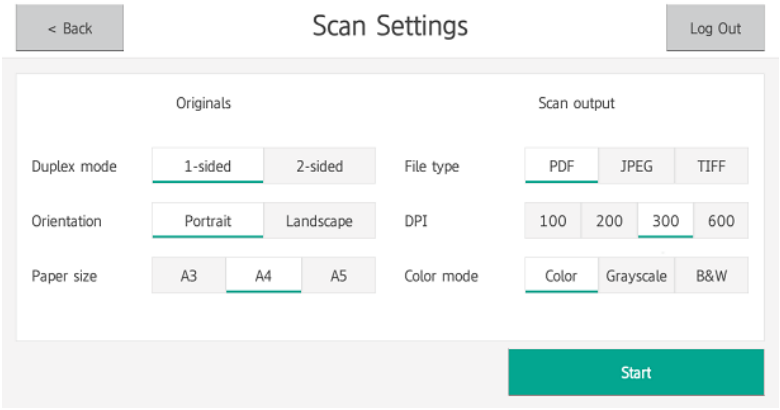
Here you can do the following:



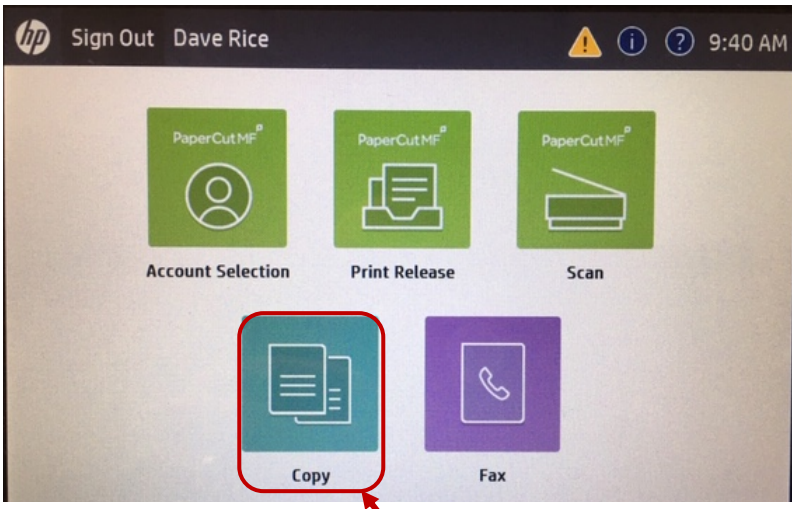
- Type in File name
- Change Settings

Here you can do the following:

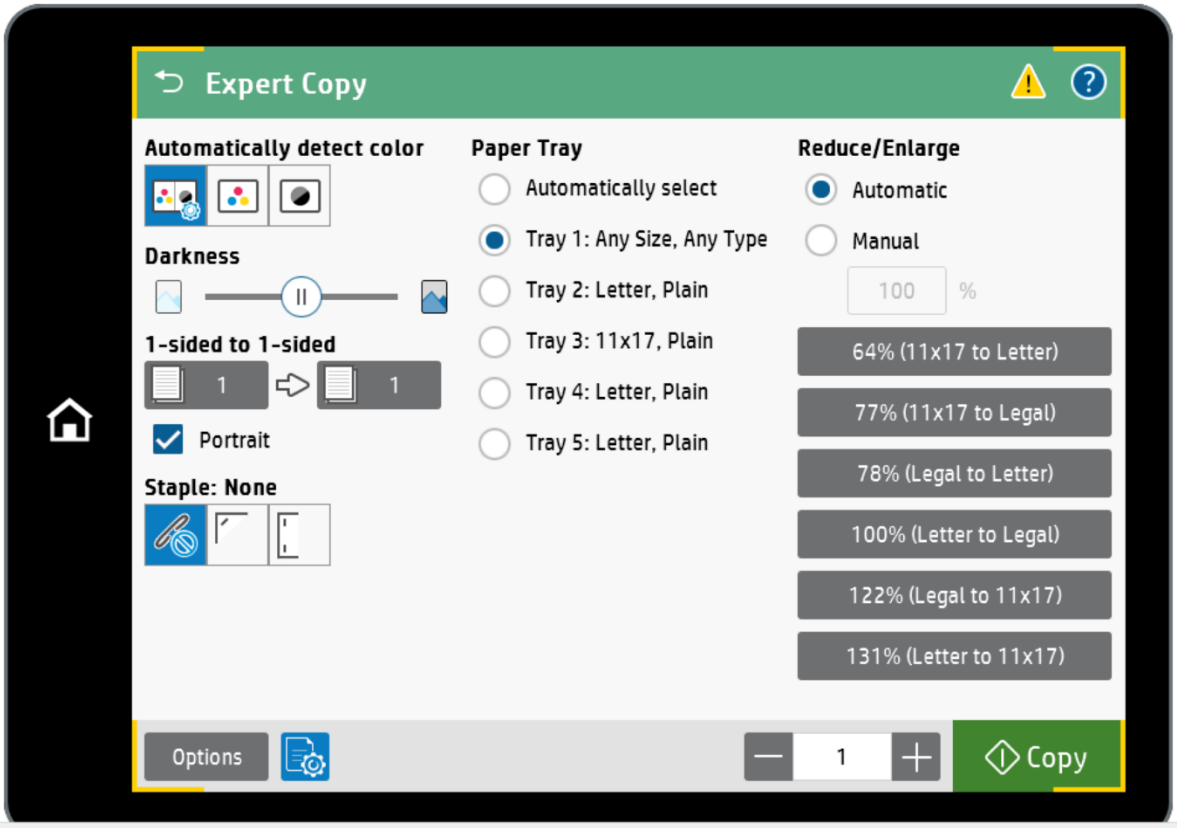
- Single or Double sided
- Orientation
- Paper Size
- File Type
- DPI
- Color Mode



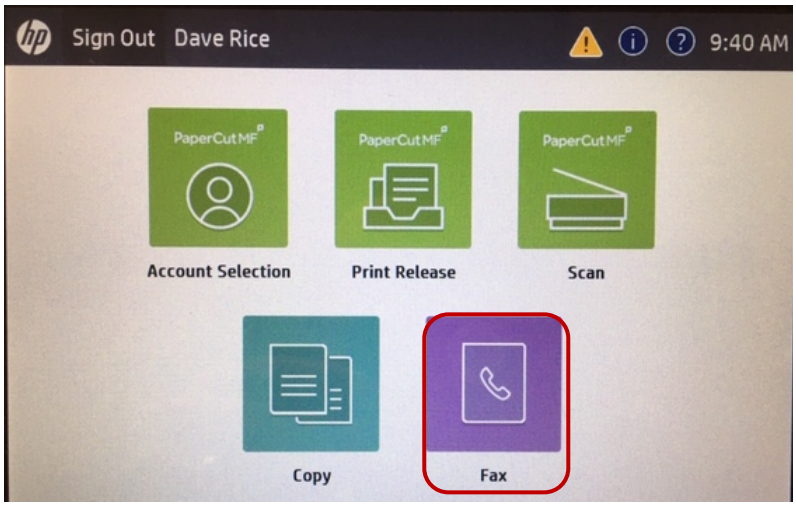
Copy Function



After logging in and selecting **Copy**, copier function will appear.

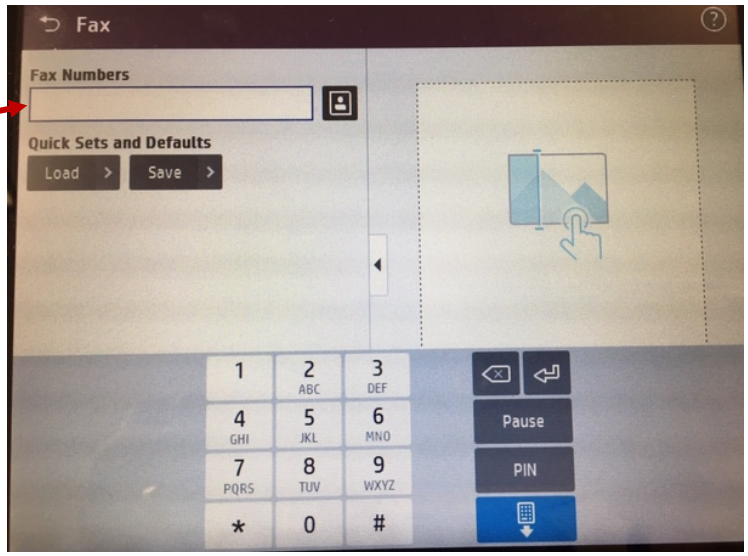


Fax Function



After logging in and selecting **Fax,** press the home key then the fax button.

Place document in feeder or on the glass. Enter fax number using the numeric key pad or select from programmed list.

Press Start

Fax Number: