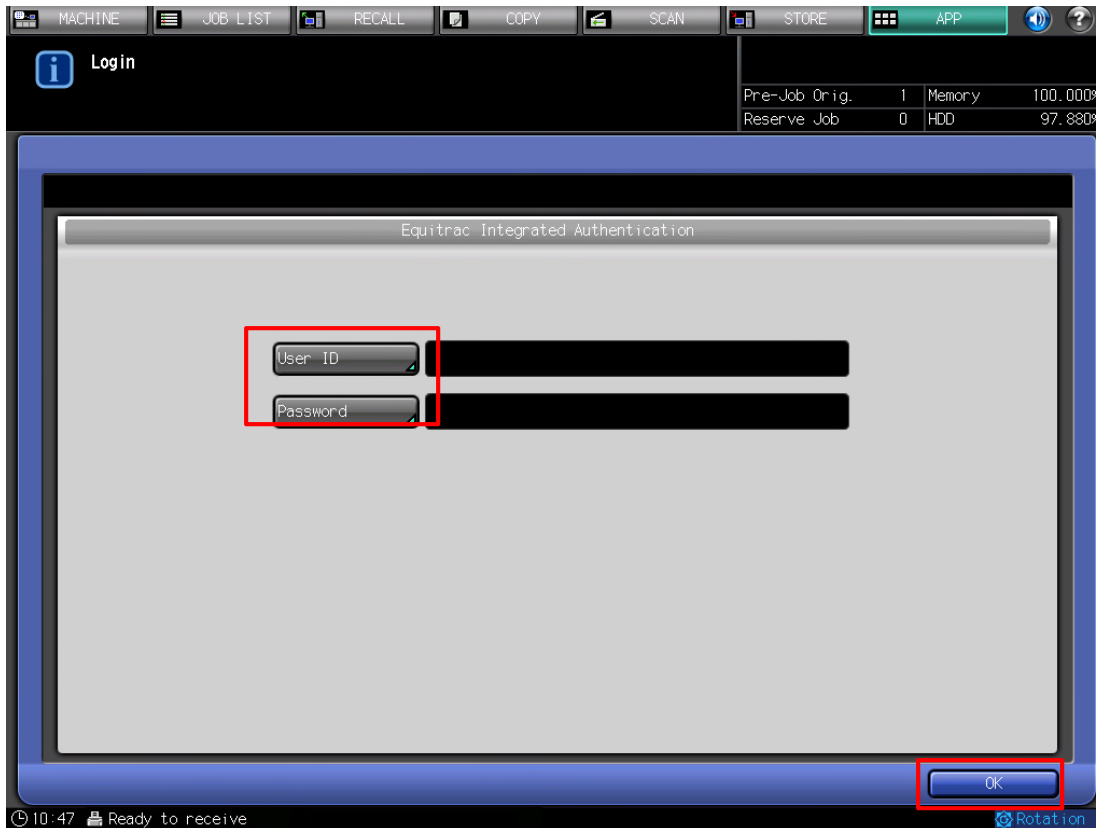# How to Enroll into the <u>Follow-You</u> Printing System

In order to use the secured printer system you will need to enroll you ID Badge one time.

Touch "User ID", type in your network ID (what you use to log in to your computer)
Touch "Password" type in your password.
Touch "OK"
STOP!!! DO NOT TOUCH the Login Button
Place your ID badge on the card reader located on top of the machine.
The copier screen unlocks. Your badge will now work on all the districts copiers.