FollowMePrint Overview

Foreword

FollowMePrint is a new printing methodology that will allow you to Print Once, Retrieve Anywhere. This means that you no longer need to know which printer you are sending your print job to, and you can also pick up your job at any FollowMePrint Enabled device in the district.

Overview

1. ### Registering your Badge for the **first** time.

- At any FollowMePrint Enabled device (Look for the Nuance Screen/Saint Joseph School District Logo), swipe your badge over the badge reader.
- You will be prompted with the Username/Password Login screen.
- Enter the same username and password that you use to log in your Computer.
  - firstnamelastname (no space, lowercase), regular password
- Once accepted, you will be logged in and your badge is now ready to be utilized at any machine in the district.
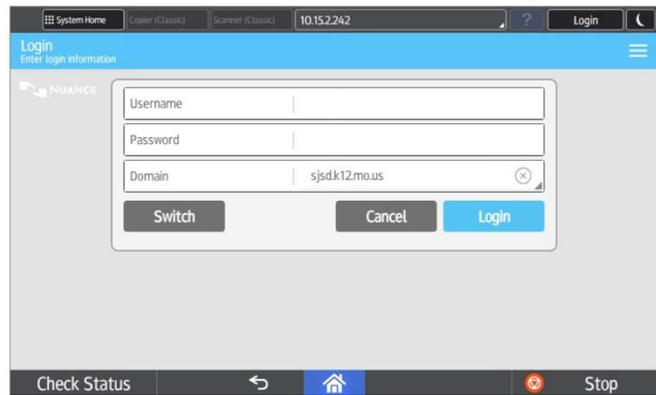
2. Logging in without a Badge

- Use your Computer Login
    - o Tap the Nuance/Saint Joseph School District Logo on the device.
    - o You will be prompted for a Card ID.
    - o Tap the "Switch" button.
    - o Enter the same Username and Password you use to log in to your computer.

3. Student Login for Printing (HS only)

- Use your Student ID Number
    - Tap the Nuance/Saint Joseph School District Logo on the device.
    - You will be prompted for a Card ID.
    - Enter your Student ID Number.

4. Releasing a Print Job (screenshot below)

- Once logged in, select the Follow-You Printing icon.
    - o Select the print job(s) you would like to release.
    - o Tap the green Print button.
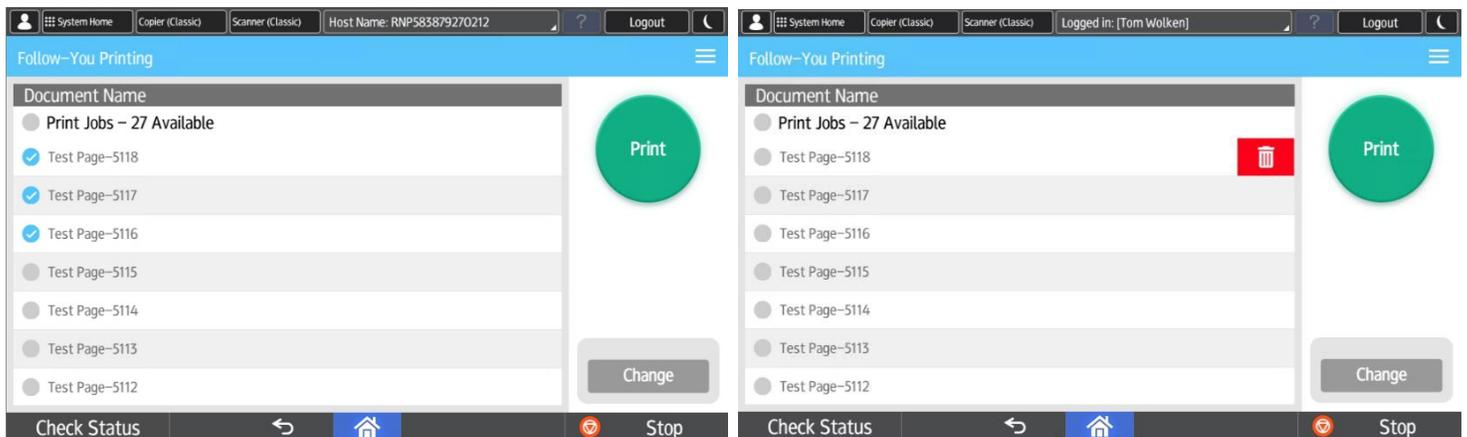
5. Delete a Print Job (screenshot above)

- Print Jobs that you do not release within 7 days will automatically be deleted.
- If you want to delete a print job prior to the auto-deletion time:
    - o Swipe left on one of the Print Jobs listed under Follow-You Printing.
    - o Click the red trash can icon to delete the job.