How to configure your printing profile for FollowPrint and how to review your print jobs

FollowPrint is a secure and comfortable way to print documents on different printers within the company. The language of the menu text can be set via your personal settings as well as any delegee who can pick up print jobs on your behalf. The following manual shows you how to do it.

Changing your profile settings for FollowPrint

Go to the following web address to see your FollowPrint profile printer:https://pfmemyqps1001.globalfme.fmeone.com:8090In the shown window, click on Edit

In the shown dialog box click on the arrow next to Default language and select the language you prefer. This language will be shown in the menu on the printer when you login. The languages you can choose, are English, German and Danish.After selecting the default language you also have the option / possibility to select any person to be your delegate. Your delegate will be able to pick up your print jobs from any printer on your behalf – use with care!!!Finally click on Save to save your profile settings for FollowPrint