How to print using FollowPrint

FollowPrint is a secure and comfortable way to print documents on different printers within the company. But how to print to a FollowPrint printer, this will be explained in the following manual.

Printing at FollowPrint printers – how to

Before you can use FollowPrint for the first time, you must have mapped the FollowPrint queues on your computer. How to do this is explained in the article KB0039536.

When you want to print something, you do this as you always do when printing something by going to the print menu inside the application, like:Select the FollowBrand-GLOBALFME (red box) in case you want to print in color and select the FollowBrandBW-GLOBALFME (gray box) in case black and white is sufficient for you. The last option is of course more cost efficient then the first, please take that into mind.Finally click on the Print button and the job will be send to the FollowPrint service.Go to any FollowPrint printer, recognizable by the display on the printer:Login to the printer by using your mail address (@fmeone.com) and Windows password or by using your employee ID card, as described in KB0013988Tap in the shown screen on the option My Print JobsNow you see all the print jobs you have sent to FollowPrint and here you can select the documents which you really want to print by clicking in one or more selection boxes (blue circles) or selecting all documents at once by tapping on the tile icon (red circle).After selecting one or more documents, you can:

Print the document immediately by tapping on the printer icon (green circle)Print the document with additional options by tapping on the config icon (blue circle) and then select the options you need and click on PrintDelete the selected print job by tapping on the wastebin (red circle), since you don't want to print it anymore. If you deleted them by mistake, you have a short moment to restore them again by clicking on Undo:

When you are ready, make sure you logout of the printer by tapping on Logout or by holding your employee ID card again on the card reader, as described in KB0013988