How to copy using follow print

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

Copying at FollowPrint printers – how to

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 KB0039532Now you have two different ways to make a copy.

Easy Copy

Make sure you put your document on the glass plate or face up in the document feeder of the printer – only single sided copy is possible via this way!Tap in the shown screen on the option Easy CopyYour document will be copied and the copies will be on the printer.

Panel Copy

Tap in the shown screen on the option Panel CopyNow the standard copy screen of the printer is shown on the display. Here you can select each and every option you like for your copy jobMake the copy according to your own wishes and you are ready

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 KB0039532