

How to scan using FollowPrint

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

Scanning 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 KB0039532 Now you have three different ways to make a scan.

Easy Scan – Mail to me

Make sure you put your document on the glass plate or in the document feeder of the printer – only single sided scan is possible via this way! Tap in the shown screen on the option Easy Scan – Mail to me Your document will be scanned and sent as PDF to your mailbox.

Panel Scan

Tap in the shown screen on the option Panel Scan Now the standard scan screen of the printer is shown on the display. Here you can select each and every option you would like as well as the destination where the scan should be sent to. Make the scan according to your own wishes and you are ready

Scan with options

Tap in the shown screen on the option Scan with options Now the following options are shown: Easy Scan – Mail via Addressbook is the option to choose if you want to make a normal single sided scan and send it to anybody who is registered in MyQEasy Scan – Mail to me – Duplex is the option to choose if you want to make a normal double sided / duplex scan and send it to yourself Easy Scan – Mail to me – 300 dpi is the option to choose if you want to make a high resolution single sided scan and send it to yourself Scan with options – mail to me is the option to choose if you want to tune several options, like high resolution / duplex and others, and send the resulting document to yourself.

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