

How to log in to the printer to use FollowPrint (only for already migrated sites)

Article ID: KB0039532

Created: 2025-01-27 13:31:53

Updated: 2025-01-27 14:18:35

Author: {'link':

'https://fmcnadev.service-now.com/api/now/table/sys_user/acaf843397d74958f7e3bb8fe153afe3',

'value': 'acaf843397d74958f7e3bb8fe153afe3'}

Category: {'link':

'https://fmcnadev.service-now.com/api/now/table/kb_category/c5170880c3c21a100acd330015013147',

'value': 'c5170880c3c21a100acd330015013147'}

Note: You can only use this knowledge article if your Fresenius Medical Care site has been already migrated. In case you have not received communication that your Fresenius Medical Care site was migrated, please follow How to log in to the printer to use FollowPrint.

KB0013988

FollowPrint is a secure and comfortable way to print documents on different printers within the company. To use this service, you have to login on the multifunctional device (printer). This can be done via two ways:

Using your FME mail address (user@fmeone.com) and Windows password Using your employee ID card

Before you can use option 2, you first have to register your employee ID card.

The following manual shows you how to login and how to register your employee ID card.

Log in to a FollowPrint printer using option 1

Enter the needed information on the login screen directly on the printer's touchscreen.

In the first field enter your username, this could be:

your name as used in your mail address and followed by @fmeone.com E.g. is your mail address jan.davids@freseniusmedicalcare.com then enter: jan.davids@fmeone.com your username as used when logging on to your computer and followed by @globalfme.fmeone.com, like: dj1234@globalfme.fmeone.com

Enter your Windows password in the second field Click on the OK button directly below the username / password boxes

Note: If your Windows password contains special characters, problems may occur when you log on to the printer for the first time. Passwords with the characters "!", ".", "\$", "%" and "," were successfully tested. Other special characters may or may not work, no guarantees.

Register your employee ID Card

To make life easier when logging on to a FollowPrint printer, you have to register your employee ID card via the printer. This should be done by:

Log in to the printer following option 1, as explained above Tap in the shown menu on the button More Actions Tap in the shown menu on the button ID Card Registration Hold your employee ID Card on the

card reader right next to the display and wait until you hear a beep and the main menu is shown again. Registration is completed.

Log in to a FollowPrint printer using option 2

When going to the FollowPrint printer, don't forget your employee ID Card!

Hold your employee ID Card on the card reader right next to the display and wait until you hear a beep. Now the main menu is shown and you can do whatever you need to do

Log out of a FollowPrint printer

There are two easy ways to log out of the system:

Hold your employee ID Card on the card reader right next to the display and wait until you hear a beep – now the log in screen is shown again Tap on the button Logout on the right top of the screen – now the log in screen is shown again