

Release Print Jobs Using *Follow-You Printing*

VERSION: 1.0

Friday January 29, 2021

Purpose:

This document provides instructions on how to print your documents with the Ricoh printers using *Follow-You Printing*. These instructions assume you have already added the **RicohColour on PRD-PRT01** printer to your list of printers and you have registered your access card.

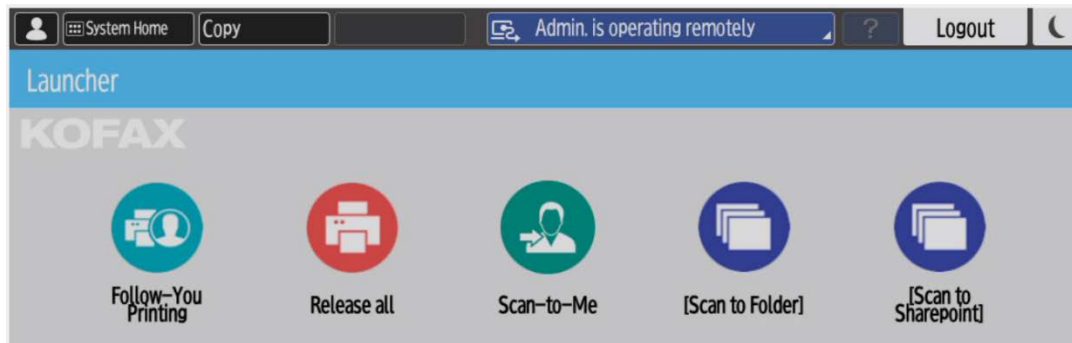
- [How to register your access card](#)
- [How to add the RicohColour printer](#)

Procedure:

1. Locate the card reader to the right of the interface screen. Tap your access card. You should hear a “beep” which indicates the card was read.



2. You will then see Kofax Launcher on the screen.



3. Release your printer jobs using either method below:
 - a. Release All (easiest)
 - i. Tap **Release all** on the Kofax Launcher to print all the print jobs currently in your queue.

b. Follow-You Printing

- i. If you want to only print select jobs in your queue, tap **Follow-You Printing**.
- ii. Tap to **deselect the print jobs you don't want to print**. Only the print jobs with a checkmark will print.



- iii. Tap the green **Print** button on the right to print the selected jobs.

4. Tap your card to logout when you are finished.