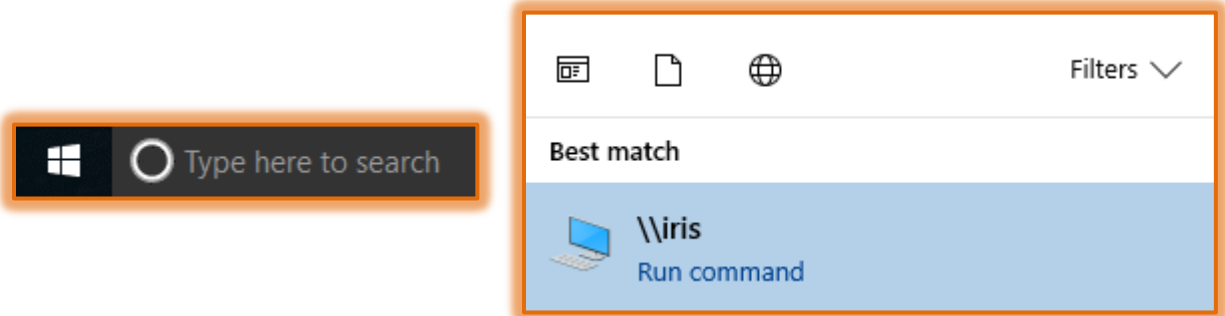


## FOLLOW ME PRINTING

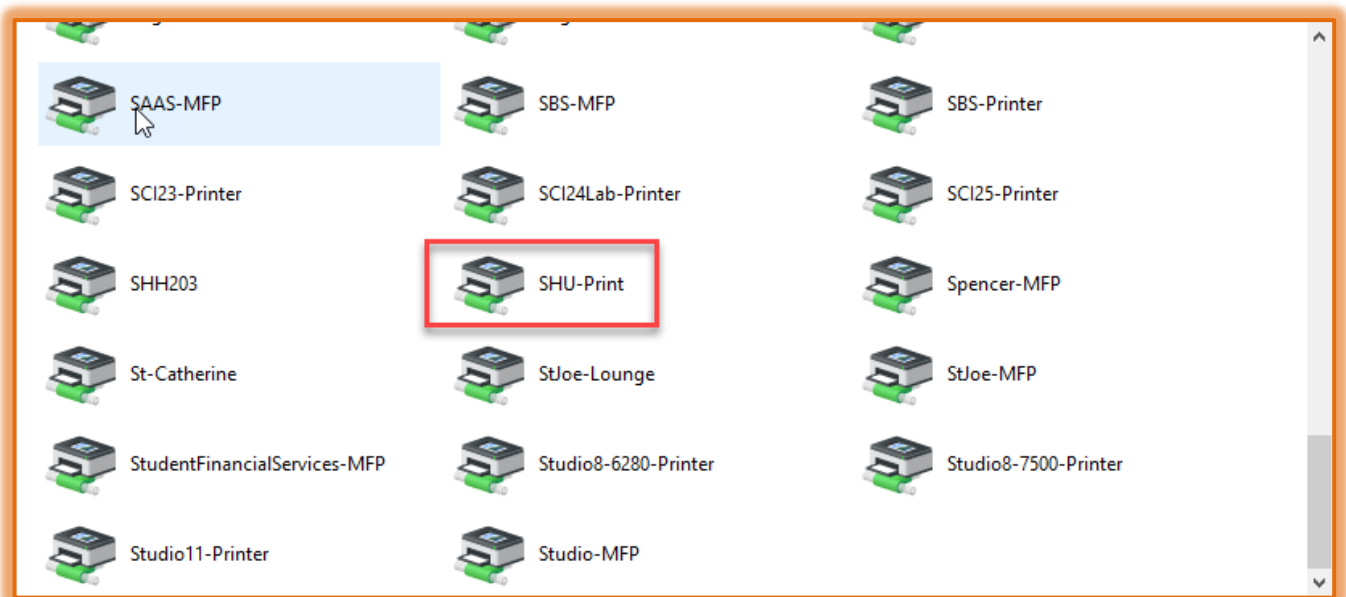
This feature can be used to send a job to a printer. The difference is that the job is placed in a Print Que. The job can be printed from any Ricoh Machine on the Siena campus.

### ADD THE FOLLOW ME PRINTER

- Copy \\iris the Type here to Search box next to the Start button.
- Click or press the link for **Iris** in the list that appears.



- A list of **Printers** will appear.
- Scroll down the page to select the **SHU-Print** option.

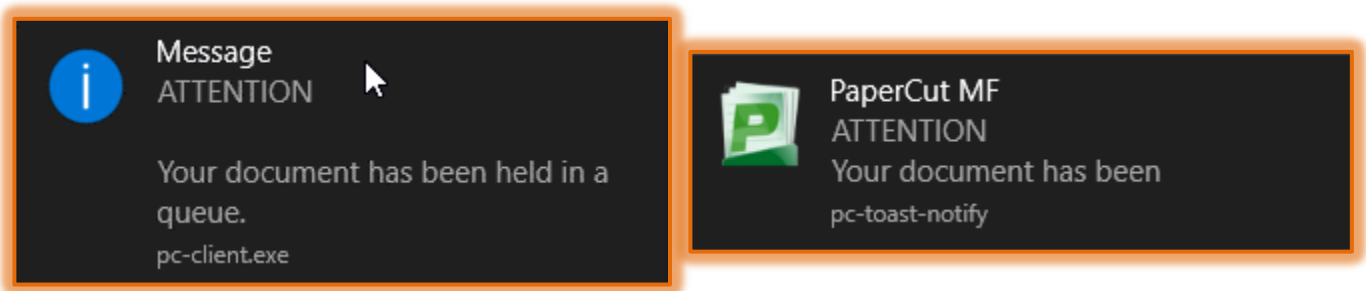


- Double-click the link to install the printer.

### Print the Document-Printer

- Open the **Document** that you want to print.
- Click the **File Tab** in any of the **Microsoft Office Programs**.
- Select **Print** from the **Menu** on the left side.
- The **Print** window will display.
- Click the **Printer** list arrow.
- Select the **SHU-Print on Iris** printer from the list.
- Select any of the options in the **Print and Preview** window or click the **Printer Properties** link to make any necessary changes to the **Print** options.
- Once all the options have been specified, click the **Print** button.

- 📄 The **Print Job Notification** window will display.
- 📄 The **Details** of the job will appear along with a list of documents.
- 📄 Under **Print Job Actions** in the **Account** list:
  - ★ A list of all the **Accounts** that are available to you will appear.
  - ★ Select the **Account** to which the job is to be charged.
- 📄 Click the **Print** button to complete the process. This button is not active until an **Account** is chosen.
- 📄 The messages in the illustrations below will appear in the bottom right corner of your computer.









### Print the Document-Ricoh Machine




- 📄 Swipe your card, or login, to PaperCut on the Ricoh Machine of your choice.
  - ★ REMEMBER: This does not have to be the machine in your area.
  - ★ It can be a Ricoh machine anywhere on the Adrian campus.
- 📄 Press the **Print Release** button.



- 📄 A list of print jobs will display.
- 📄 Press the **top check box** to select all the jobs.
- 📄 Press each **individual box** to print just one document at a time.
- 📄 Press the **Print** button to send the jobs to the Ricoh Machine.
- 📄 To remove a job from the que, click the **Delete** button.
- 📄 Press the **Log Out** button to close out of the Print Release window.

PaperCutMF<sup>®</sup> Print release Wanda House [Log out](#)

<input type="checkbox"/> 0 jobs	Print		0 pages	\$0.00	
<input type="checkbox"/> Microsoft Word – WordEnvironment.docx			2 pages	\$0.09	
<input type="checkbox"/> Microsoft Word – Paragraph–TextBorders.docx			2 pages	\$0.09	
<input type="checkbox"/> Microsoft Word – Ricoh_Guide–AllFunctions.docx			29 pages	\$1.31	

Check Status    Stop