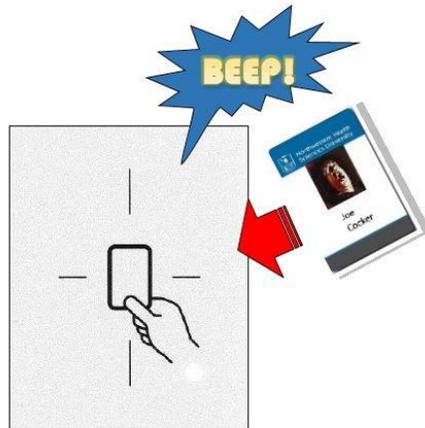


HOW TO PRINT!

1. After sending the print job to **Follow-Me Print**, Login by tapping your NWHSU ID to the card reader.



2. If applicable, choose your cost center.

COST CENTER SELECTION

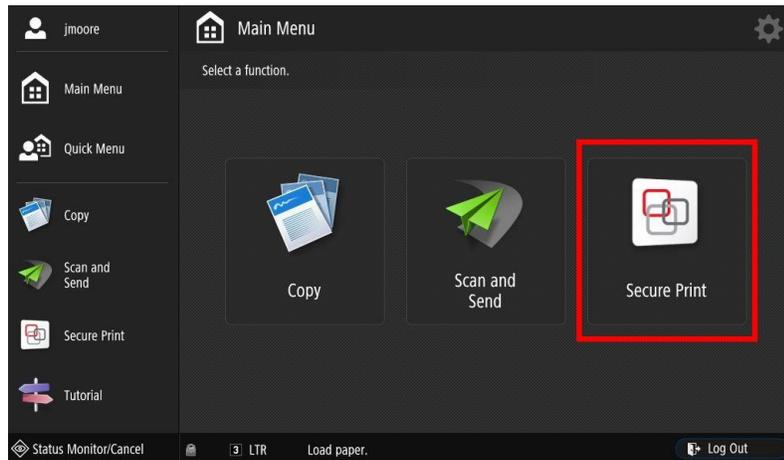
Search by Name:

Search by Descr.:

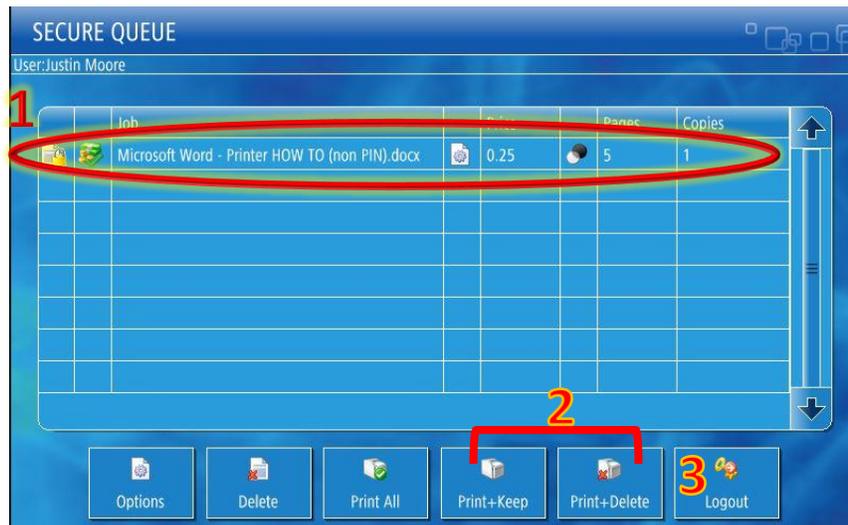
Name	Description
Test Cost Center	Test Cost Center
Test Cost Center 2	Test Cost Center 2
IT	Information Technology

Search Clear Select

3. Select **SECURE PRINT** and select the document.



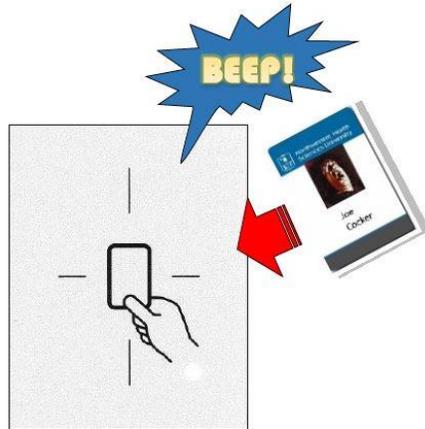
4. After selecting your document, choose **PRINT+DELETE** or **PRINT+KEEP**.



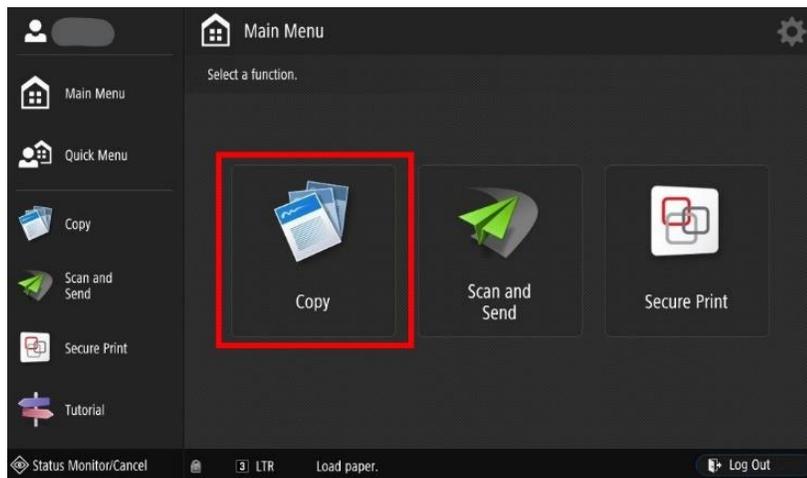
5. Log out.

HOW TO COPY,

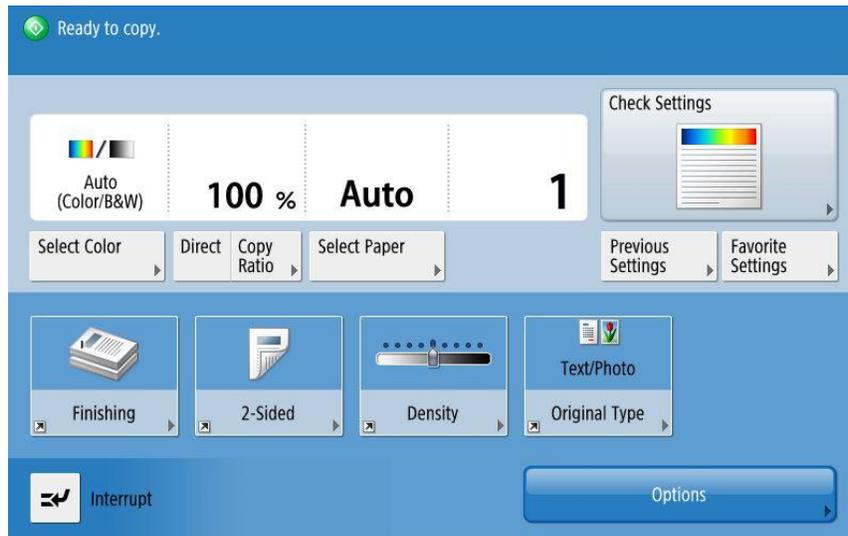
1. Login by tapping your NWHSU ID to the card reader.



2. Select **COPY**



3. Adjust settings as needed.



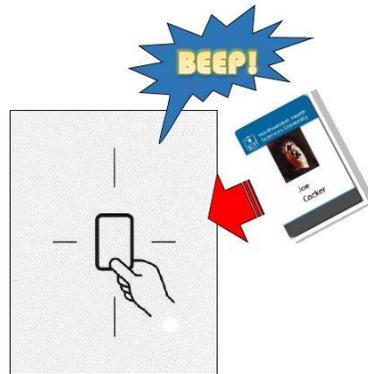
4. Place your document in the top document feeding tray **facing up**.

5. Press the green **START** button  below the keypad for each page of your document.

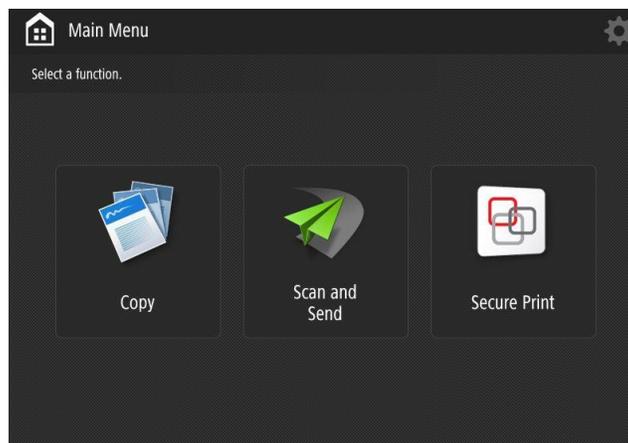
6. Log out.

HOW TO SCAN & SEND

1. Login by tapping your NWHSU ID to the card reader.



2. Select **Scan and Send**



3. Select **Send to Myself.**



4. You will see your NWHSU email displayed in the Destinations field.

5. Place document(s) in the top document feed tray



6. Press the green Start Button for each page/side of the document.

7. Logout and check email for documents.