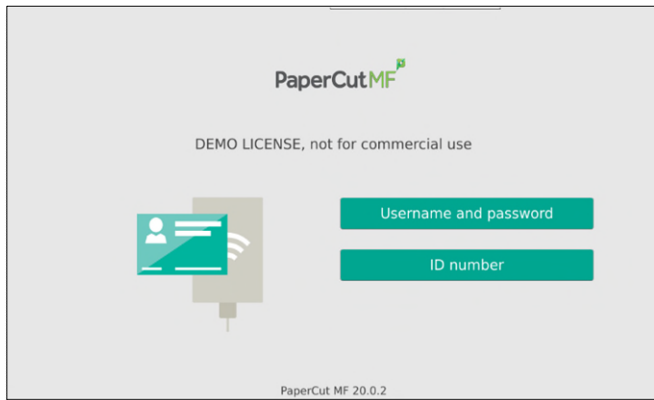


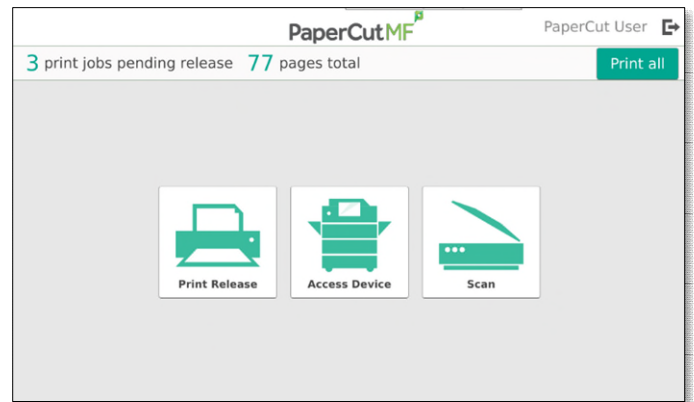
PAPERCUT - Follow Me (Secure Release) Printing

Once your access card is registered to the Toshiba FollowMe copier system, and you have the Toshiba print driver installed on your PC, you can print using the Follow Me (secure release) printing. From your PC, choose the Toshiba Follow Me printer. Select the printer properties for any job settings and print your job. To release the print jobs in queue, go to a Toshiba copier.

Step 1 (1) ID number = 4 digit pin or (2) Enter **Username and password** – associated with Google account



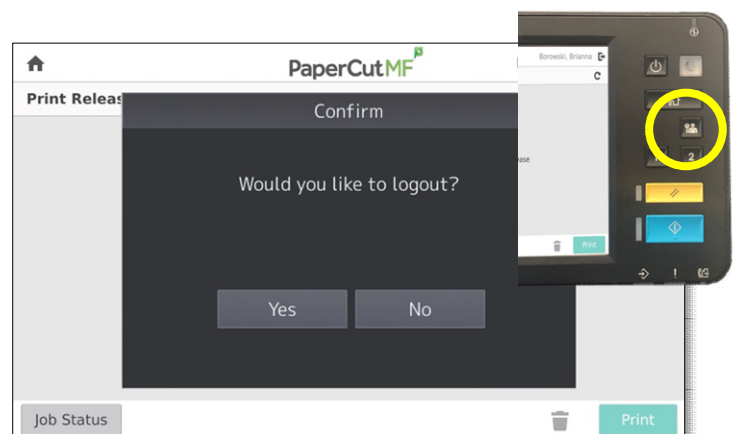
Step 2: Once logged into PaperCut, if you have print jobs ready to release, you will see how many you have in queue and the total number of pages. Select **Print Release** to access your print jobs.



Step 3: You can touch **Select all jobs** or individually select which jobs you want to print. You also have the option to change certain print settings or delete jobs that you don't want to print.



Step 4: You will automatically be logged out after a preset time, or you can press the **Security** button.

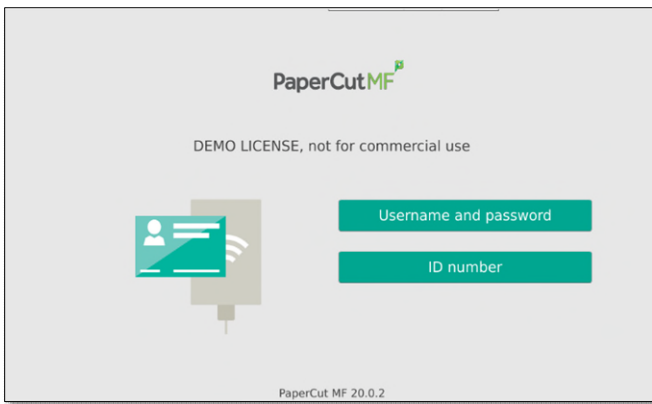


Pressing the yellow pause button twice will also log you out.

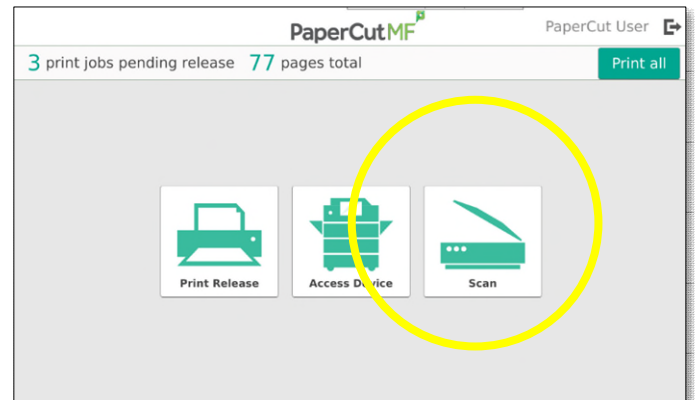
Follow Me Scanning

Toshiba FollowMe copier system, you can scan items to your e-mail using the Follow Me system. *Note that you cannot scan to other users, only to yourself.*

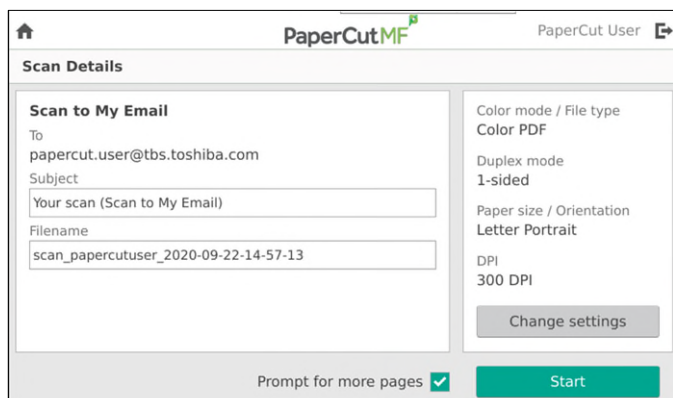
Step 1 (1) ID number = 4 digit pin or (2) Enter Username and password – associated with Google account



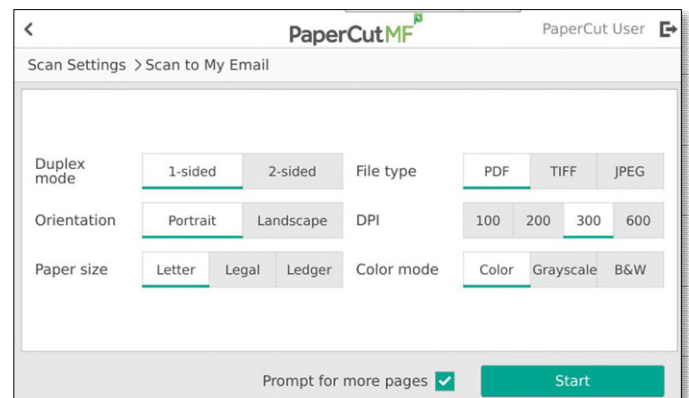
Step 2: Choose the **Scan** button.



Step 3: PaperCut will automatically populate the to/from address. Place your documents in the feeder and press the green Start button on the screen.

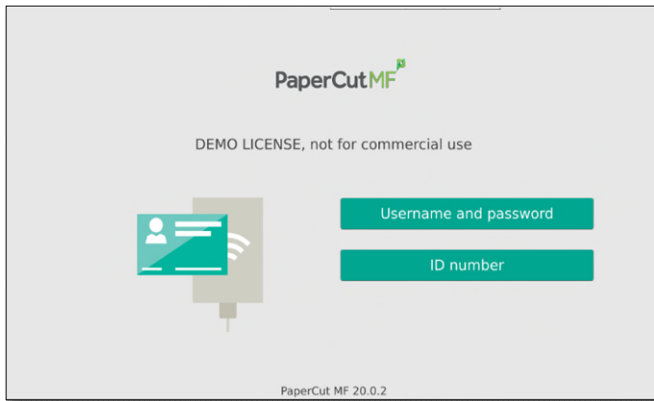


Step 4: You can select **Change Settings** if necessary. Color, PDF, 1-sided, Portrait, Letter at 300 dpi are the defaults.

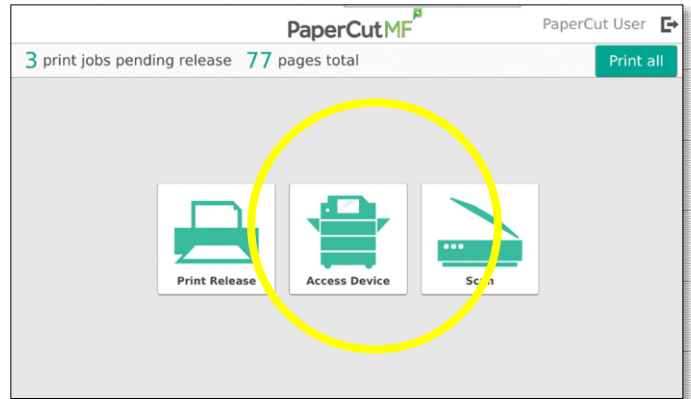


Copying

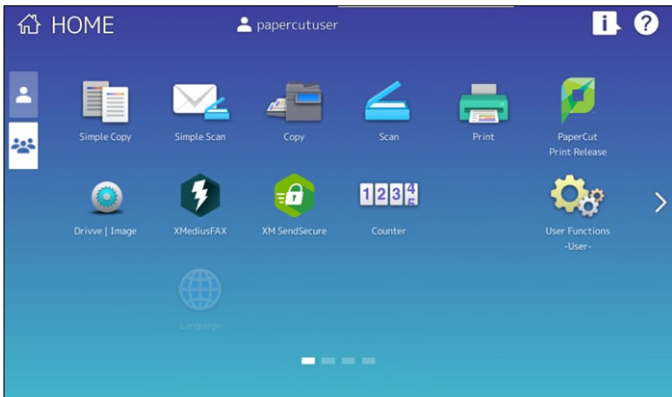
Step 1 (1) ID number = 4 digit pin or (2) Enter **Username and password** – associated with Google account



Step 2: Choose the **Access Device** button. It will take you to the copier screen.



Step 3: This takes you to the copier Home Screen. This gives access to all the copier's functions.



Step 4: You can logout using the **Security** button or return to the **PaperCut Print Release** screen.

