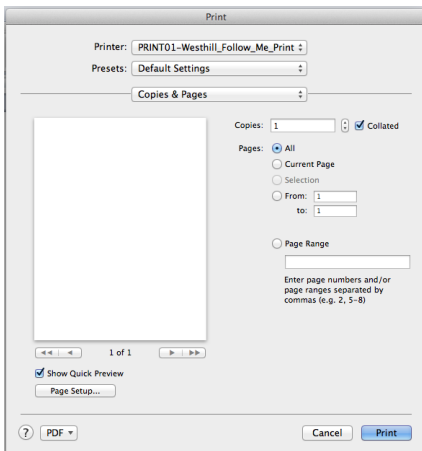


## How to use Follow\_Me\_Print

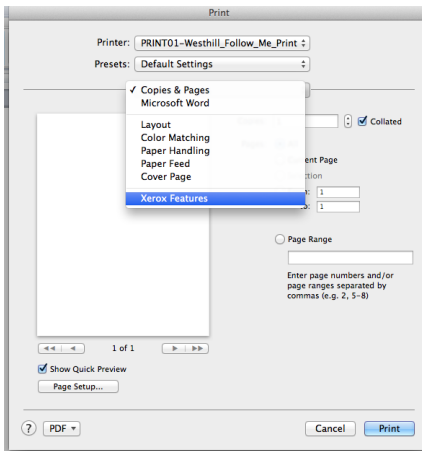
**Print01-Westhill\_Follow\_Me\_Print** - This printer allows you to send your print jobs directly to any Xerox copier in the district. Once you have submitted your print job to the **Print01-Westhill\_Follow\_Me\_Print**, you have 2 hours to walk up to ANY copier in the district and swipe your card to collect your print job.

The Follow\_Me\_Print ensures confidentiality because a job is never released until you log into the copier.

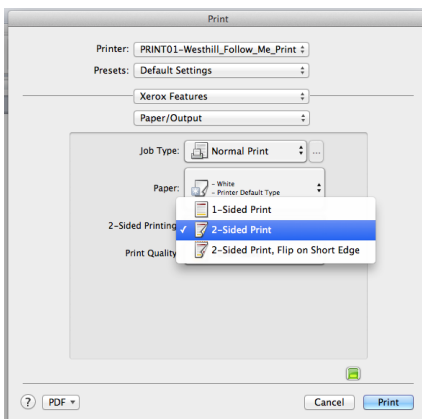
All teachers should have the option of the "Follow-Me" printer on their computers, if you don't see it, please call or email the HelpDesk. (extension 5555 or helpdesk@westhillschools.org)



- Choose the Print01-Westhill\_Follow\_Me\_Printer from your Printer options.
- Choose how many copies you want



- Click on COPIES AND PAGES
- Choose XEROX FEATURES



- Choose the option of 1-sided or 2-sided printing
- Hit print