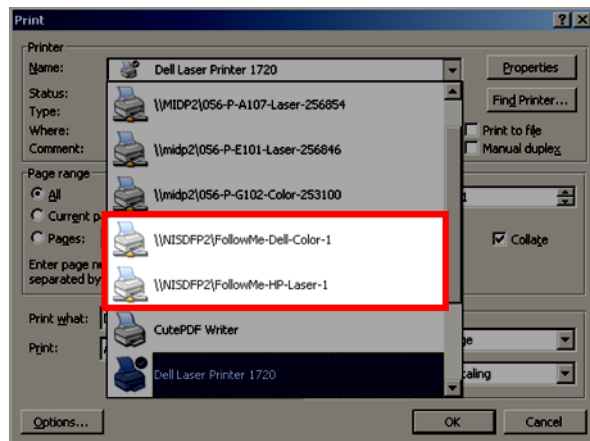


# Using the Ringdale "Follow Me" Printer

To access the Color or Laser Network printers, do the following:

1. From the **File** menu, select **Print**.
2. Click the down-arrow next to the printer name and choose *FollowMe-Dell-Color* or *FollowMe-HP-Laser*, depending on your printing preference.



3. Click **OK**.

The print job will go into a virtual queue. At this point, you are able to go to any Ringdale printer on your campus to have the documents printed.

To print the documents from a Ringdale printer, do the following:

1. Enter your **e-number** using the keypad or if available, scan your ID badge.
2. Wait for your documents to print out.



*Note: If there are any print jobs in the queue at the end of the day, those jobs will be deleted.*