MCPHS UNIVERSITY

Follow-Me Printing for Faculty & Staff

1   RELEASING JOBS AT THE MULTIFUNCTION DEVICE

Images may appear different based on the multifunction model in your department

1. At the multifunction device scan your ID card on the card reader to the left of the screen. If you do not have your ID card, you can touch **Username and Password** and enter your MCPHS username and password manually.

2. After login, all of your queued print jobs will be listed. You can individually select which ones you'd like to print or press the "Print All" button to release all jobs at once.
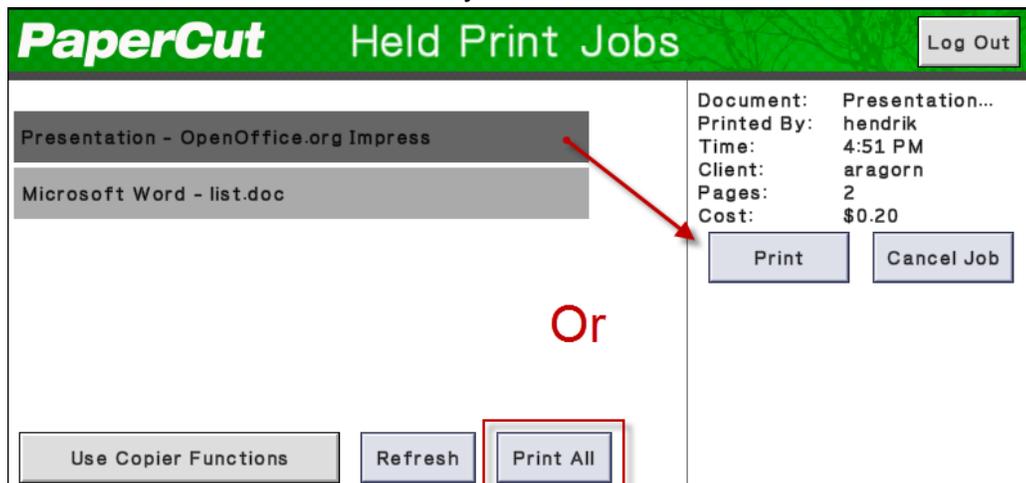
2   USING COPY/SCAN FUNCTIONS ON THE MULTIFUNCTION DEVICE

If copy or scanning functions are needed, follow the steps above to login to the PaperCut application and select the "Use Copier Functions" button to switch to the multifunction program. All functionality from this point will work without needing your ID or department ID code.