

Copy/Print/Scan Instructions -- Updated 2/11/2021

Watch this Video for an introduction: <https://youtu.be/4Hy3nJ8dPxM>

To COPY:

1. Login at any copier (3 ways to login)
 - Scan your ID barcode badge (fastest)
 - or Type in your network username & password
 - or Type in your ID number
2. Choose Copy and make any setting changes.
Every copier is capable of color, 2-sided, and stapling.
3. You are automatically logged out after 1 minute.

To SCAN:

1. Login at any copier (3 ways to login)
 - Scan your ID barcode badge (fastest)
 - or Type in your network username & password
 - or Type in your ID number
2. Choose Scan/Fax and then choose the "Me" button.
This will scan the document to your school email address.
3. You are automatically logged out after 1 minute.

To PRINT from a computer or chromebook:

1. When you have a job ready to print,

From a **Windows desktop**, choose

Follow Me Black & White on WNPrint01

Or **Follow Me Color on WNPrint01**

From a **Chromebook**, select "see more..." from the drop down menu

Then Select the Mobility Print Option - It's the option with the green leaf next to it

Follow Me Black & White - [WNPRINT01]

Or **Follow Me Color - [WNPRINT01]**

[Mobility Print Video Instructions](#)

2. Go to any copier and Login (3 ways to login)
 - Scan your ID barcode badge (fastest)
 - or Type in your network username & password
 - or Type in your ID number
3. A list showing your job(s) will appear. Select the job(s) you want to print and hit the Print button.
4. You are automatically logged out after 1 minute.
5. Print jobs not printed at the copier will expire after 3 days.