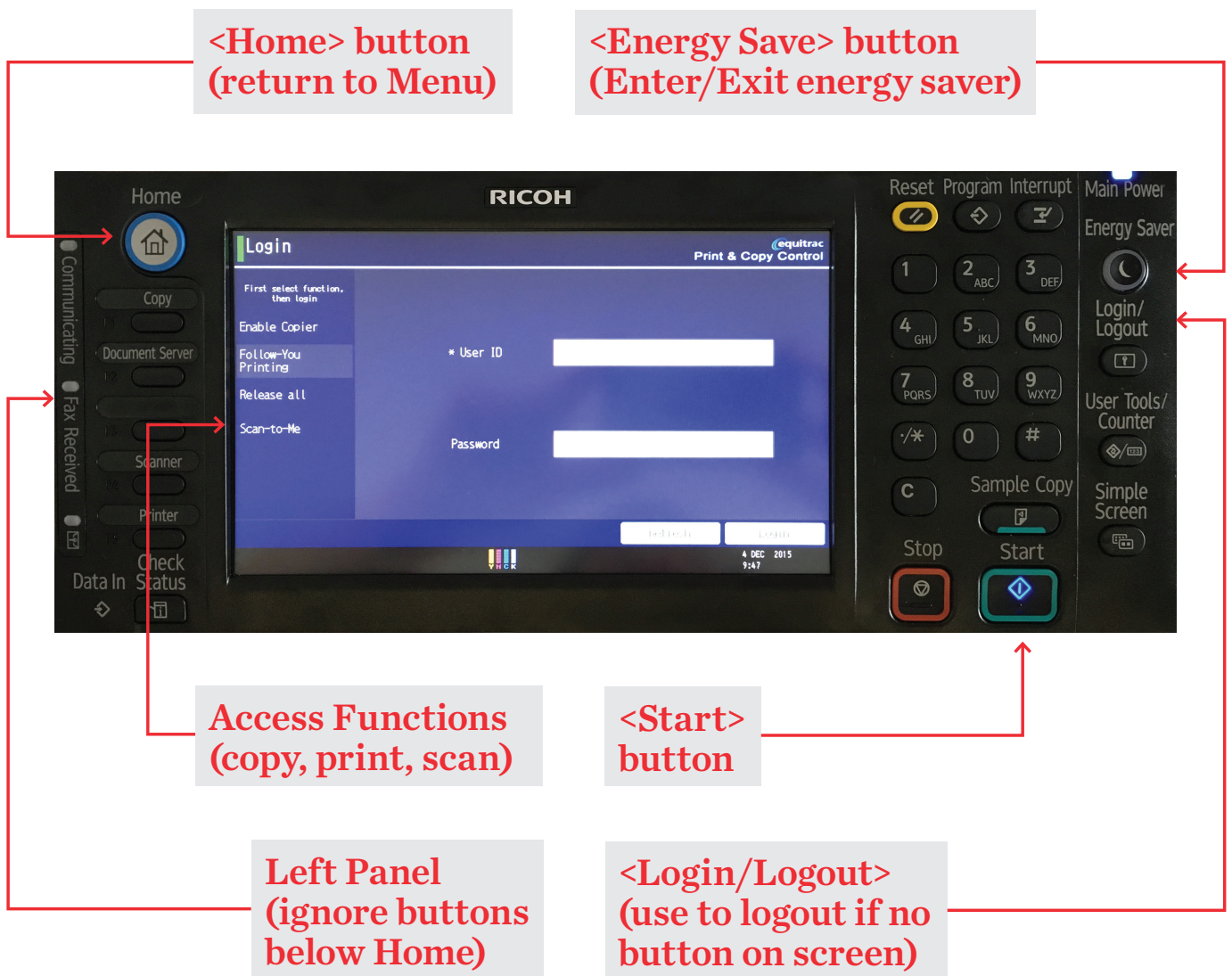


# 'How-to' guide

## Follow-You Multi-Function Device (MFD)



### If in doubt...

If you get lost you can always Logout by swiping your card, then select the function you want, and Login by swiping again.

# 'How-to' guide

## Follow-You Multi-Function Device (MFD)

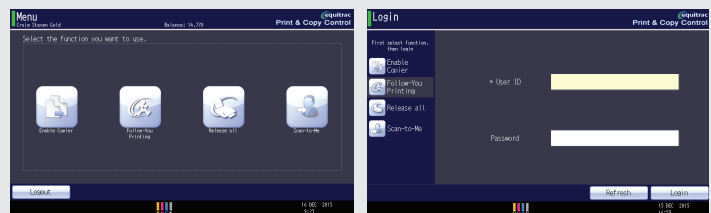
### Registering your Canterbury Card

1. **Place and hold** Canterbury Card on card reader **until it beeps**.
2. If not registered, will display 'Card Not Recognized'.
3. Enter your UC username login credentials:
  - a. Login Name.
  - b. Password.
4. Press <Login> button.
5. Your Canterbury Card is now registered to your account.



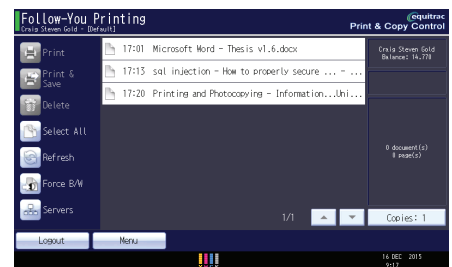
### Access functions

1. Selection of function required at left side of screen:
  - a. Enable Copier (Photocopier).
  - b. Follow-You Printing.
  - c. Release All (Print jobs in your queue).
  - d. Scan-to-Me (Scan to email).
2. Authenticate using card reader.
3. Click <Menu> button on screen to change function without logging out.



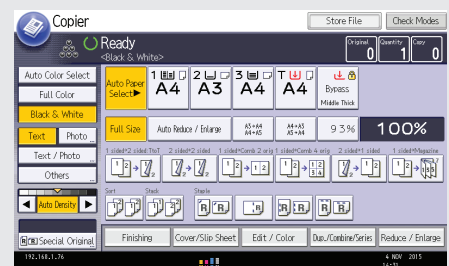
### Follow-you printing

1. Select <Follow-You> button on screen.
2. Authenticate using card reader.
3. Select individual doc or choose 'Select All'.
4. Option to select features on left side of screen:
  - a. Delete.
  - b. Force B/W.
5. Select 'Print' or 'Print & Save' to release.
6. Once finished, remember to <Logout> or click <Menu> to access another function.



### Photocopying

1. Select <Enable Copier> button on screen.
2. Authenticate using card reader.
3. Select the Features required from primary screen or from Feature Tabs as necessary.
4. Enter the number of copies using the numerical keypad.
5. Press the <Start> button.
6. Once finished, press the <Home> button top left, then <Logout>.



### Scan-to-me

1. Select <Scan to Me> button on screen.
2. Authenticate using card reader.
3. Accept the default features on the primary screen or select from Scan Settings as necessary.
4. Press the <Scan> button.
5. Once finished click <Done>. To leave the Scan screen press the <Login/Logout> button on the right hand side of the panel (Home button won't work).
6. The scanned file will appear in your email Inbox.

