

Quick Reference Guide: How to use Follow Me printing from a Fuji Xerox copier

Description

This Quick Reference Guide (QRG) demonstrates how users can use **FollowMe printing** from the Fuji Xerox printers in the Parramatta office. You will need an **ID access card for the 105 Phillip Street, Parramatta** office building.

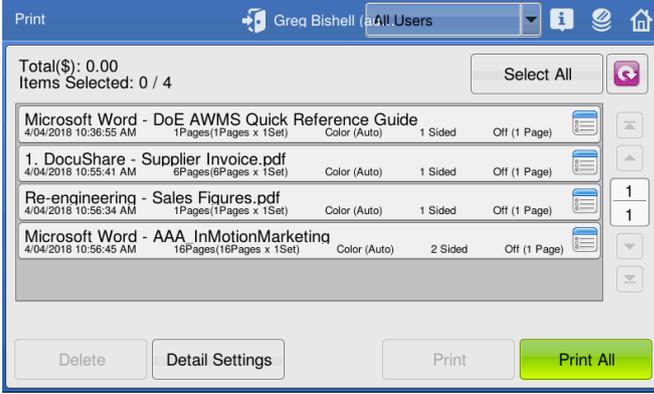
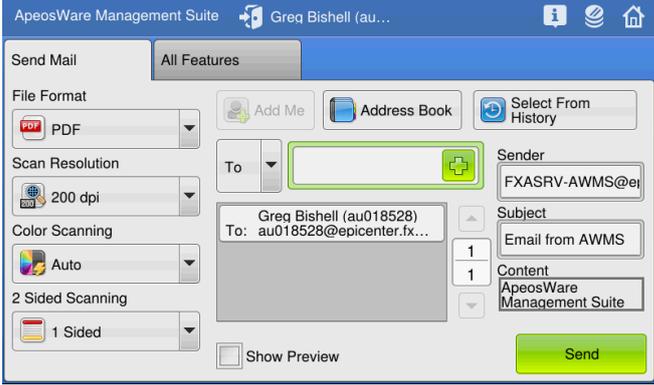
Prerequisites

DoE Parramatta office swipe card.

Note: Printing is not available for non-DoE employees.

Navigation

STEP	INSTRUCTIONS	SCREENSHOT CLARIFICATION
1.1	Open the file that you would like to print.	
1.2	<ol style="list-style-type: none"> Go to File, then Print (or Ctrl P). Note: There will only be one print option for FollowMe printing. 	
1.5	<ol style="list-style-type: none"> Go to the printer. If the screen is blank, press the Power Saver button before you swipe. To log in, tap your ID card onto the card reader. 	
1.6	<ol style="list-style-type: none"> Select your operation. You can return to this screen by pressing the physical button labelled Services Home, then select ApeosWare Menu. 	

<p>1.7</p>	<p>Print on Demand</p> <ol style="list-style-type: none"> From the home screen, press Print on Demand. Select your print job(s). If you wish to save the print job to use again later in the day, select your job(s), then select detail settings and choose Save. Then press Print or Print All. <p>To logout after printing, press the physical illuminated button labelled Log In/Out.</p>	 <p>The screenshot shows a 'Print' window with a user profile 'Greg Bishell (au018528)'. It displays a list of print jobs: 'Microsoft Word - DoE AWMS Quick Reference Guide', '1. DocuShare - Supplier Invoice.pdf', 'Re-engineering - Sales Figures.pdf', and 'Microsoft Word - AAA InMotionMarketing'. At the bottom, there are buttons for 'Delete', 'Detail Settings', 'Print', and a prominent green 'Print All' button.</p>
<p>1.8</p>	<p>Copy</p> <ol style="list-style-type: none"> From the home screen, press Copy. Select your desired copy options. Press the large round physical button labelled Start. <p>To logout after copying, press the physical illuminated button labelled Log In/Out.</p>	 <p>The screenshot shows a 'Ready to Copy' screen with various settings tabs: 'Copy', 'Image Quality', 'Layout Adjustment', 'Output Format', and 'Job Assembly'. The 'Copy' tab is active, showing 'Reduce/Enlarge' at 100%, 'Paper Supply' with 'Auto Select' chosen, and 'Output Color' with 'Auto Detect' chosen. There are also options for '2 Sided Copying' and 'Copy Output'.</p>
<p>1.9</p>	<p>Scan to email</p> <ol style="list-style-type: none"> From the Home screen, press Scan to Email. Select your desired scanning options. You can send to email address(es) by entering the address in the blank To box and then choose to only send only or as a cc. Then press Send. <p>To logout after scanning, press the physical illuminated button labelled Log In/Out.</p>	 <p>The screenshot shows the 'Send Mail' interface in the ApeosWare Management Suite. It includes fields for 'File Format' (PDF), 'Scan Resolution' (200 dpi), 'Color Scanning' (Auto), and '2 Sided Scanning' (1 Sided). There is a 'To' field with a green plus icon, a 'Sender' field (FXASRV-AWMS@ej), and a 'Subject' field (Email from AWMS). A green 'Send' button is at the bottom right.</p>
<p>2.0</p>	<p>Fax/internet fax</p> <ol style="list-style-type: none"> From the home screen, press either the physical Services Home button or on-screen Services Home button. Press Fax/Internet fax. Select your desired fax options. Then press Send. <p>To logout after scanning, press the physical illuminated button labelled Log In/Out.</p>	 <p>The image shows a white and blue Polycom RealPresence fax machine with a control panel and a paper tray.</p>
<p>2.1</p>	<p>Support</p> <p>For print issues and assistance, contact: 02 9002 1287.</p>	