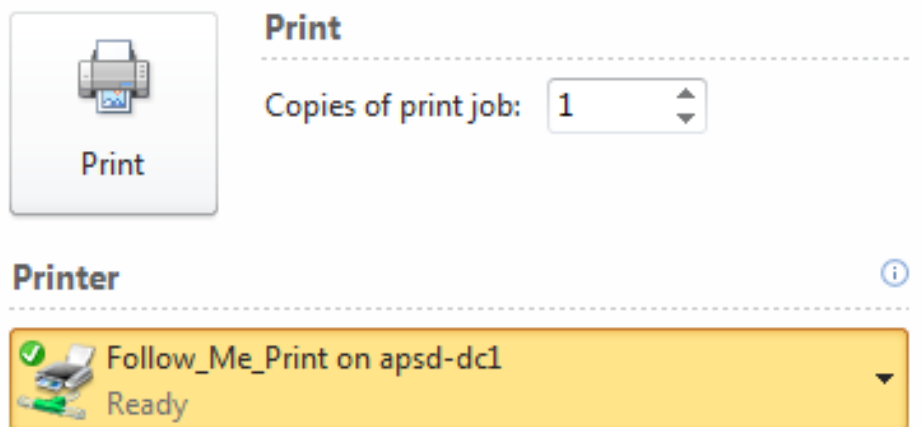


Instructions for Copying or Printing to Savin Copiers

Before you can retrieve your print job from any Savin copier you must first print to the, "Follow_Me_Print" printer on your computer.

Select *Follow_Me_Print* on your Computer. It doesn't matter which Savin printer you want to retrieve your print job from, you MUST print to the *Follow_Me_Print* printer.



Whether you're making a copy or printing to a Savin Copier you'll need to login at the copier first. You have the following three options to login:

1. Username and Password

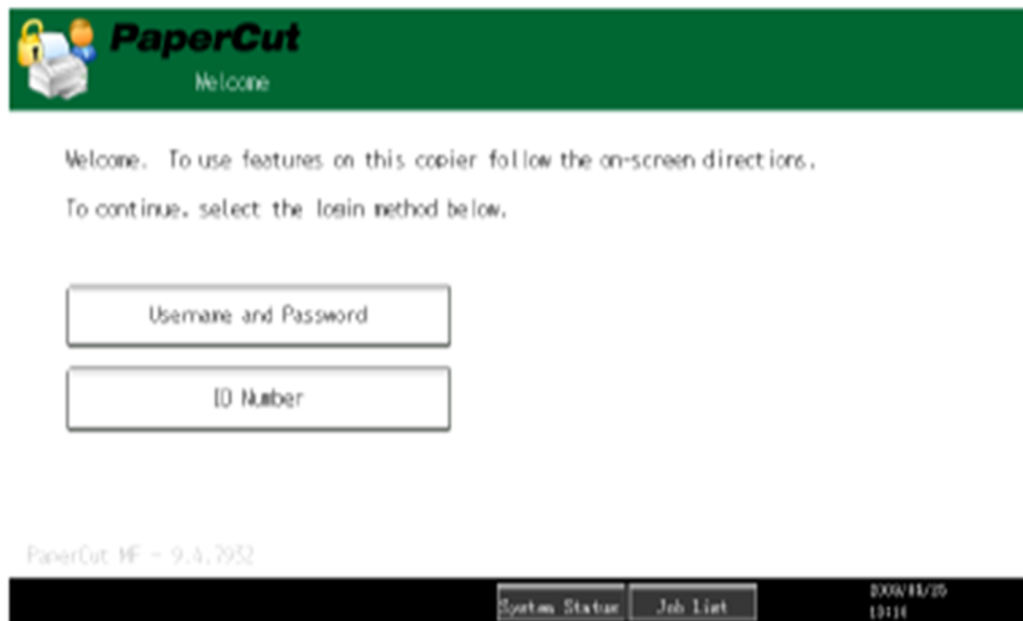
- To login using option number one, "**Username and Password**" simply select that option and type your network Username and Password, these are the same credentials you use to logon to the computers in your building.

2. ID Number

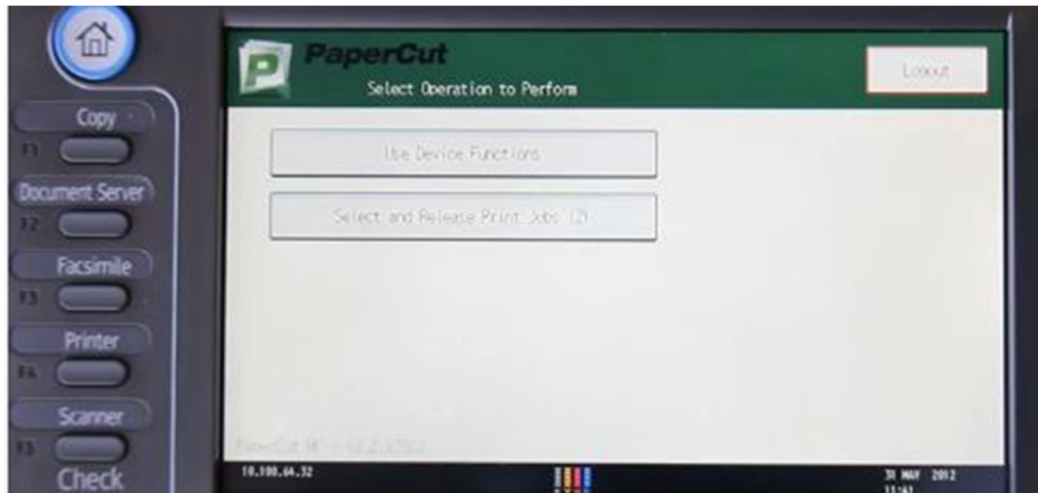
- To login using option number two, "**ID Number**" simply select that option and type the last five digits of your social security number.

3. ID Card

- To login using option number three, "**ID Card**" simply scan your ID Card to log-in to the copier.



After logging in select User Device Function or Release Print Job from the display and either make copies or retrieve the print job(s) you sent to the Follow_Me_Print printer.



Please note, if you don't retrieve your print job within four hours your print job will be purged from the system.