

# FOLLOWME COPIERS QUICK GUIDE



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THE WOODSTOCK ACADEMY



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Follow Me enabled copiers on The Academy's North and South Campus are implemented to help unify how printing is accomplished, and overall, make the printing experience from both PC and iPad easier!

The following locations have Follow Me enabled copiers available

## North Campus

Academy Building  
A200

Bicentennial  
Lower Level

Bowen  
Main Office<sup>[4]</sup>  
Guidance Office  
Health Office<sup>[1] [4]</sup>  
IT Office  
Faculty Workroom (2) <sup>[3]</sup>

Bracken Administrative Center  
Lower Level<sup>[2]</sup>

Cutler House  
Lower Level<sup>[1]</sup>

Hyde  
Athletic Office  
Library (2)

## South Campus

Annhurst Building  
AH108<sup>[3] [4]</sup>  
IT Office<sup>[2]</sup>

Center for the Arts  
C008<sup>[1]</sup>

Student Center  
Centaur Shoppe<sup>[1]</sup>

Warren Hall  
Health Office<sup>[1] [4]</sup>  
Core 1<sup>[1]</sup>

Westhaver  
Centaur Lounge

<sup>[1]</sup>Desk size copier (not intended for large print jobs)

<sup>[2]</sup>Color copier

<sup>[3]</sup>Fastest copiers

<sup>[4]</sup>Fax Machine



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## Logging In:

All Follow Me enabled copiers require you to log in so certain features can be implemented. There are 3 ways to authenticate.

**Method 1 (Fastest/Employees Only):** Scan your access card by placing it flat against the scanning window until you hear a beep

Model 1 – Most Locations

Model 2 – Bowen Faculty Workroom



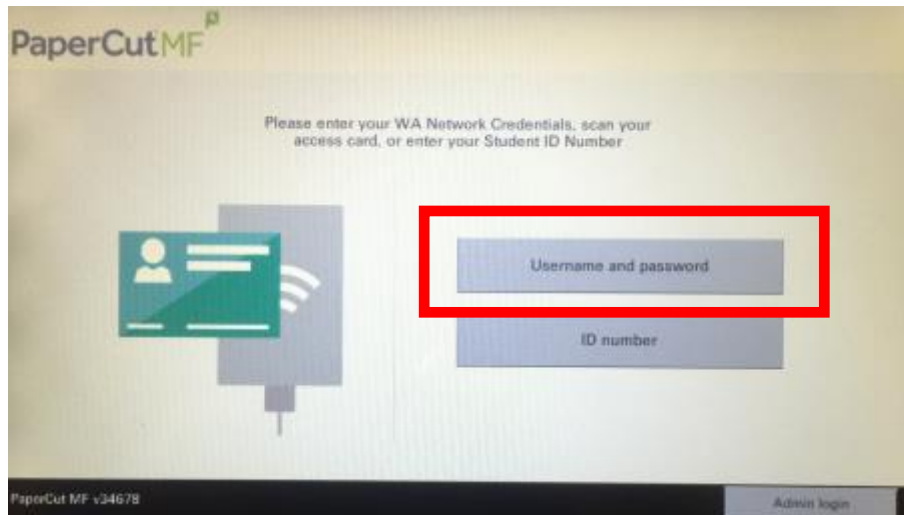
Scan your access card by placing it flat against this window until you hear a beep

For Assistance; please dial ext. 1150 from any campus phone or submit a helpdesk request via email to [helpdesk@woodstockacademy.org](mailto:helpdesk@woodstockacademy.org)



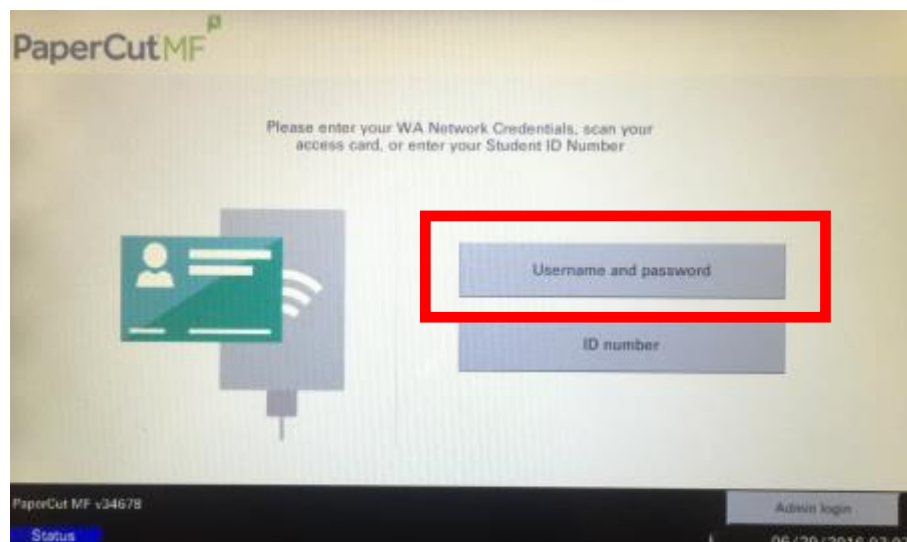
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**Method 2 (Students Only):** On the touch screen, tap ID Number and enter your WA ID Number



Note: Your ID Number is located on your WA ID and is the same code you use for purchasing lunch from the cafeteria. If you have forgotten your ID Number, you can contact Academic Counseling Office, Main Office, or Information Technology Office

**Method 3 (Slowest):** On the touch screen, tap “Username and password” and enter your WA Network Credentials.



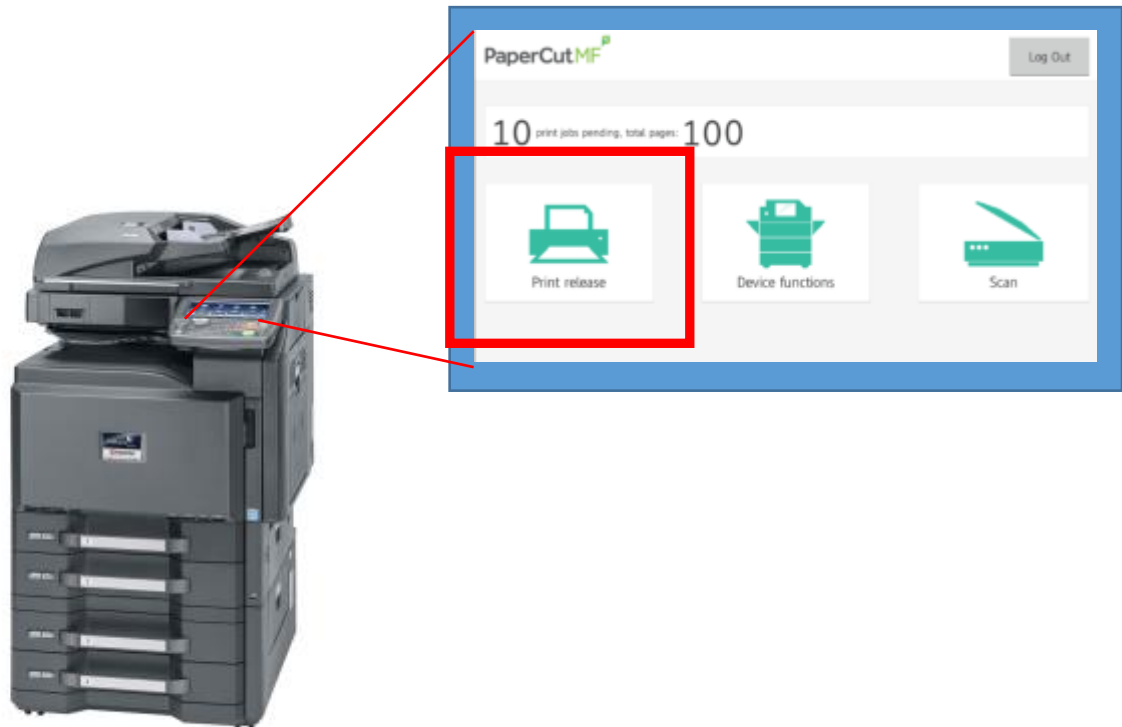
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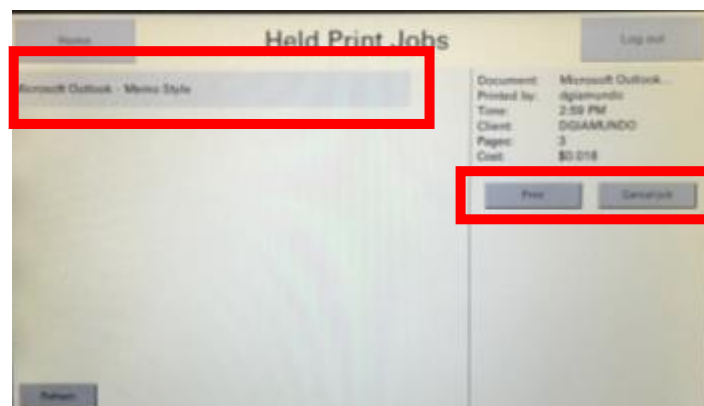
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## Print Release:

Step 1: Once logged in, tap the “Print Release” button to access pending print jobs



Step 2: Click on the job you want to print (or cancel) and click the respective button on the right to perform the desired action



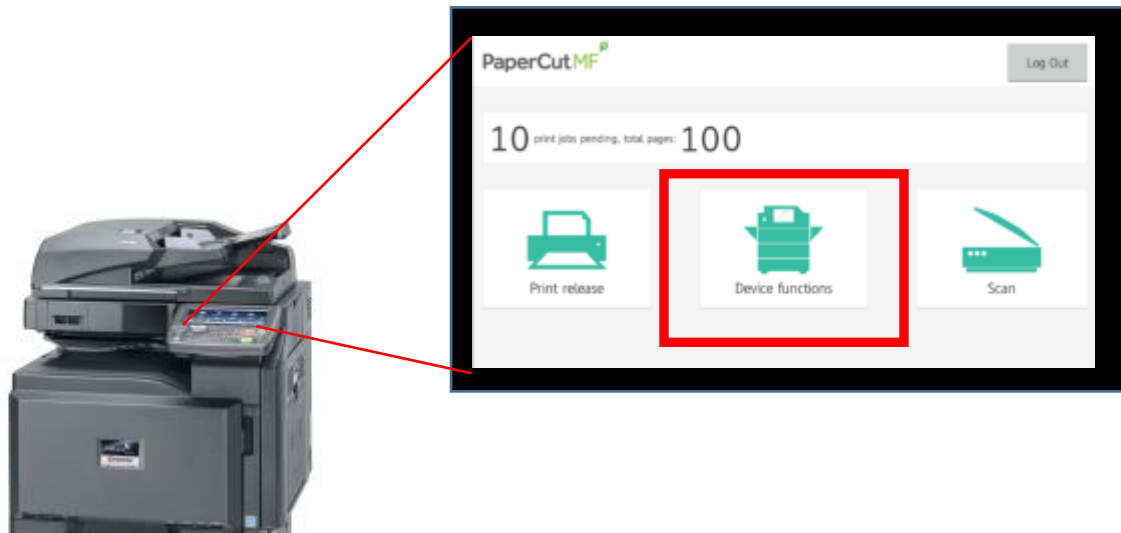
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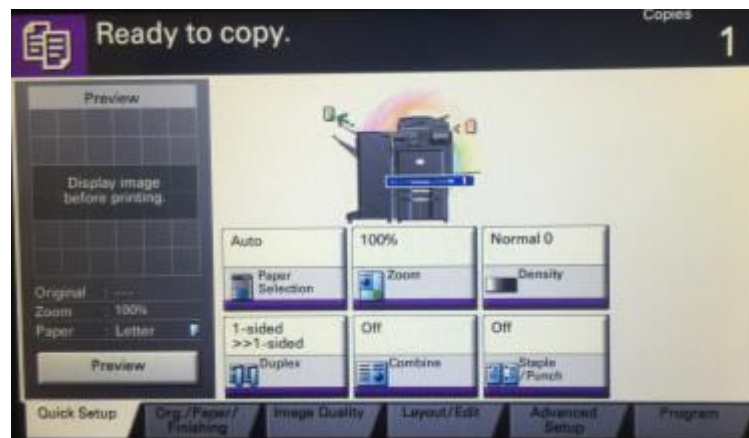
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## Copying:

Step 1: Once logged in, tap the “Device Functions” option



Step 2: Select the desired copy settings and enter the amount of copies desired using the keypad then press the green start button



Exciting New Feature: You can click the “Preview” button on the left to preview your scan, before the machine makes a copy! No more incorrect prints!

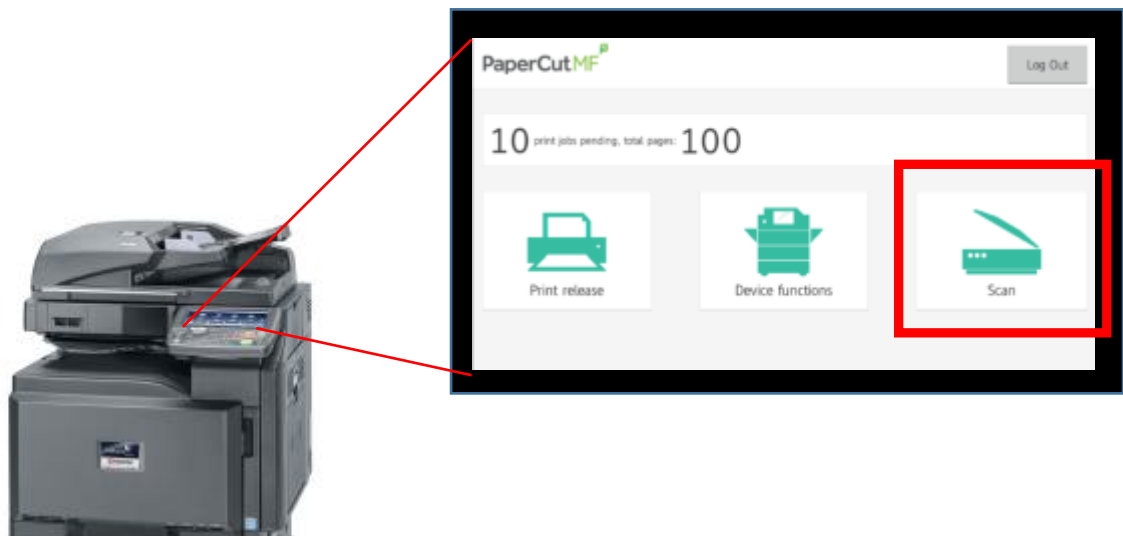
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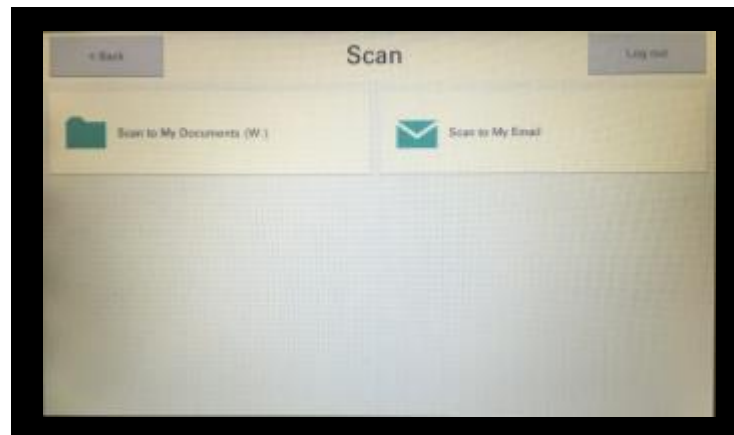
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Scan to W:/Docs or your WA Email:

Step 1: Once logged in, tap the “Scan” option



Step 2: Select the desired process from the options list



Note: For more customization, you can click “Options” in either the Scan to My Documents (W:) or Scan to My Email features if you would like

You can expect your scan in the destination you chose almost within 1-2 minutes, depending on network traffic

For Assistance; please dial ext. 1150 from any campus phone or submit a helpdesk request via email to [helpdesk@woodstockacademy.org](mailto:helpdesk@woodstockacademy.org)

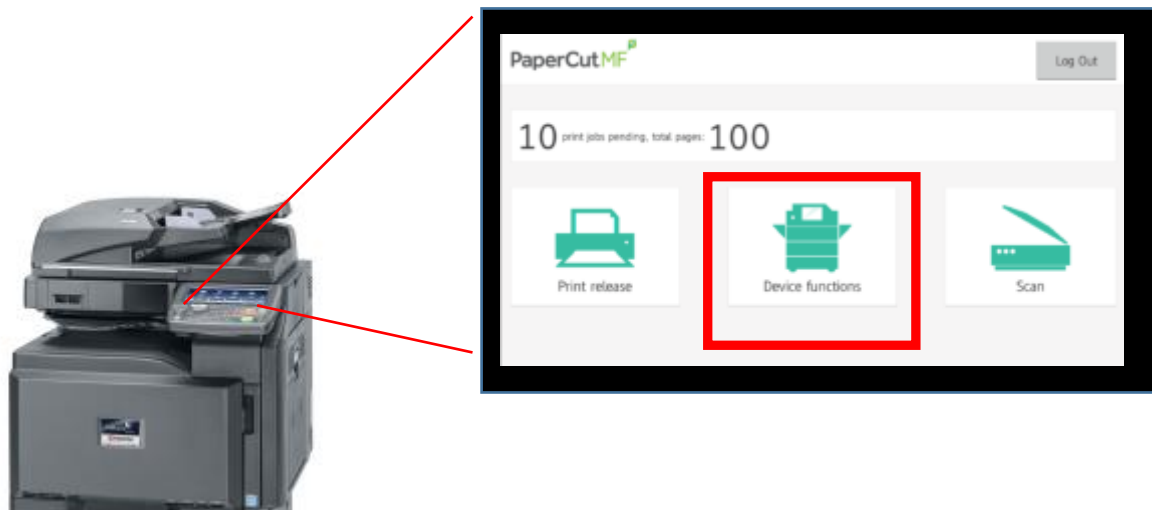


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## Send a fax:

\*Feature available on Main Office and BAC copiers only

1. Once logged in, tap the “Device Functions” option



2. On the physical keypad, press the “Fax” button



3. Enter the destination fax number with a 9 in front  
Ex: 98609637222

4. Press the green start button. If the fax fails, an error prompt will appear. If the fax is successful, no confirmation will print.

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or submit a helpdesk request via email to [helpdesk@woodstockacademy.org](mailto:helpdesk@woodstockacademy.org)