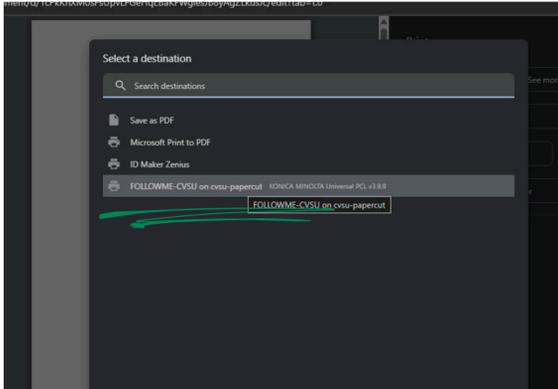




# NEW COPIER... HOW DO I PRINT?? WINDOWS USERS GUIDE

**STEP 1: WHEN PRINTING DOCUMENTS, YOU WILL NEED TO SELECT THE "FOLLOW ME-CVSU ON CVSU-PAPERCUT" OPTION**



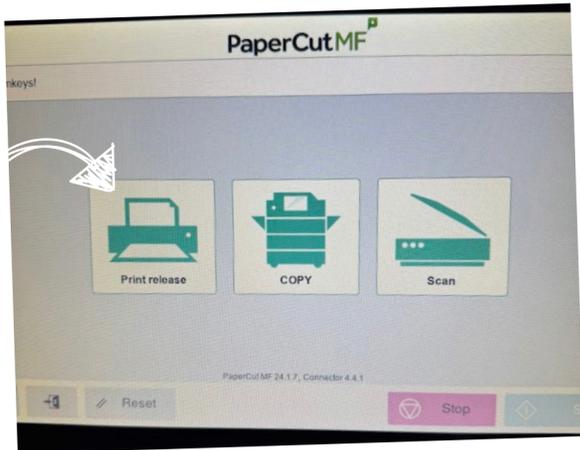
**STEP 2: HEAD TO ANY COPIER IN THE BUILDING...  
DON'T FORGET YOUR ID BADGE!**



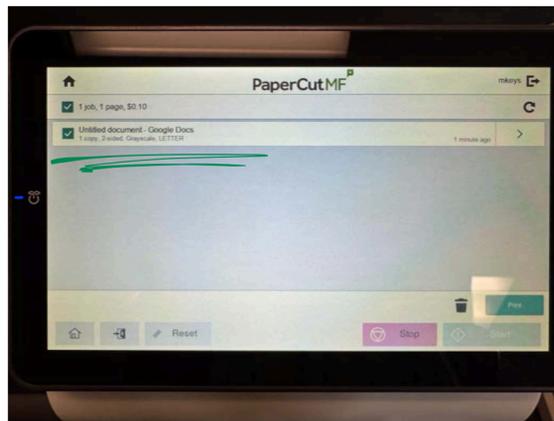
**STEP 3: TAP THAT BADGE**



**STEP 4: NOW SELECT "PRINT RELEASE" TO VIEW THE PRINT JOBS THAT ARE ASSOCIATED WITH YOUR ID.**



**STEP 5: CHECK THE BOXES OF THE JOBS YOU WOULD LIKE TO PRINT!**



**STEP 5: DONE!**



## SPECIAL NOTES...

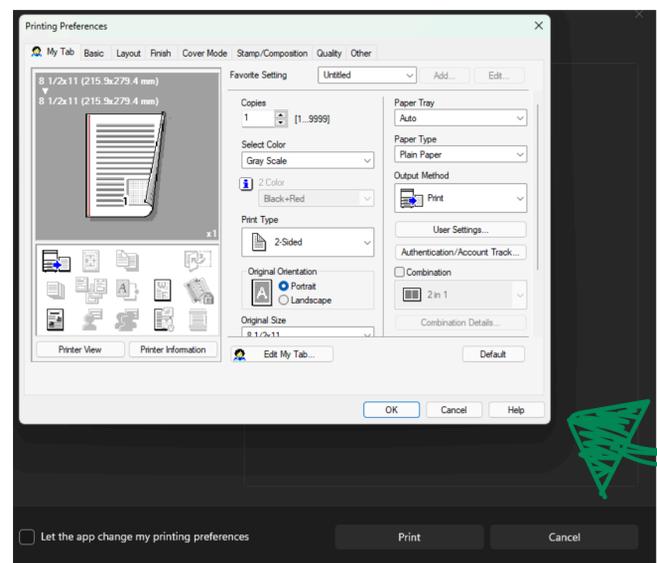
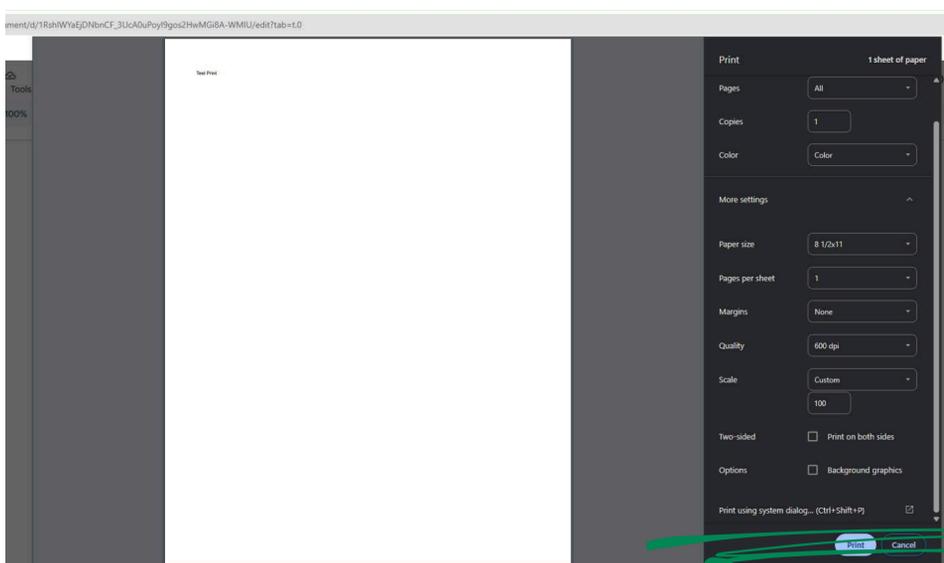
**CHOOSE THIS FIRST OPTION WHEN PRINTING FROM GOOGLE CHROME:**

**Yes** FOLLOWME-CVSU on cvsu-papercut KONICA MINOLTA Universal PCL v3.9.9

**No** FOLLOWME-CVSU - [CVSU Virtual Queue] CVSU Virtual Queue

Mobility Print

**IF YOU ARE PRINTING FROM GOOGLE CHROME AND WOULD LIKE MORE OPTIONS,  
SELECT "PRINT USING SYSTEM DIALOG", THEN RUN YOUR SPECIFIC OPTIONS.**



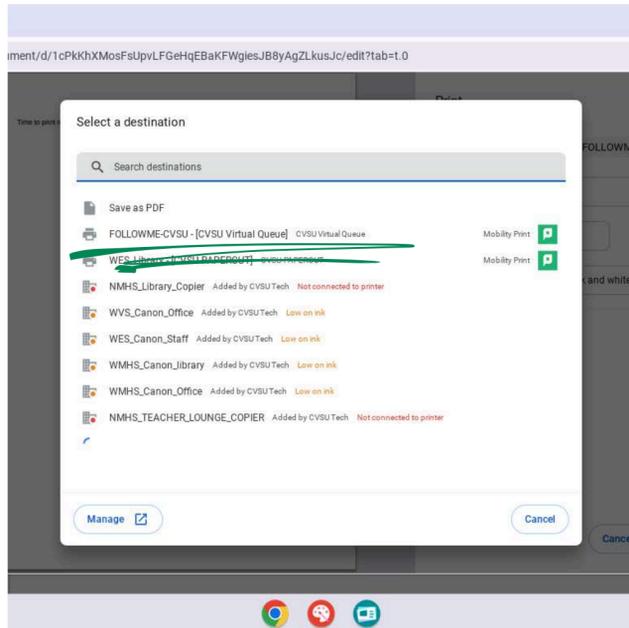


# NEW COPIER...

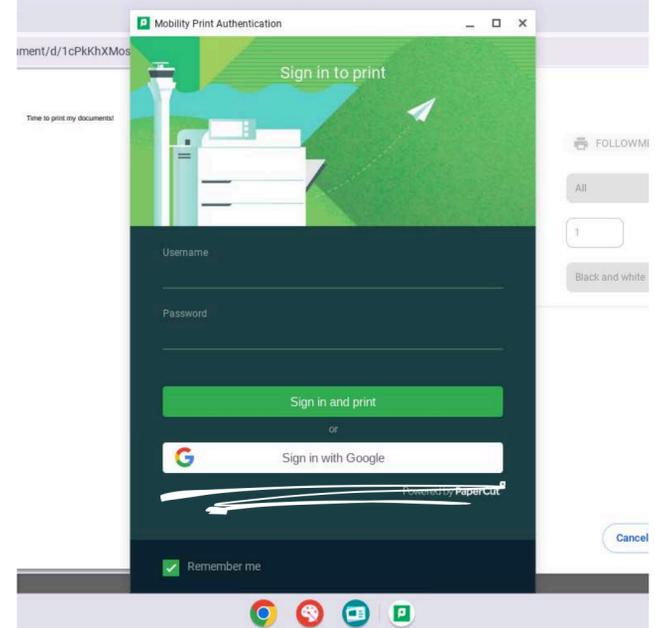
# HOW DO I PRINT??

## CHROMEBOOK USERS GUIDE

**STEP 1: WHEN PRINTING DOCUMENTS, YOU WILL NEED TO SELECT THE "FOLLOW ME - CVSU VIRTUAL QUEUE" OPTION**



**STEP 2: SIGN INTO PAPER CUT MOBILITY PRINT USING THE "SIGN IN WITH GOOGLE" OPTION**



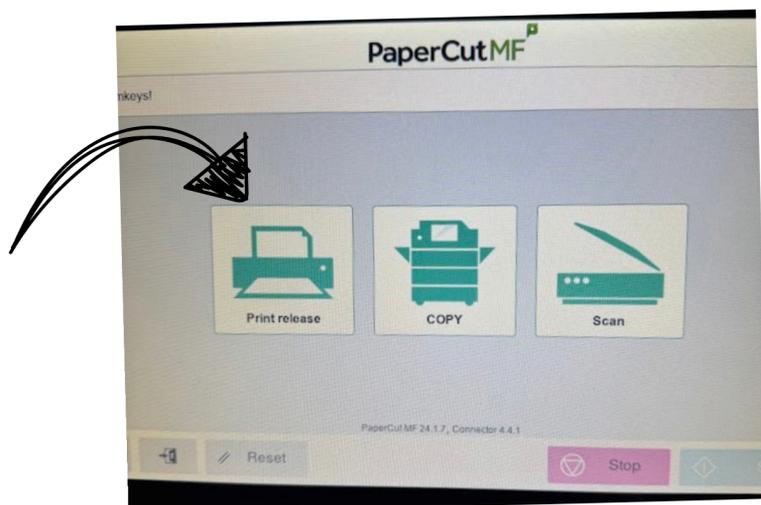
**STEP 3: HEAD TO ANY COPIER IN THE BUILDING...**  
**DON'T FORGET YOUR ID BADGE!**



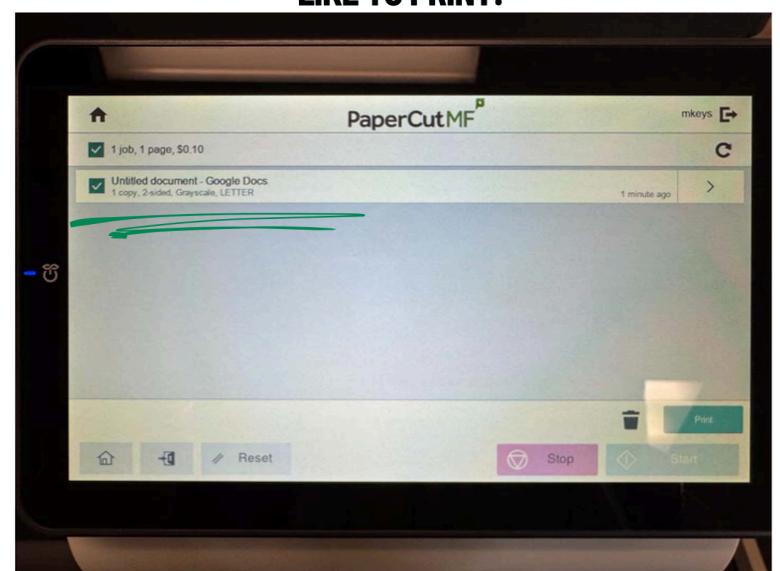
**STEP 3: TAP THAT BADGE**



**STEP 4: NOW SELECT "PRINT RELEASE" TO VIEW THE PRINT JOBS THAT ARE ASSOCIATED WITH YOUR ID.**



**STEP 5: CHECK THE BOXES OF THE JOBS YOU WOULD LIKE TO PRINT!**





# NEW COPIER... HOW DO I SCAN??

**STEP 1: HEAD TO ANY COPIER IN THE BUILDING...  
DON'T FORGET YOUR ID BADGE!**



**STEP 2: TAP THAT BADGE**



**STEP 3: SELECT THE "SCAN" OPTION**



**STEP 4: SELECT OPTIONS AND PRESS START.  
THEY WILL BE DELIVERED TO YOUR EMAIL ACCOUNT.  
IF YOU WOULD LIKE TO CHANGE SETTINGS, PRESS THE SETTINGS TAB.**

