How to use the FollowMe printing system

Obtaining a PIN

To be able to use a FollowMe photocopier, you first need to know what your 4 digit PIN is. The PIN can be obtained by navigating to FireFly and clicking on the **FollowME Printing** link under the **Useful Links** section of the Dashboard, highlighted in red below.

Useful Links

- E mail
- iSAMS
- ICT Rooms, iPAD and Meeting Room Bookings
- School Work From Home
- Office 365
- ClickView
- Follow Me Printing
- Mentor Match Me
- ⭐ Daily Notice

Please click the **Obtain/Generate PIN** link as highlighted below in red.

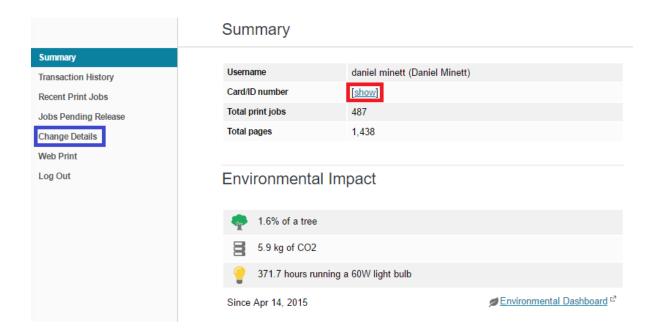ICT and Computing ▸ FollowMe Printing

FollowMe Printing

Obtaining your FollowMe PIN

Please read the instructions HERE for more information on how to obtain your FollowMe Printing PIN.

Obtain/Generate PIN

You may have a PIN already assigned to your account. To find it, click the **show** link highlighted in red below.

Summary

Summary
Transaction History
Recent Print Jobs
Jobs Pending Release
Change Details
Web Print
Log Out

Username	daniel minett (Daniel Minett)
Card/ID number	[show]
Total print jobs	487
Total pages	1,438

Environmental Impact

🌳	1.6% of a tree
	5.9 kg of CO_2
💡	371.7 hours running a 60W light bulb

Since Apr 14, 2015   Environmental Dashboard ↗

If after clicking show you are being shown **(not defined)** then you will need to manually create your PIN. To do this, click **Change Details** highlighted in blue above.

After clicking Change Details, you will need to click **Generate number** as shown above highlighted red to obtain your PIN.

The PIN you receive is unique and should be noted down. You can change it anytime using these steps above. There is a limit to the number of changes that can be made.

*The PIN shown in the image (**3852**) **IS NOT** your PIN and has been used as a demonstration.*

Once you have your PIN, you can close the web pages opened in the above steps.