

How to use the FollowMe printing system

Obtaining your FollowMe PIN

To start using a FollowMe photocopier, you will need to know what your 4-digit PIN is. The PIN can be obtained by navigating to the FireFly Dashboard and clicking the **Follow Me Printing** link which can be found along the right-hand side within the Useful Links section, highlighted in red below.



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

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](#)

FollowMe Printing on a school computer

Please read the instructions [HERE](#) for more information on how to use FollowMe Photocopier.

FollowMe Printing on your own device




Please see [THIS](#) page for more information on BYOD printing.

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 CO2
	371.7 hours running a 60W light bulb

Since Apr 14, 2015 [Environmental Dashboard](#) ^{en}

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** on the left side. This is shown highlighted in blue above.

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

Change Card/ID Number

Current number	(not-defined)	<input type="button" value="Generate number"/>
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After clicking **Change Details**, click **Generate number** to obtain your PIN. Highlighted in Red above.

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

Change Card/ID Number

Current number	3852	<input type="button" value="Generate number"/>
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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.