

1

Do you have a 2008 Picture Card Badge?

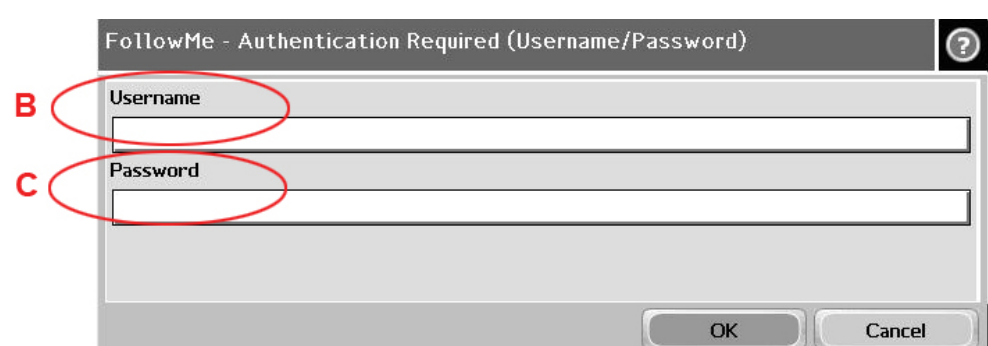
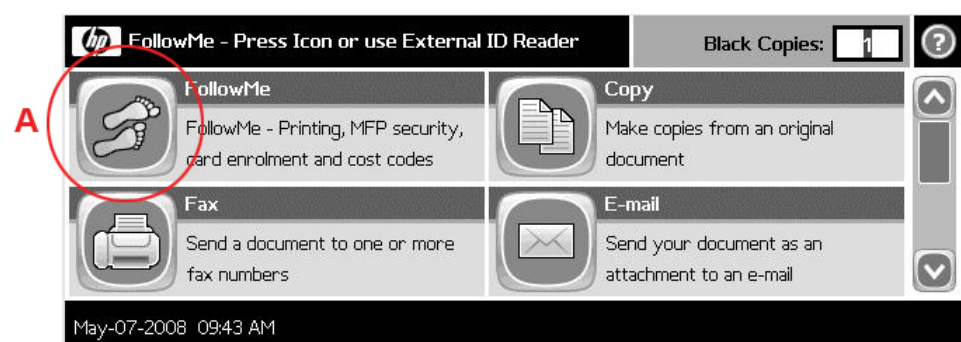
If YES: Go to [Step 2 if a new user](#) or [Step 3 if already enrolled](#).

If NO: See Lobby Receptionist and/or request a new badge at the Facility Services Office.

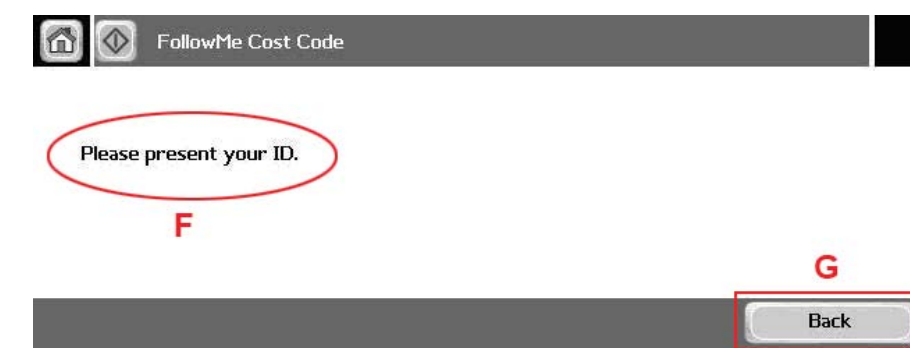
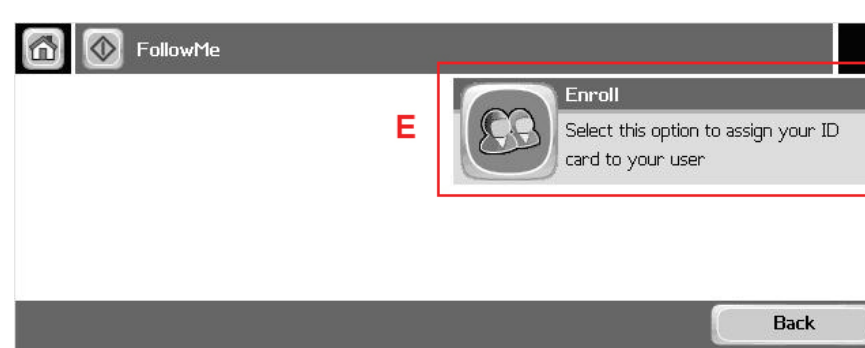
(Dallas Corporate Office hours are M-F 7:30 a.m. – 4:15 p.m.)

2

Enroll (first time user)



- A. Touch the FollowMe icon in upper left corner of touchpad screen.
- B. Touch the User Name field on screen and use the keypad, which appears, to type in your LAN ID. Ex: DALXXX
- C. Touch the Password field and type in your password. Use the Shift icon to enter uppercase font and special characters. Press it again to return to normal case font.
- D. Touch OK when finished. It will take a moment as the system verifies your credentials.
- E. Touch the Enroll field on the touchpad screen to assign your user ID to your badge.
- F. When verified, you will be asked to present your ID. Swipe your badge across the reader. You will hear an audible beep to indicate the badge was recognized by the reader. This will complete your enrollment in the FollowMe system.
- G. Touch the Back icon twice to return to the home screen.

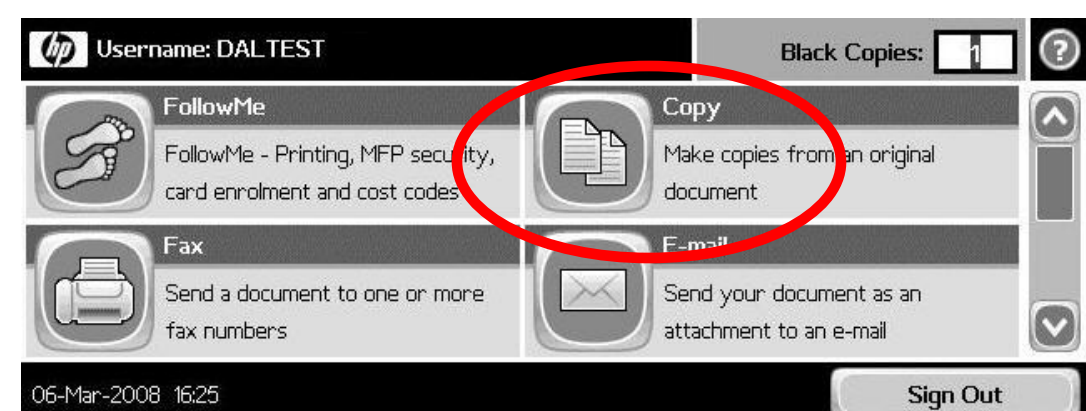


3

User Authentication

Not required for **COPYING**. To begin the copy process, place your document on the glass screen or document feeder, touch the COPY icon and select options using the touchpad screen.

Go to [Step 4 for PRINTING, FAXING or SCANNING](#)



4

Swipe your badge across the card reader. Listen for the recognition beep and watch the touchpad screen for verification of your user ID. This may take a minute.

Go to [Step 5 for PRINTING, FAXING and SCANNING](#)

5

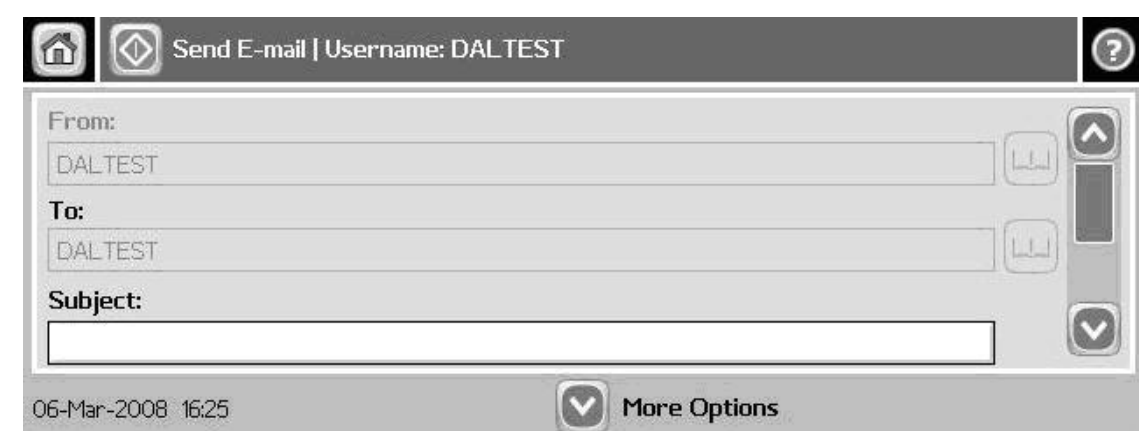
To **PRINT** items previously sent to the virtual DALFOLLOWME print queue, the printer will recognize your ID and print all waiting documents assigned to your ID. Print jobs sent to this print queue can be picked up at any printer in the building equipped with a badge reader.

Note: The DALFOLLOWME print queue has been added to all PCs. If this is not your default printer you can assign it by going to Start>Settings>Printers and Faxes> right click on printer and select 'set as default printer'. Note: Color jobs (device default is grayscale) will only print on devices capable of printing color.

To **FAX** a document, touch the FAX icon and enter the phone number using the keypad. Dial '9' first for an outside line. Place your document on the glass screen or document feeder and press the green Start button.

To **SCAN** a document, place your document on the glass screen or paper sorter.

- A. Touch the E-mail icon.
- B. Enter your subject information, if desired, using the keypad and 'OK'
- C. Press the green Start button
- D. Select 'Yes' or 'No' to SIGN OUT



6

After completing all services, you should **SIGN OUT**. Touch the house icon in the upper left corner of any screen and touch Sign Out at the bottom right of the screen. If you forget to log out, the system will automatically sign you out after approximately 20 seconds.