## BADGING IN FOR THE FIRST TIME

CUSD Staff can use their employee badge to log in to Toshiba Printer/Copiers. Once logged in, staff can retrieve print jobs sent to Follow-Me Print, scan to email and make copies. The first time CUSD Staff badges into a Toshiba Printer/Copier they will be required to follow the steps below.
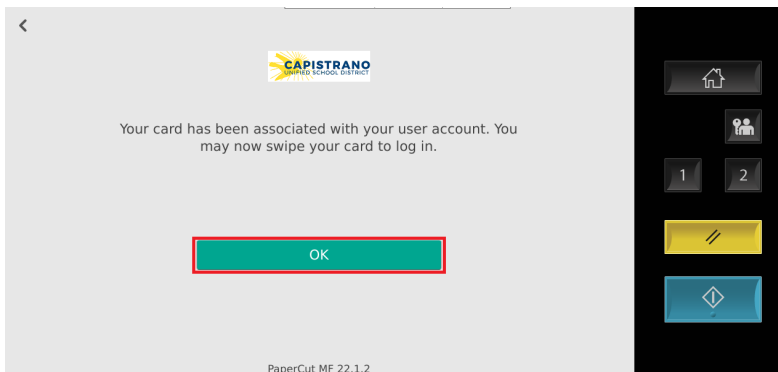
1. Wave your employee badge near the area of the Printer/Copier where the following icon is located.
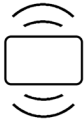
2. Sign in using your District username and password.
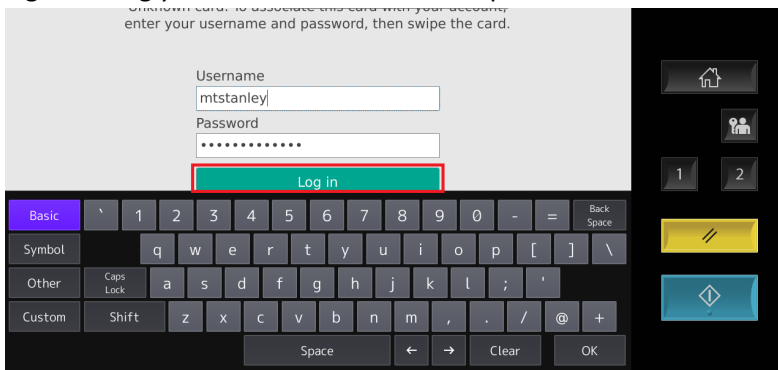
3. Once you have successfully logged in, your badge will be associated with your account. Tap OK.


LOGGING IN WITH YOUR EMPLOYEE ID

CUSD Staff will be able to log into any Toshiba Printer/Copier using their 5 digit employee ID. Once logged in, staff will be able retrieve print jobs sent to Follow-Me Print, scan to email and make copies.

1. On the panel of a Toshiba Printer /Copier enter your 5 digit employee ID and tap 'Log in'.
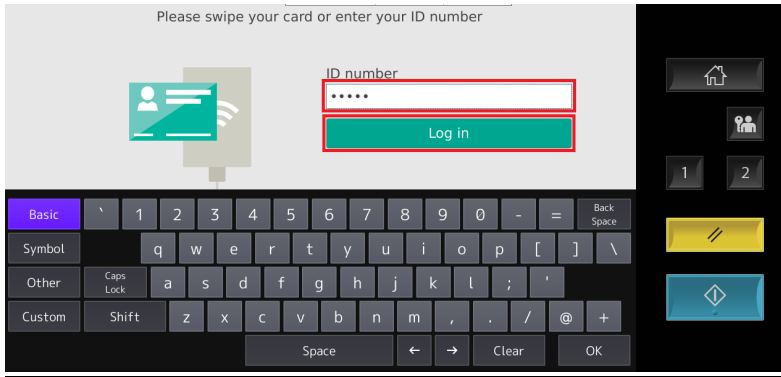
2. Upon successful login you will be able to retrieve print jobs sent to Follow-Me Print, scan to email and make copies.
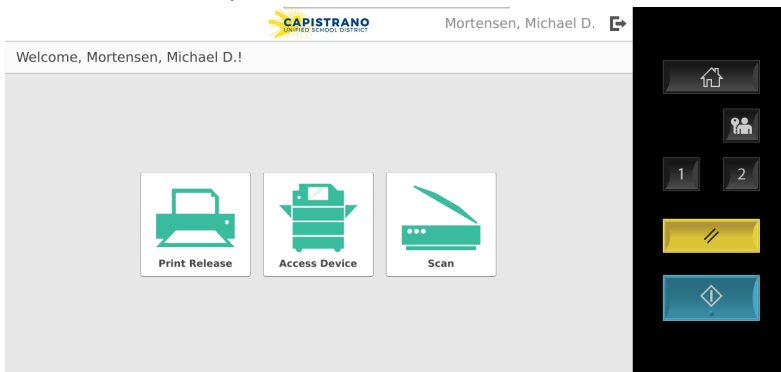

FOLLOW-ME PRINTING

Follow-me printing allows you to send print jobs to any Toshiba Printer/Copier. Print jobs can be retrieved once logged into a Toshiba Printer/Copier.
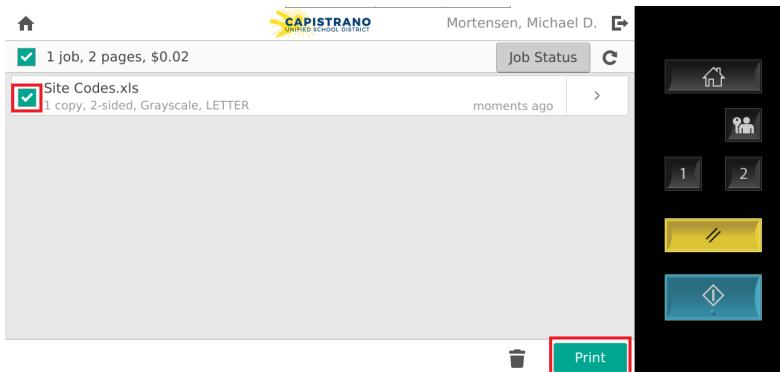
1. Simply select the Follow-Me printer on your District computer to send a print Job to any Toshiba Printer/Copier.
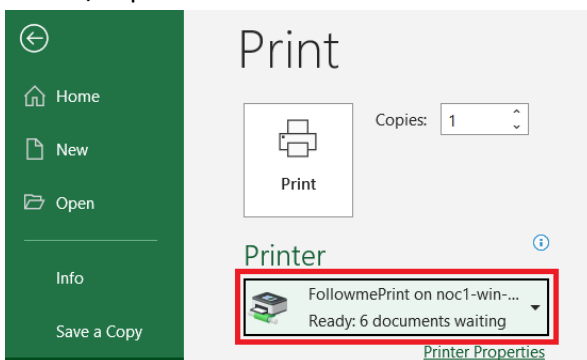
2. Login to any Tohsiba Printer/Copier using your badge or entering your 5 digit employee ID. Select 'Print Release'.
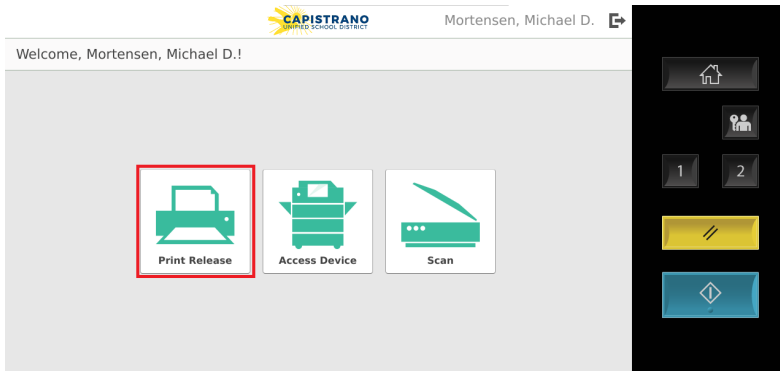
3. Select the document you would like to print and hit 'Print'.

MANUALLY INSTALLING SPECIFIC PRINTERS

SENDING & RECEIVING FAX