Follow You Printing (Retention Feature)

The retention feature for our SHARP copiers has been restored for Millers Creek. For new folks, this means that jobs you print to SHARP copiers only will be stored there until you physically walk up and print them. For those who remember retention, I know you are cheering loudly to have this feature back, and you're going to be pleased to hear that it's easier to use than before!

The directions have changed, so please read carefully!

After a log off or reboot this afternoon, your default copier will change to "FollowYouPrinting" (this may not apply to admins). From this point forward, when you print to a SHARP copier or to the FollowYouPrinting device, it will retain your job automatically **every time**! You do NOT have to go into the job handling tab under properties to set it to hold a job!

Also, when you print to your default printer or choose the "FollowYouPrinting" device, it automatically sends your print jobs to EVERY SHARP COPIER in our school. This does not mean that people can log on and see your print jobs. It DOES mean that after printing to FollowYouPrinting, YOU can log onto ANY SHARP COPIER and get to the jobs you've sent from your computer. So, if someone is using the copier nearest you, you could actually walk to another one to retrieve your jobs! It also means that your print jobs won't print in the middle of another teacher's print jobs.

This feature will make the printer screen look different as well. When you walk up to a printer from now on, you will log in like normal. If you have sent print jobs from a computer, you will see a number that indicates how many print jobs are waiting in your queue. You will also see the 4 options that are detailed below:

Logout - This option logs you off the copier.
Print & Go - This option prints off one copy of everything you have sent to the SHARP copier or to FollowYouPrinting and also removes the jobs from your print queue.
Print - This option will bring up the list of documents that you have sent from your computer. You may click on one or more of these print jobs and choose to print them, delete them, or print and save them. Due to storage limitations, print jobs will only by stored for 8 hours (even if you choose the Print and Save option from the menu).
Copier - This option takes you to the copier view you are used to seeing when you do walk-up copying. You will choose this option for walk-up copying and scanning.

Important: Please know that logins are important. **FollowYouPrinting follows the user.** If your computer is logged in as you when you print a job to a copier, you will have to log in as you at the SHARP copier. However, if you create and print a document from a computer that is logged in as someone else (i.e. a TA, a tutor, a student, etc.), that person will have to log into the copier with their credentials to retrieve the print job. Keep in mind that STUDENTS do not have a copier login, so print jobs can't be sent to SHARP copiers from student logins. Please pay close attention to the user sending the print job.

Questions? Please see Julie Benton!