

## **ADDING THE FOLLOW ME PRINT QUEUE TO YOUR WINDOWS PC**

**(Follow these instructions to use your Deerfield OneCard for printing)**

### **From your computer:**

- Click on the Start button (lower left corner).
- In the blank field, type in [\\printers](#)
- Hit Enter
- A list of all print queues will appear
- Double click on ***Follow Me B&W*** to add it.
- Then double click on ***Follow Me Color*** to add it as well.
- Print something to one of the Follow Me queues.
- Go to one of the printers listed below, and then wave your Deerfield OneCard at the card reader until it beeps.
- Follow the on screen instructions to register your card for the first time.

### **The Follow Me print queues allow you to release your print jobs at any of the following MFD's:**

- Koch ITS Help Desk
- Library MFD 1st floor
- Library Basement
- Hess MFD
- Mailroom B&W MFD Mailroom Color MFD
- MSB 3rd floor MFD
- Arms MFD
- Kendall MFD