

Installing Follow Me Printer

Information Technology Services

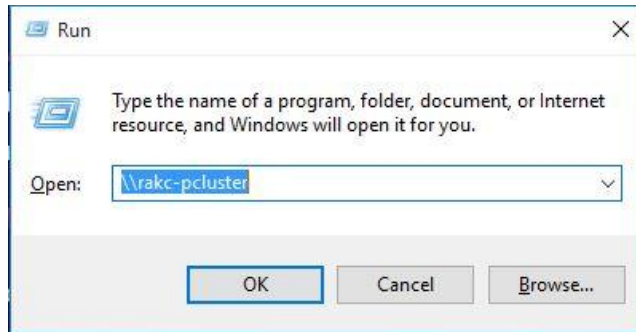


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Installing Follow Me Printer

Go to start button Start → Type in the search box → **run**

Type or copy [\\rkc-pcluster](#) paste it and press Enter as shown below:



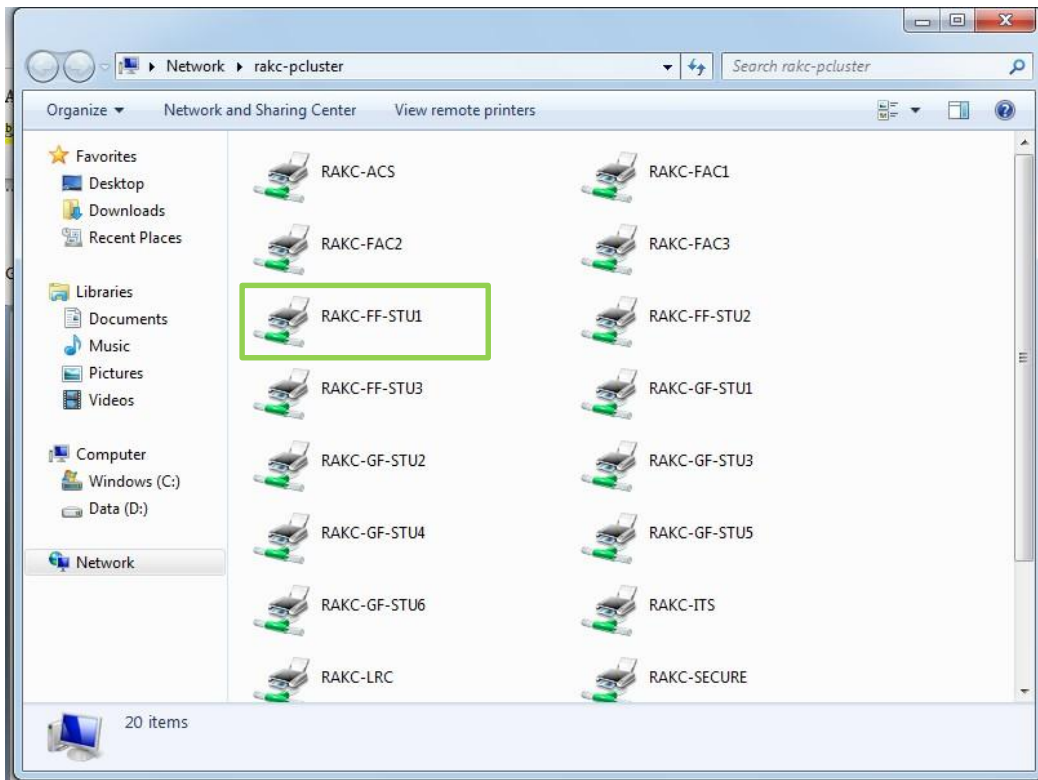
It will ask to enter your Username and Password → Type:

- Username: hctad\h00XXXXXX
- Password: your password

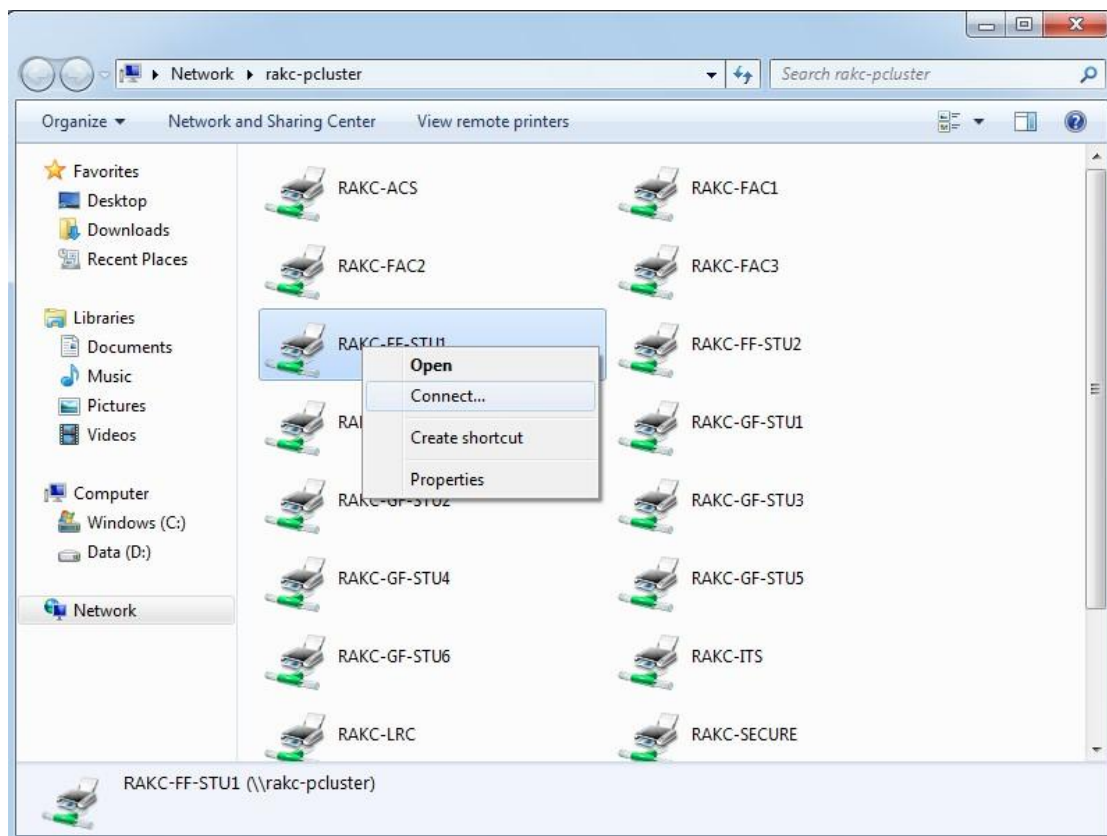
Type your
id number

Make sure that save my credentials is checked then press ok

The following window will pop up with all printers; please select “**RAKC-FF-STU1**”



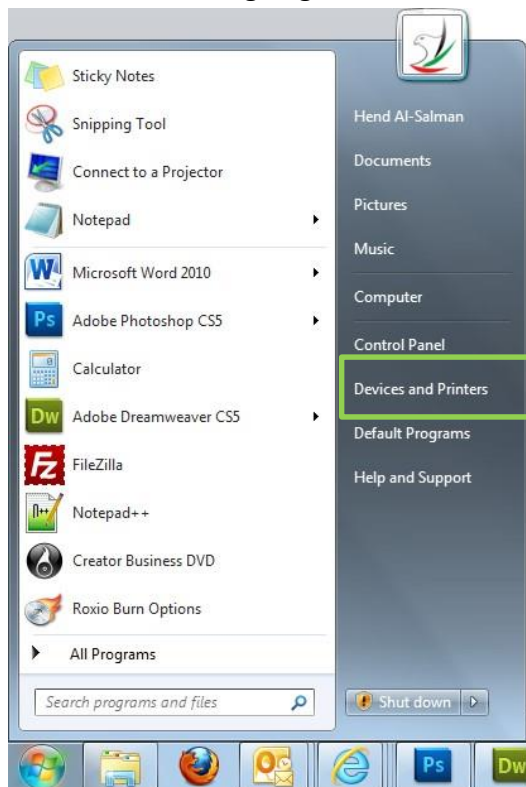
Right click and click on Connect:



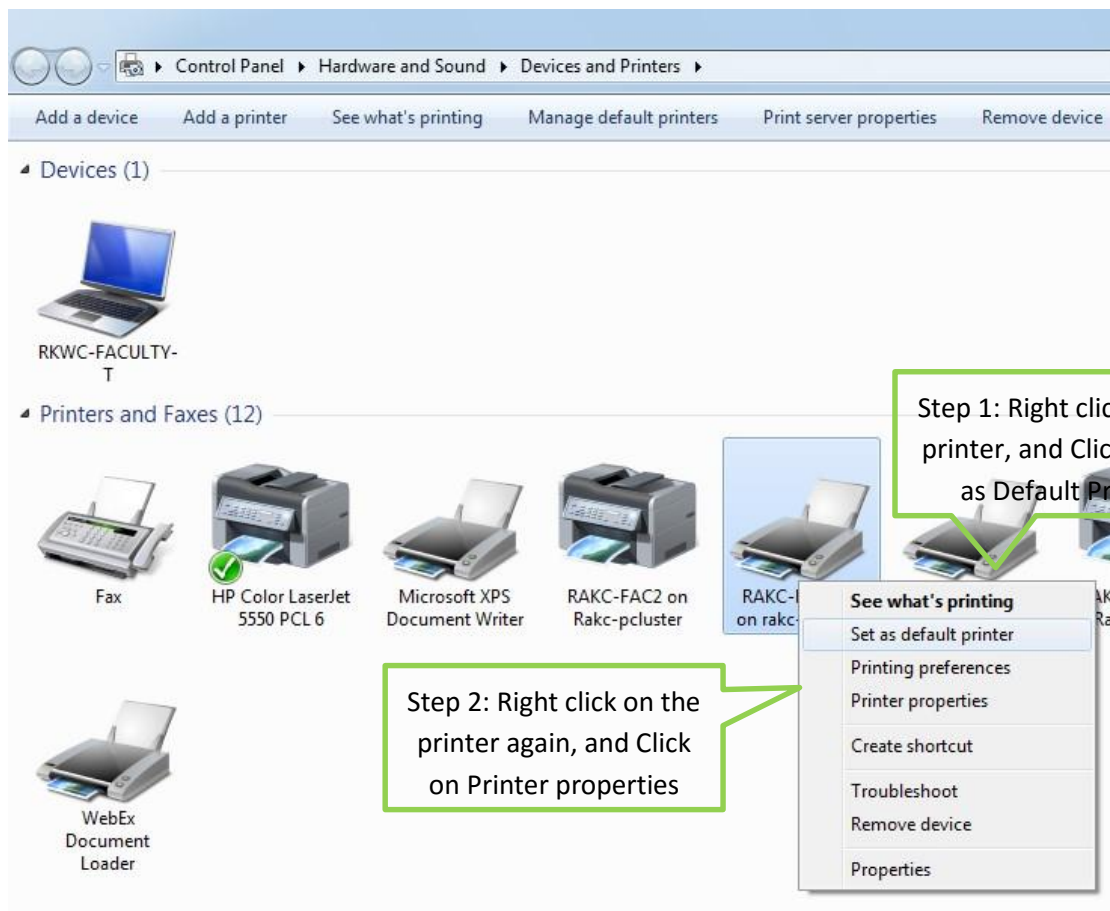
The following screen will appear



Once it is finished go again to start and select Devices and Printers



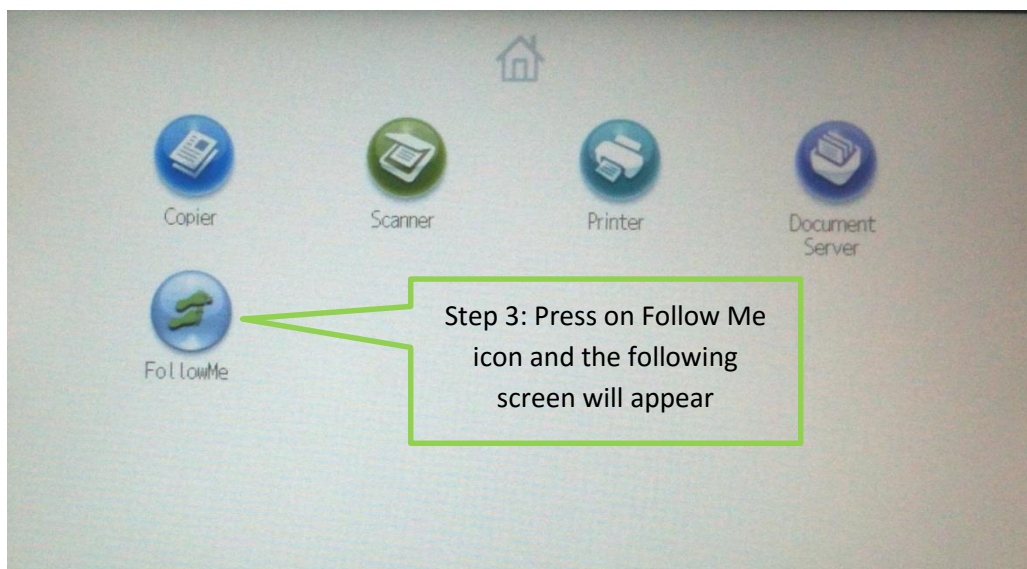
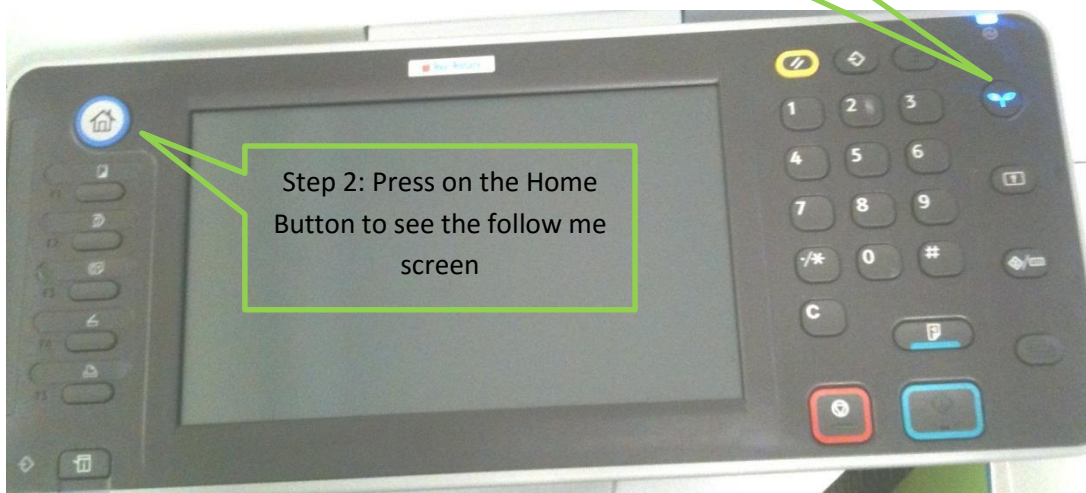
The following screen will appear, please follow the steps shown below:



After finishing the installation go to the IT helpdesk and ask for your follow me pin which is a 5 digit number

Follow the following steps in printer side:

Step 1: Click on the following button if it is in the sleep mode



Following screen will appear, enter your follow me code and press login

