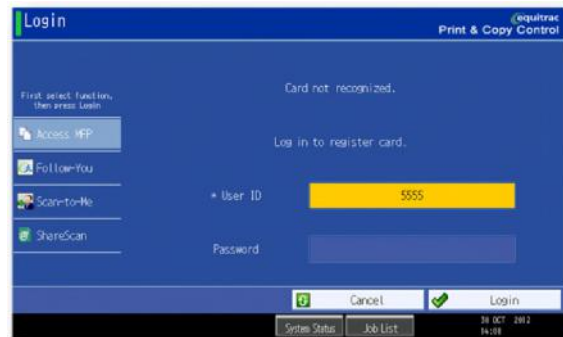


# How to use the Equitrac Solution and Follow You Printing on the Ricoh MFDs



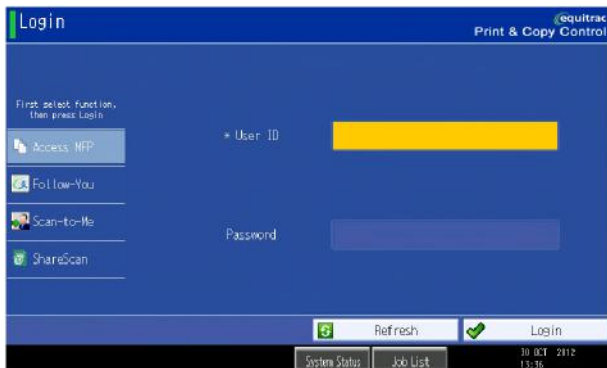
With the addition of the Equitrac solution users will now first be presented with the PCC login on screen

## Step 1: New User Self-Registration



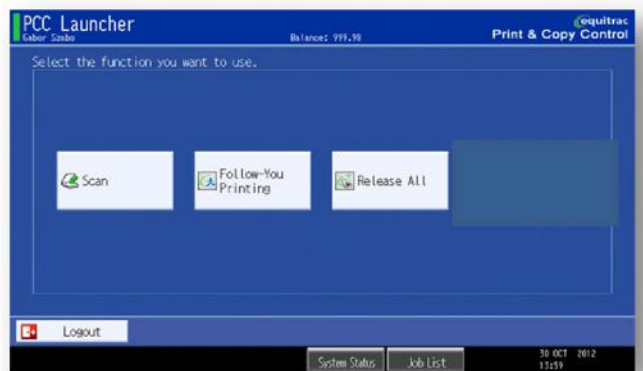
- New users who attempt to log in with a card are automatically prompted to register their cards.
- Next time the user swipes card, the user is logged in.

## Step 2: User Authentication



- After performing Self-Registration users can login by simply swiping their proximity card
- If user forgot his/her card they can login by entering their Windows User ID & network password or

## Step 3: PCC Launcher – Select Function



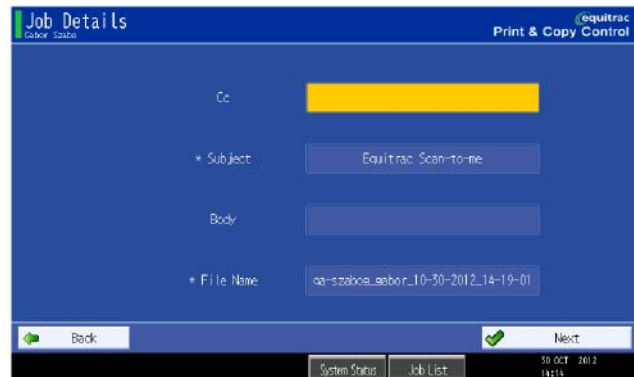
- PCC Launcher allows the logged-on user to chose their workflow
- Follow-You allows users to select, print or delete print jobs
- Release All allows users to release all print jobs in his or her queue
- Scan allows users to scan documents back to their email

## Step 5: Follow-You Printing<sup>®</sup>, Secure Print Release



- Follow You allows users to print selected documents that have been sent to the MFP for printing.
- Users can print one document at a time, delete jobs, and select all jobs to print.
- Once the user is done they can either logout by pressing the Logout button or press Exit and return to the PCC Launcher screen

## Step 6: Scan-to-Me<sup>®</sup>



- By pressing Scan on the PCC Launcher screen the user can scan a document back to their email.