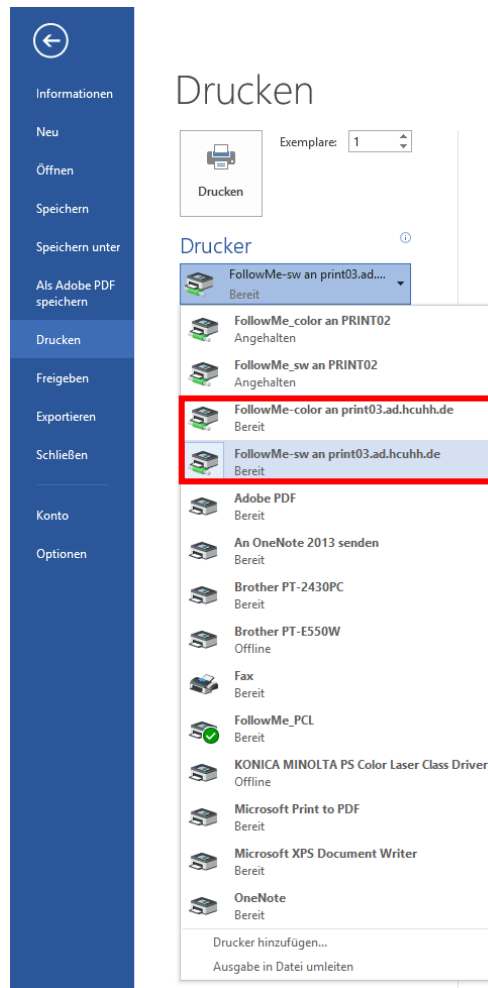Updated March 2020

To add the printer open your explorer and type „\\print03.ad.hcuhh.de".
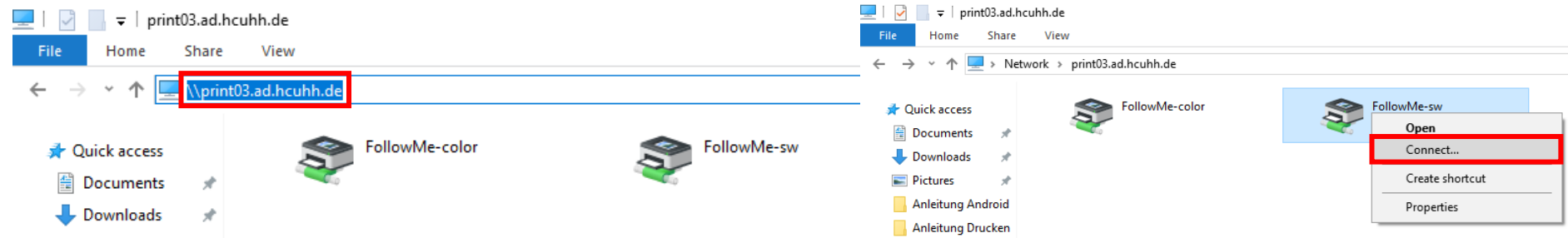
→ Right click one of the FollowMe printers and click „Connect…".
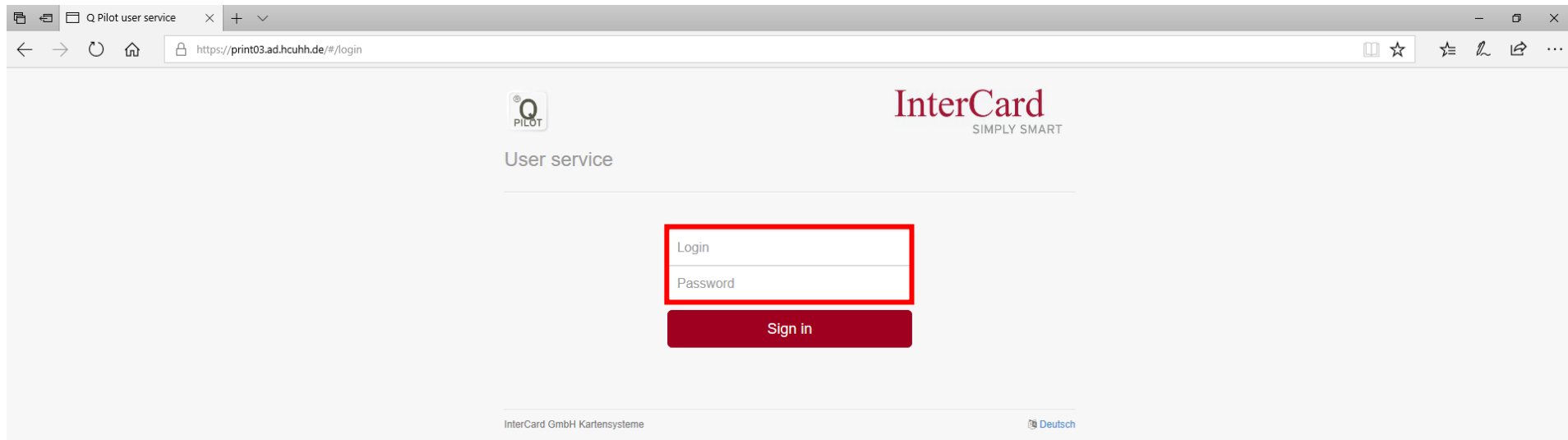
→ Connect the second FollowMe printer aswell.

→ You can now select the printers in your program of choice (for example Word).

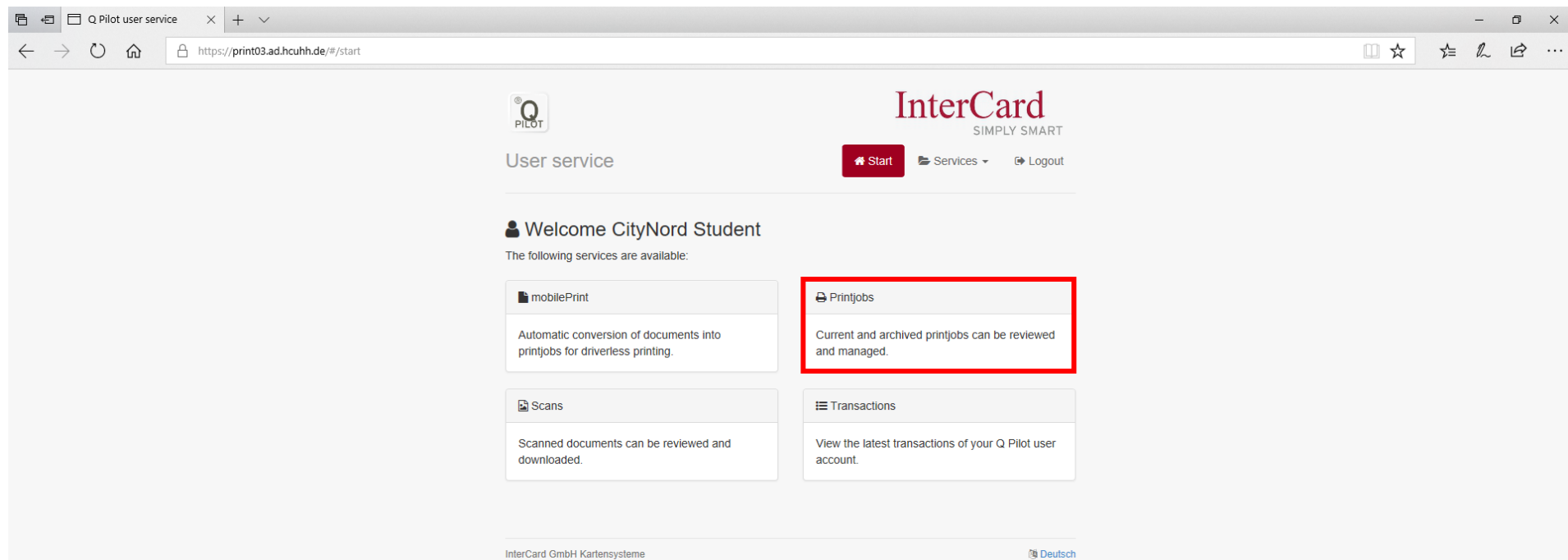→ FollowMe-sw for black and white printing.

→ FollowMe-color for color printing.

2

With InterCard you can access the issued printjobs at https://print03.ad.hcuhh.de.

→ Log in with your HCU-ID (for example hcu123).

→ Click on Printjobs.

This is where you can manage your printjobs. New printjobs are marked with a blue star and completed printjobs are marked with a black framed star. Issued printjobs can also be canceled by moving your mouse over the file name. A bin will appear on the right hand side of the file name.
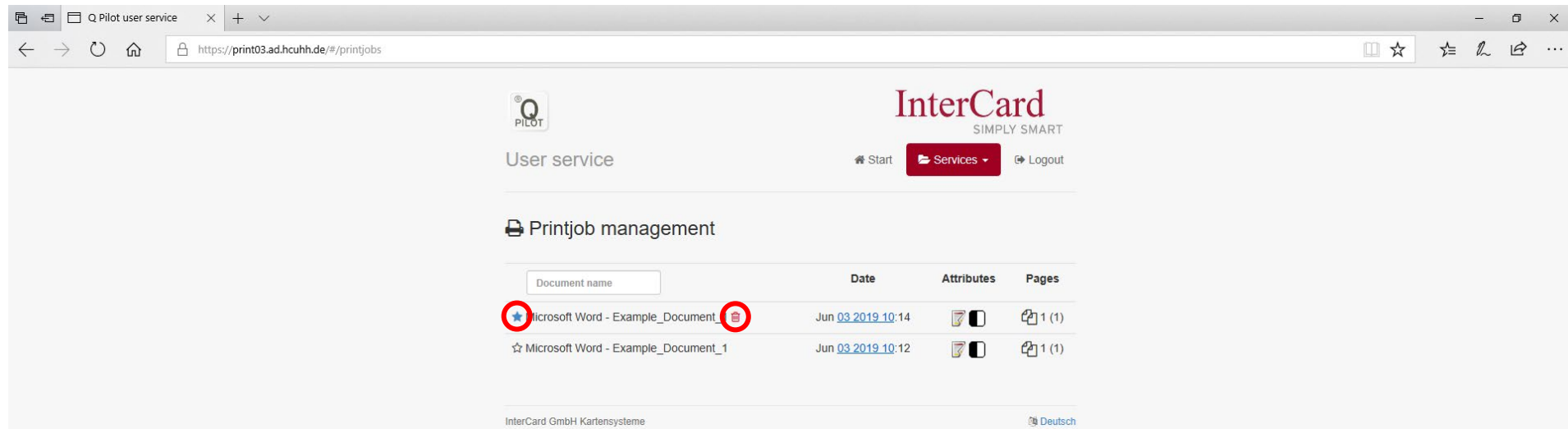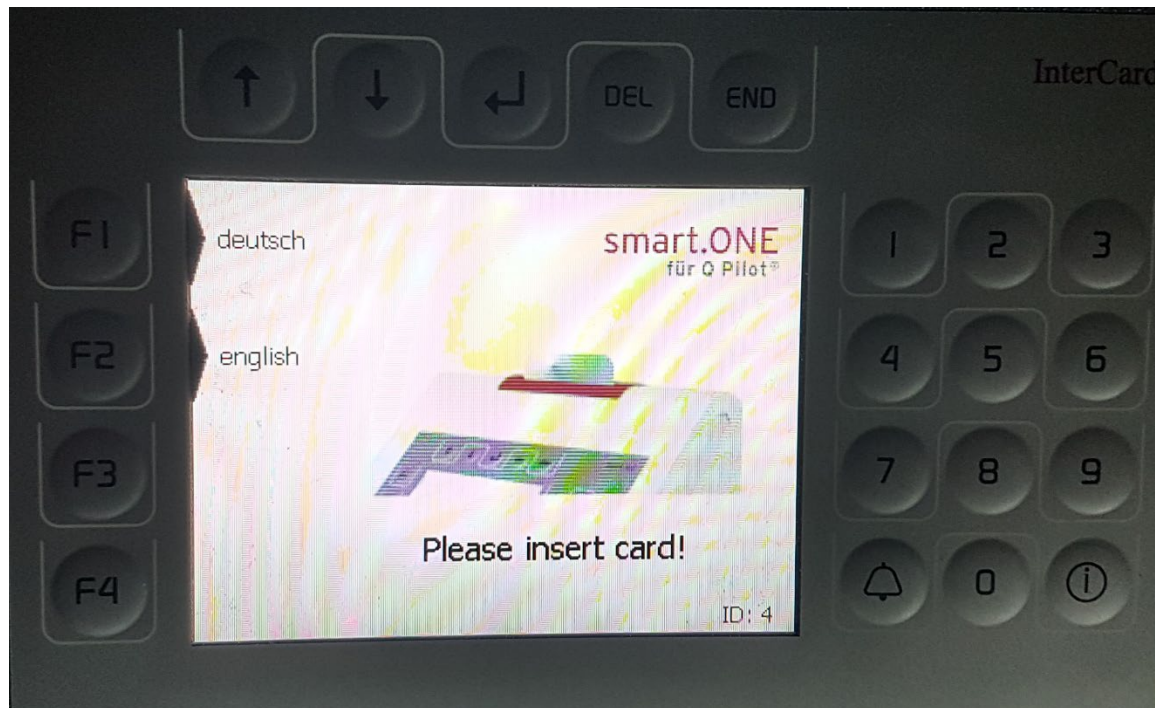
→ Insert your HCU-Card into the InterCard Terminal.
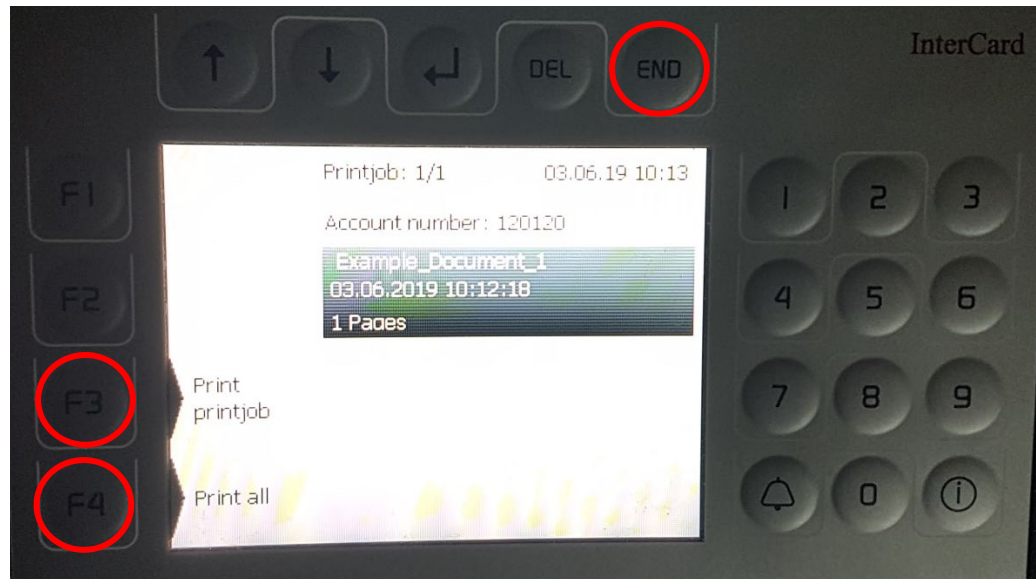
→ Your new printjobs are listed here.

→ To print all or just a certain printjob press F3/F4.

→ To end the process press „END" and take your card.