

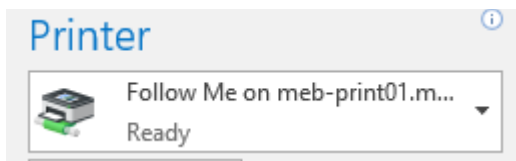
Instruction on how to add a Follow Me RICHO printer on Windows 10

Connect the new printer:

1. Attach your KI MEB access card to the printer (to your AD-account at MEB, mine is eg frenil) > you connect your card here by having the card reader to **read your card** and then you login with the **username + password** on the printer (same credentials as you use for login at your MEB-computer).

2. Click on this link in your computer, to install the printer> <\\meb-print01.meb.ki.se> see the name "**Follow Me**"> double click on "Follow me" to install the printer.

3. Ready to print > print some pages to the "**Follow Me**" printer (see picture below for the printer naming).



4. Then go to the printer > log in with your KI MEB access card (the card is added to the card reader) and you are logged in automatically > then select to retrieve your printouts.

5. Log out of the printer when you are done!

If you ever exchange your KI MEB access card (when lost for example) you need to contact MEB IT to remove your old card from the system so that you can redo step 1 again to connect your MEB account to your card.