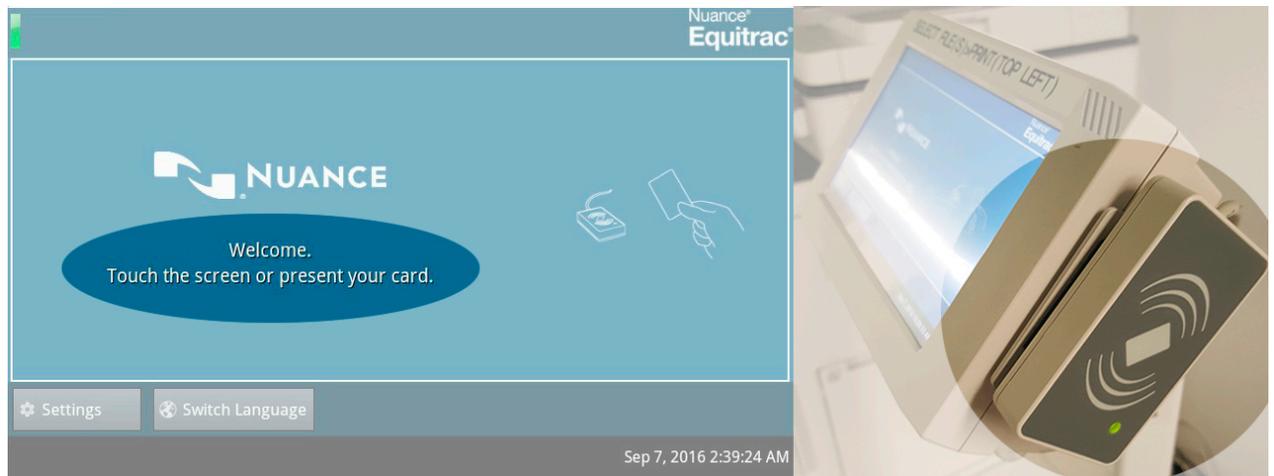


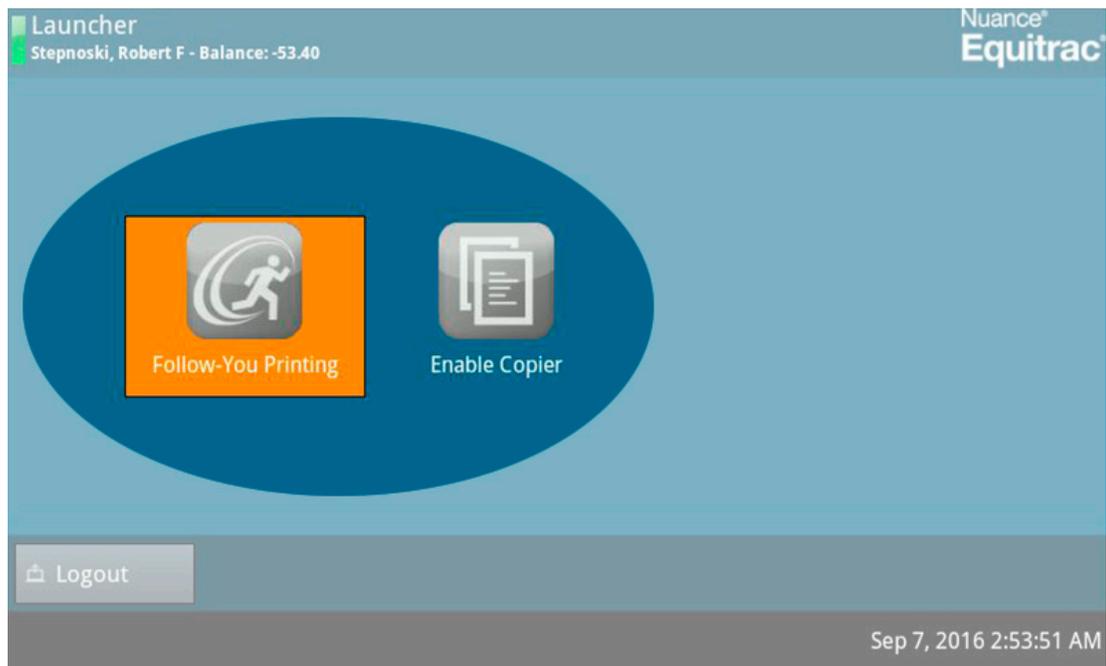
# PCT (Page Control Touch)

(This is the Blue Screen next to the copier)

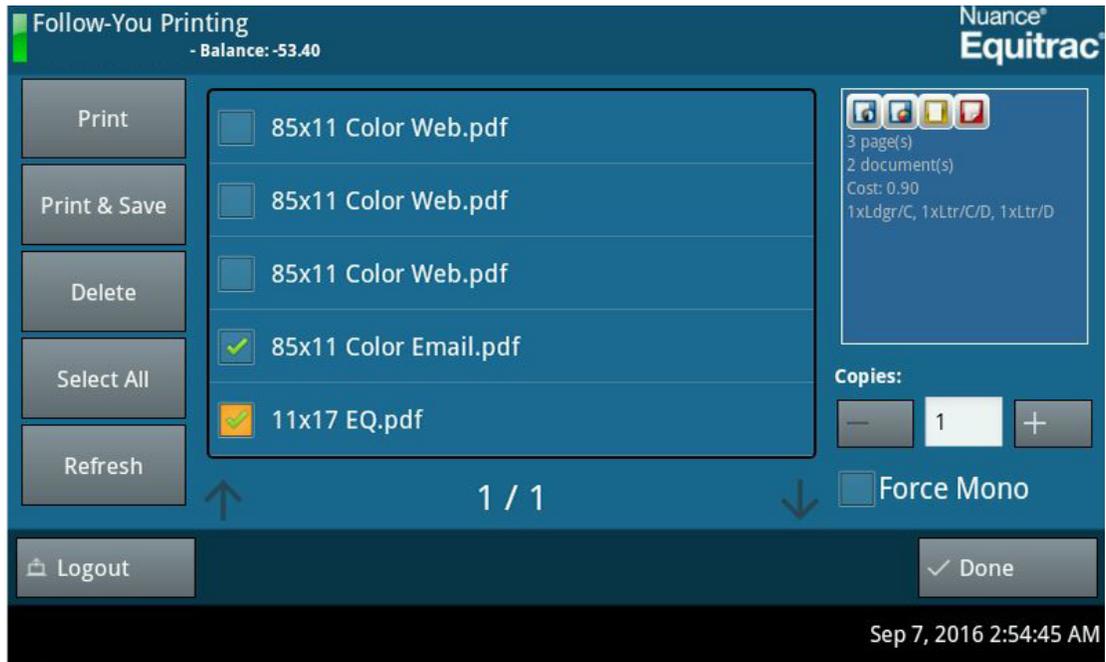
1. Touch the screen to enter your EID & Password or scan your UT ID card on the scanner on the right side of the PCT.



2. Select the "Follow You Printing" button to access your print queue.

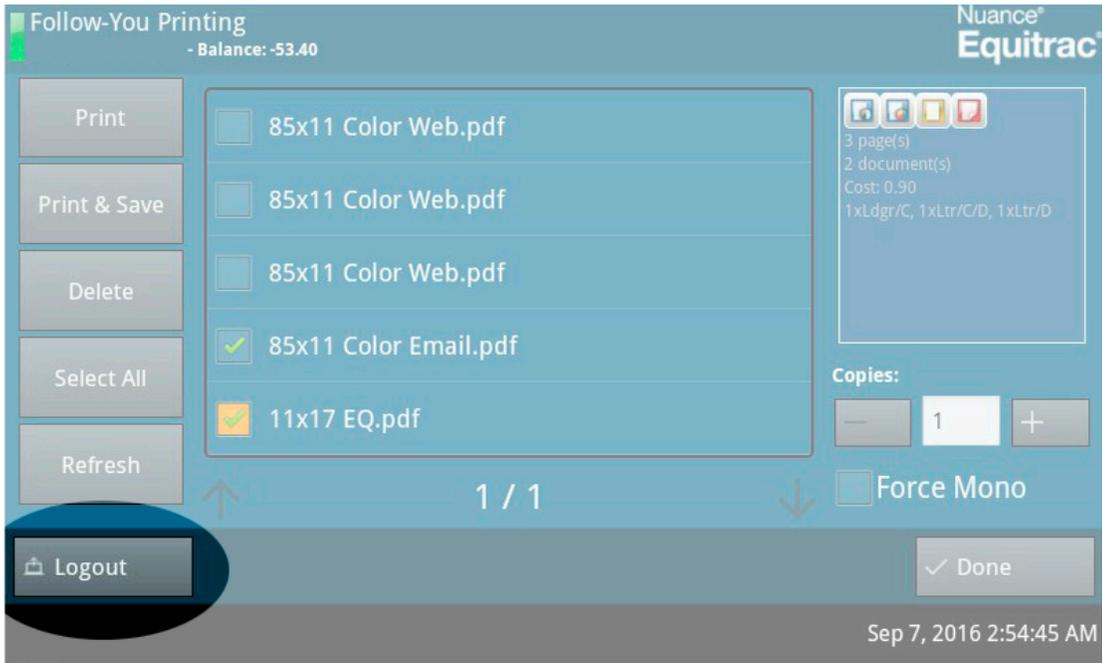


3. Select the print job(s) you intend to print. (there will be a check that appears in the box if it's selected)
  - a. With any of your print jobs selected, notice the print summary in the box to the right.
  - b. Specify the number of copies you want for your print jobs.
  - c. "Force Mono" will print any of the selected print jobs in Black & White.

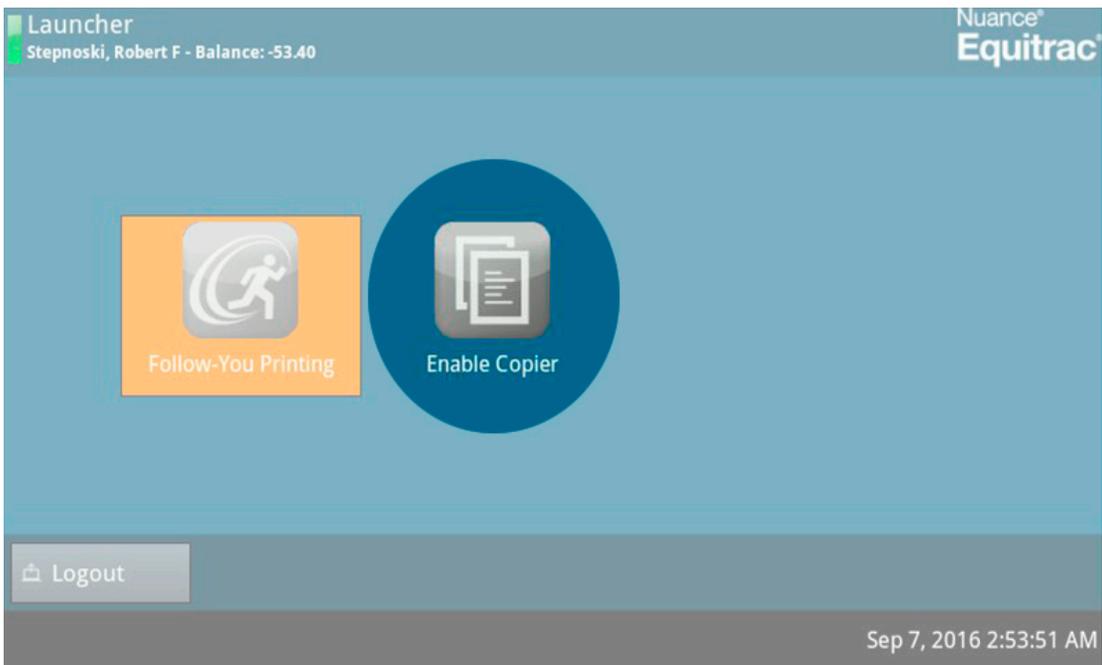


- d. Options for releasing your prints.
  - i. Select "Print" to print your print job and eliminate it from your Follow You Queue
  - ii. Select "Print & Save" to print your print job and save it in your Follow You Queue accessible for 24 hours.
  - iii. "Select All" if you intend to print all of the jobs in your Follow You Queue.
  - iv. "Delete" if you intend to eliminate any of the print jobs.

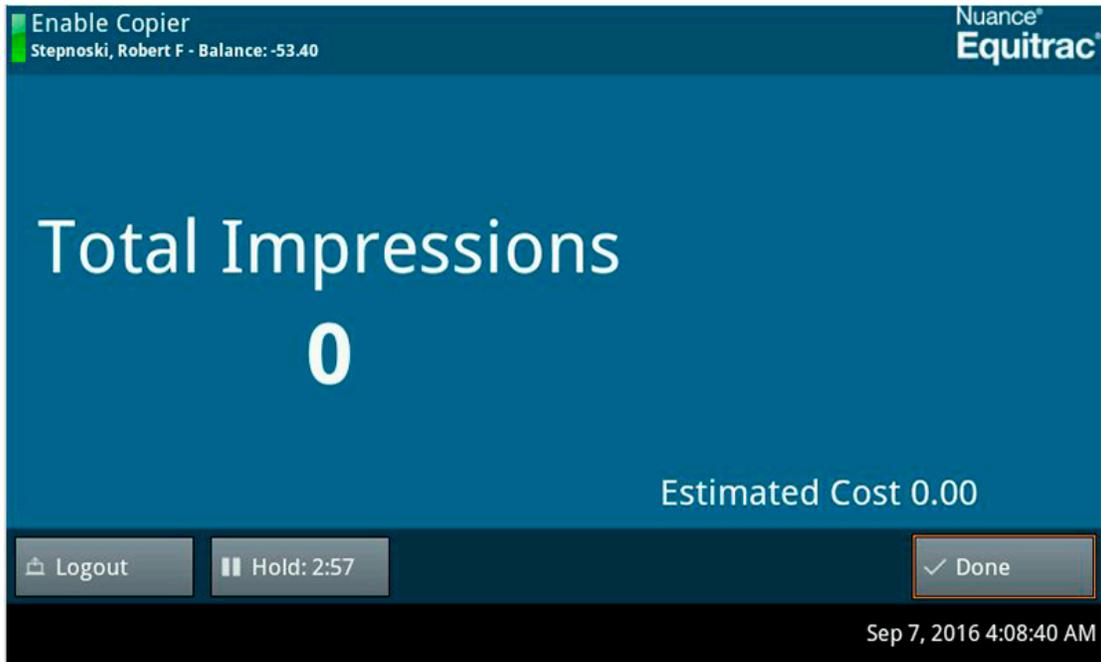
4. Be sure to Logout of your session if you've completed printing your print jobs.



5. OR, you have the option to select "Done" to return to the Follow You Printing & Enable Copier screen to continue your session and make a copies.



- Total Impressions will count as you make your copies. Logout when you've completed your session.



Select "OK" to complete your session. This screen will automatically close out of your session in 10 seconds.

