



STEP 1:

Go to **system preferences**:



STEP 2:

Click **Printers and Scanners**:



STEP 3:

Click on the **[+]** icon under the printers list.



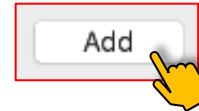
STEP 4:

A dialog should pop up prompting you to add printers. Choose:

Follow_Me Black

STEP 5:

Then press **Add**.



STEP 6:

Click on the **[+]** icon again. And this time choose:

Follow_Me Colour

STEP 7:

Now when you print your document, you will be asked for a **Name** and **Password**, use your *Westall/Compass ID*.

