RICOH
imagine. change.

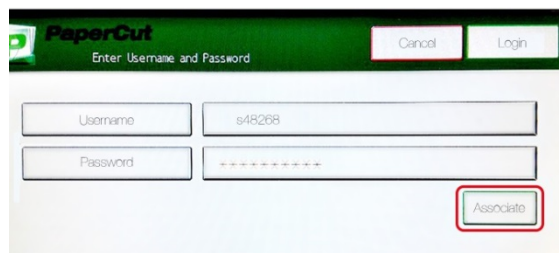# How to Print

FindME-BW   FindME-Generic

1. To authenticate your ID card: **Tap** your card. Click the **Next** button. Login with your **username** and password. Click **'Associate'**. You will only have to do this **once**.
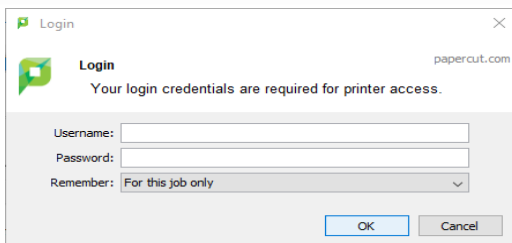
2. To print:

If you are logged onto a Generic computer, print to **FindMe-Generic.** You will be prompted for your username and password (bottom image). The print job is then associated to your ID card.

If you are logged in with your personal username, print to **FindMe-BW**. You will NOT be prompted for your username and password. The print job is automatically associated to your ID card.

3. Locate any Papercut enabled Multi-Function Device (MFD) and tap your Melbourne Health ID Card to the Card Reader

4. Select your print job, and click print.

You are Ready to Print

Ignore the $0.01 on the screen, you will not be charged to print!
Questions? Please contact HMO Improvement Officer, improvement.hmo@mh.org.au