

# TOSHIBA



## User Manual

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Version 5.4.1 - Mar-25

This documentation refers to the development status of Mar-25.  
The texts and images were assembled with greatest care. Yet  
there can be minor discrepancies in program sequences or  
displayed texts that might occur as this product advances

We will appreciate suggestions for improvement or error reports.

Several of the hardware and software names mentioned in the  
document are trademarks and should be considered as such.

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## 1 Introduction

e-FOLLOW Essentials is an advanced document management & accounting solution for latest Toshiba e-BRIDGE X Multifunctional Devices providing features like

- Authenticated printing, copying, scanning and faxing
- Secure print release
- color, print, copy, scan and fax quota management
- accounting for print, copy, scan and fax
- mobile print release

This guide describes instructions on how to use Toshiba MFDs and the mobile apps.

### 1.1 Symbols in this manual

In this manual, some important items are described with the symbols shown below. Be sure to read these items before changing any configuration.



Hint:

Indicates information to which you should pay attention



Warning:

Indicates a situation where modification of the settings may have severe impact on correct operation.

## 2 Using Toshiba devices

Depending the login type you can login by  
either USER NAME & PASSWORD  
USER ALIAS & PASSWORD

LOGIN PIN or swiping your CARD

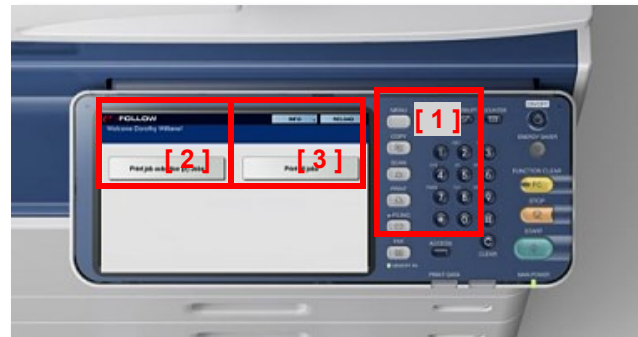
In case the Card-ID is unknown to e-FOLLOW  
you will be prompted to login manually, by  
entering your login credentials.



The Card-ID will automatically be assigned to  
your account.  
You need to logout and login again before  
using the Toshiba device.

Once you are logged in you will see the print release menu.

You now have several options to use the device.



[ 1 ]  
use a device function, e.g. copy, scan, fax, etc.



[ 2 ] Select the e-FOLLOW print job selection or [ 3 ] immediately print all your jobs.



[ 4 ] if allowed by the administrator you can assign a new card to your account. After pressing [ CARD ASSIGN ] swipe a card within the next 15 seconds.



[ 4 ] pressing the INFO button will show the current permission settings / limitations and active quotas.





The print job list shows all jobs currently spooled in the virtual queues for this device.

Select one or multiple jobs by clicking to the job's document name.

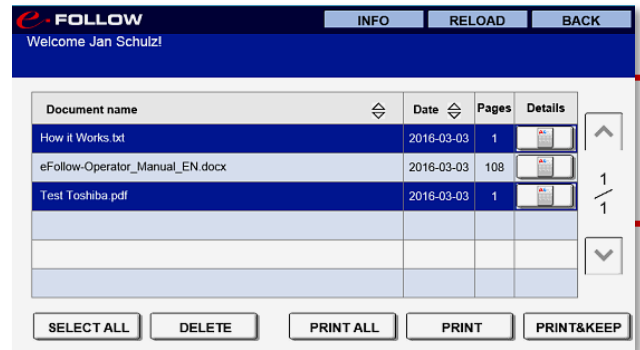
SELECT ALL: will select all jobs

DELETE: will delete all selected jobs from the e-FOLLOW server

PRINT ALL: will release all jobs for printing

PRINT: will release all selected jobs for printing

PRINT & KEEP: will release all selected jobs for printing and store them to allow reprinting them.



[ 5 ] Pressing the Details button will change to the job's details page.

[ 6 ] You can see a preview of the selected job. Use the buttons  &  to see the preview of the next / previous page.

[ 7 ] You can select multiple copies of this job by increasing / decreasing the number of copies using the buttons    .

[ 8 ] Select the Duplex mode: Simplex, Duplex (book) or Duplex (calendar)

[ 9 ] To save toner/cost you can force B&W printing of this print job.

The **keep job after printing** option will allow reprinting this job.



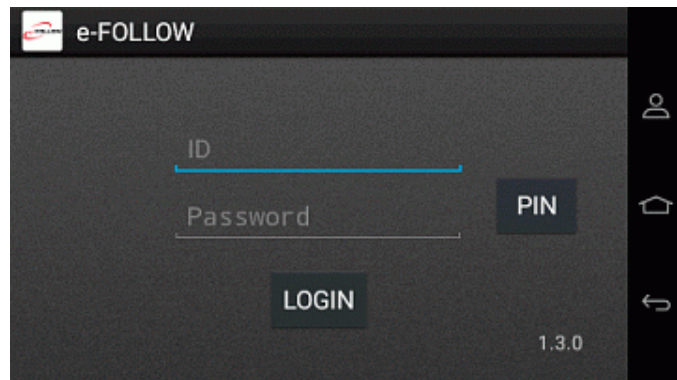
Some of these options may be disabled by the administrator



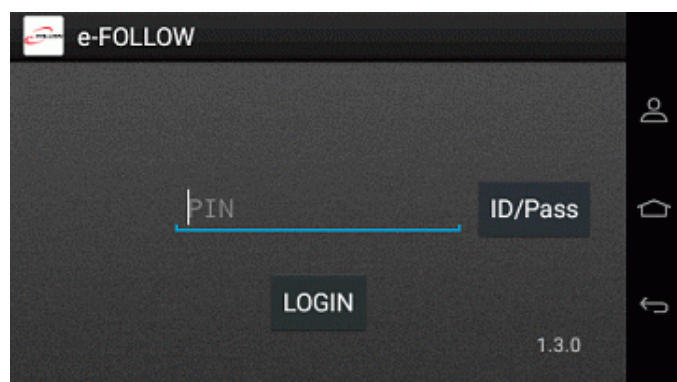
If you press [ Details ] while having selected multiple jobs the job modifications will be applied to all selected jobs. All prior settings will be overwritten for all selected jobs.

### 3 Using Toshiba eSF devices

Depending the login type you can login by either USER NAME & PASSWORD






LOGIN PIN

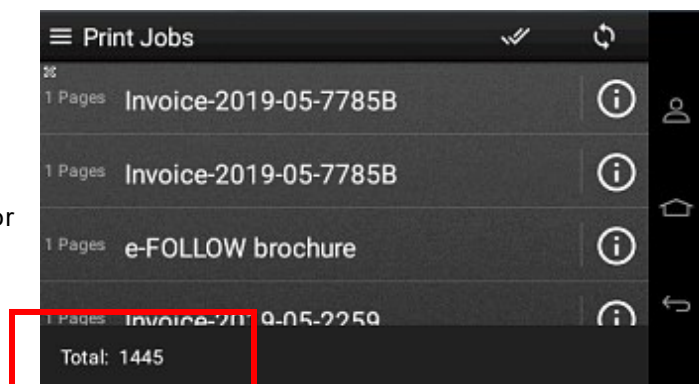


or swiping your CARD


Functions of the buttons on the right

-  Log out
-  switch to device home menu
-  back...

You will be automatically shown the list of your pending print jobs.



In case your account is limited by Balance or Quota – this will be shown in the bottom of the screen.

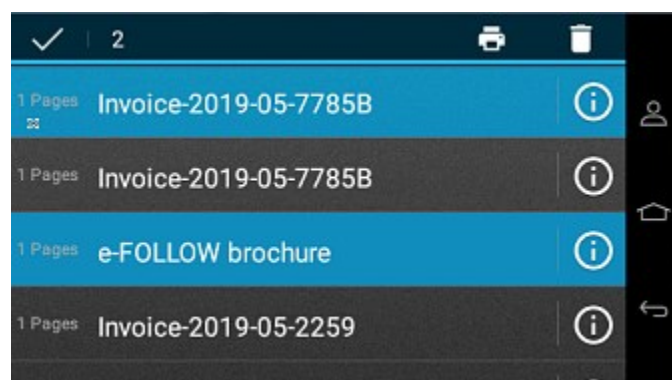
Select the job(s) for printing and press the print button. 

To delete the selected jobs press 

To select all jobs press 

To unselect all selected jobs press 

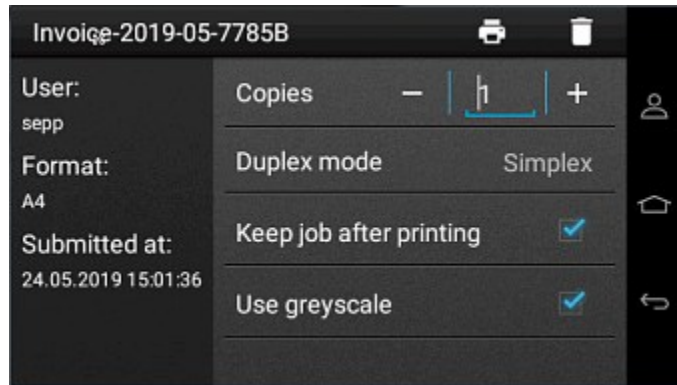
The number indicates the number of selected jobs.



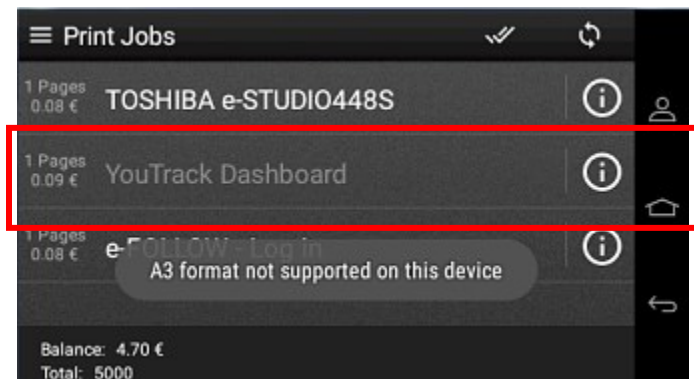
By pressing the  button the job details will be shown in a new screen.


You have now access to the job details and can modify the job settings

- Copies
- Duplex mode
- Keep print job for reprint
- Convert job to grayscale



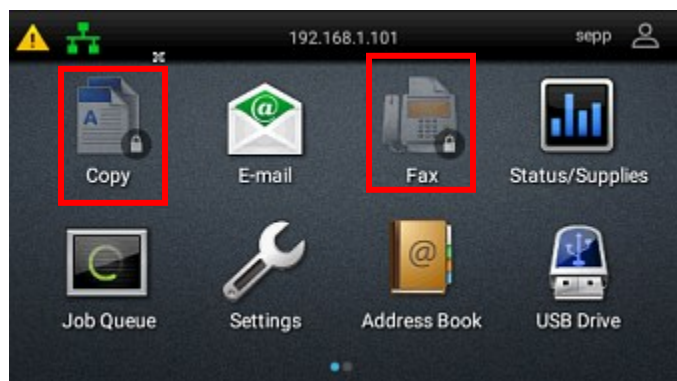
In case a job is in A3 format it will appear in the list. But being grayed out it can't be selected for printout as A3 format is not supported on Toshiba eSF devices.



 When you switch to the device home menu you have access to the installed applications.

Depending the permission settings some apps might be blocked and cannot be used.

This is indicated by the lock.



From the home menu you can switch back the e-FOLLOW app at any time.



## 4 Projects

If enabled by the Administrator you might be forced to assign the current session (print, copy, scan) to a project.

The workflow is almost common for Toshiba and Toshiba eSF devices.

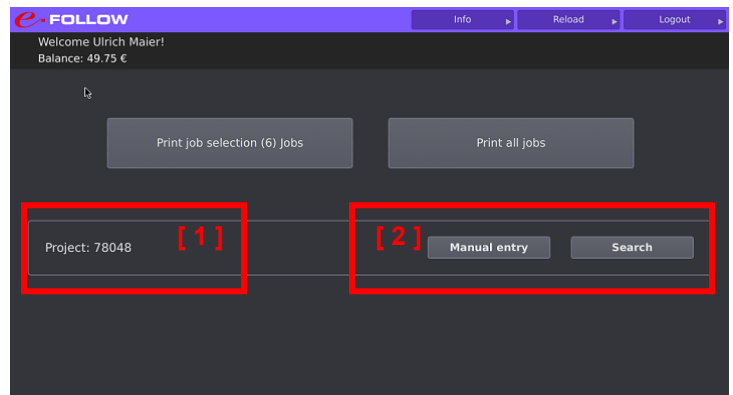


e-FOLLOW remembers the last project code the has been selected. So you only need to take action if you want to change the project code for the current session.

After being logged in you will be prompted with the Project selection screen.

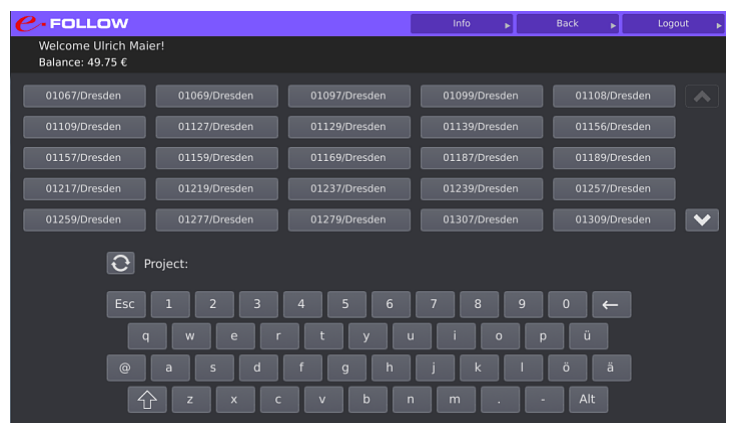
[ 1 ] Here the currently selected project is shown. If this is correct you can go ahead releasing print jobs or changing to the device home screen.

[ 2 ] To change the currently selected project press **Search** or – if allowed by administrator – **Manual entry**.



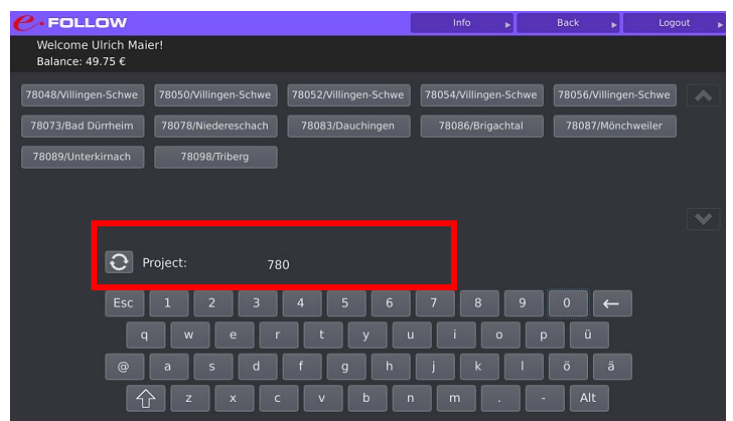
The list of available Project is shown.

Use the up and down keys to scroll to the desired project code...



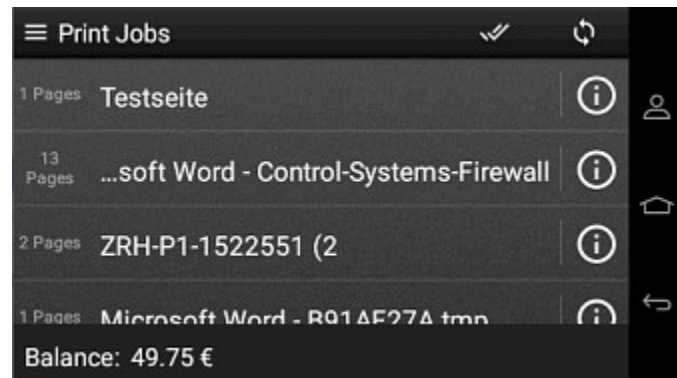
...or start to key in the desired project code. The list will be reduced immediately to the matching codes.

Pressing the 'change' button you can change between **project code** and **description**.

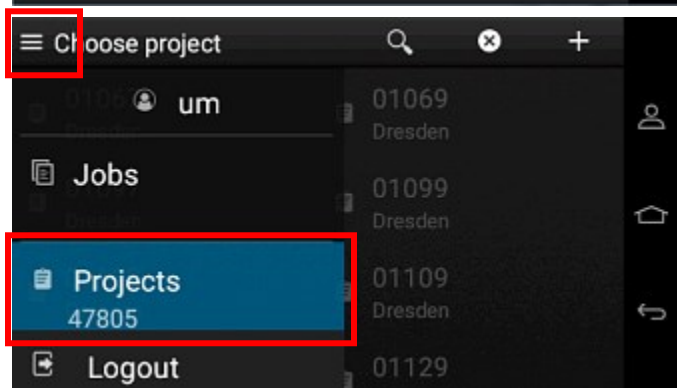


## On eSF devices:

After login you will see the print job list as usual. This indicates that you already have a project code selected.



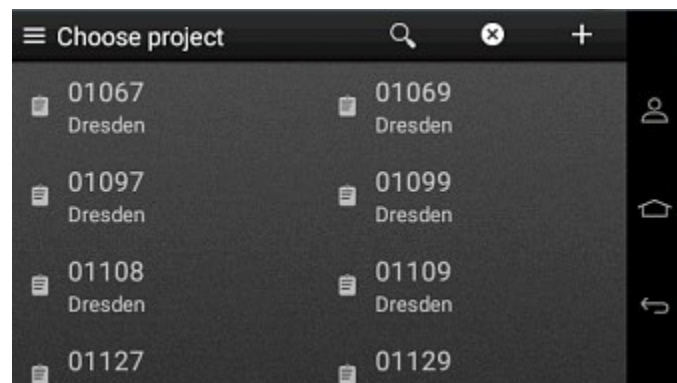
Pressing the menu button on the top left corner will show the currently selected project code.



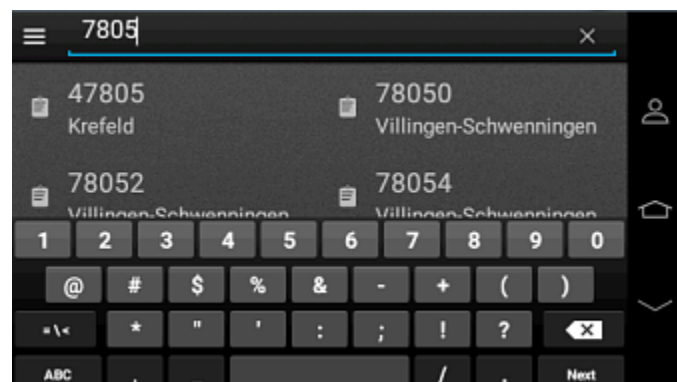
To change the pre-selected code click to Projects.

You can now either choose a project code from the list or

- + manually add a new code
- ⊗ close the project code selection
- 🔍 or search for a project code



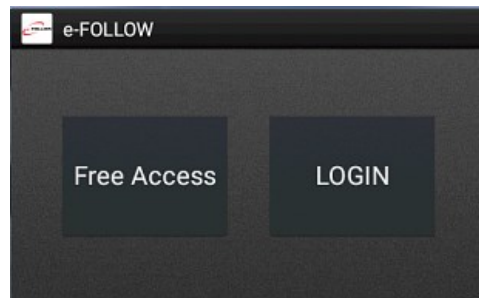
Start to key in the desired project code. The list of available codes will immediately be reduced to the matching project codes.





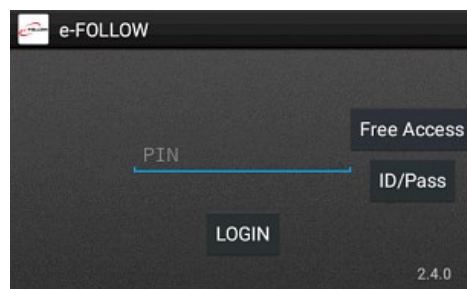
## 5 Guest Printing

If enabled e-FOLLOW allows login to the eSF devices without entering user credentials or swiping a card.



Pressing the Guest & FreeAccess button will log you in to the device. You can now use the device according the permissions and quotas the administrator applied to the guest user.

Press the LOGIN-button to change to the regular login screen or swipe your card to login to the device using your personal credentials.



## 6 e-FOLLOW PopUp.exe

If your workstation computer is configured to run the e-FOLLOW client PopUp, a window will pop up each time you send a print job to the server.

Depending the administration settings, you may be prompted with one of the following PopUp types.

### 6.1 Confirmation PopUp

The confirmation PopUp is intended to give a feedback after each print job you have sent.

#### [1] Hide PopUp

To avoid multiple confirmation e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes

#### [2] Make job private

If other users are allowed to release your jobs via TeamPrint you can make a job 'private'. Private jobs will not be seen and cannot be released by others.

### 6.2 Username change / delegate job

This PopUp can be used to easily change the print job owner so another person is able to release the job (delegate job)-

#### [1] User:

enter the new job owner's username. If you plan to delegate multiple jobs to a specific user you can save the data.

#### [2] Hide PopUp

To avoid multiple input of the same data e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes

### 6.3 User authentication popup

This PopUp type is intended for user authentication in anonymous environments, e.g. a public computer running under a guest account.

#### [1] User / Password;

enter the username and password of a valid user account.

#### [2] Hide PopUp

To avoid multiple input of the same data e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes

## 6.4 Project selection popup

This PopUp type is intended to assign print jobs to projects or similar. This allows tracking of print jobs in regard of whom has been printed for.

### [1+2] Project selection

To select a project just click to it so it gets highlighted.

You can mark your favorite projects by checking the Favorite box. These projects will appear on the top of the list in the Favorite section.

The search boxes will help you to easily find the desired project name. You can either search by name or description.

### [3] Sub-project

In case the selected project has sub-projects, a new selection box appears requesting to select a sub-project name.

### [4] Hide PopUp

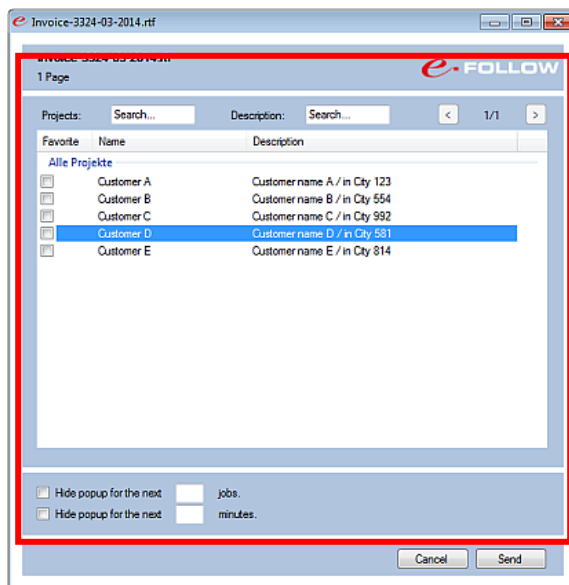
To avoid multiple input of identical data (project or sub-project selection) e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes.

## 6.5 User authentication & Project selection PopUp

This PopUp type is a mix of the authentication and the project selection type.

At first enter your user credentials and click to [Send user data]





After successful authentication the project selection appears. Select the desired project name and click to [Send]

## 7 e-FOLLOW Web-PopUp

Beside the Windows-PopUp executable, e-FOLLOW provides a platform independent PopUp based on Web-Browser technologies.


This is perfect if you do not want or are allowed to install an executable on your PC or if you are running an Operating system different from Windows.

All you need to do to establish the Web-PopUp connection is to call the e-FOLLOW UserPortal URL

[https://e-FOLLOW\\_SERVER:11070](https://e-FOLLOW_SERVER:11070)



You probably need to accept browser popups/notifications for this specific URL.

Once the connection is established it is indicated by the PopUp sign  in the upper right corner of the UserPortal web page.

Depending the administration settings, you may be prompted with one of the following PopUp types.

### 7.1 Confirmation PopUp

The confirmation PopUp is intended to give a feedback after each print job you have sent.

#### [1] Hide PopUp

To avoid multiple confirmation e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes

#### [2] Make job private

If other users are allowed to release your jobs via TeamPrint you can make a job 'private'. Private jobs will not be seen and cannot be released by others.

## 7.2 Username change / delegate job

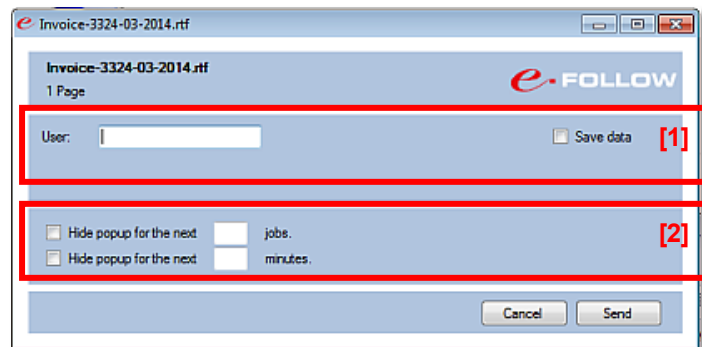
This PopUp can be used to easily change the print job owner so another person is able to release the job (delegate job)-

### [1] User:

enter the new job owner's username.  
If you plan to delegate multiple jobs to a specific user you can save the data.

### [2] Hide PopUp

To avoid multiple input of the same data e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes



## 7.3 User authentication popup

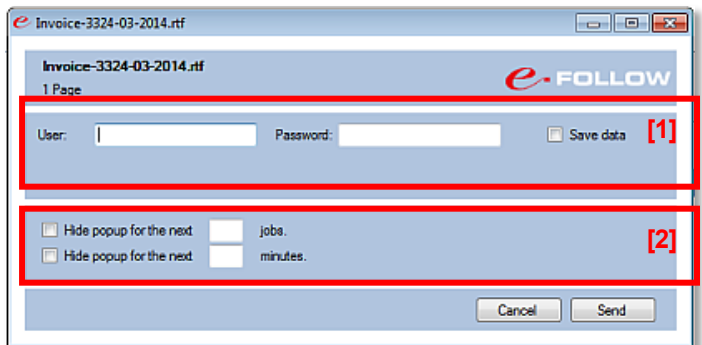
This PopUp type is intended for user authentication in anonymous environments, e.g. a public computer running under a guest account.

### [1] User / Password;

enter the username and password of a valid user account.

### [2] Hide PopUp

To avoid multiple input of the same data e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes



## 7.4 Project selection popup

This PopUp type is intended to assign print jobs to projects or similar. This allows tracking of print jobs in regard of whom has been printed for.

### [1+2] Project selection

To select a project just click to it so it gets highlighted.

You can mark your favorite projects by checking the Favorite box. These projects will appear on the top of the list in the Favorite section.

The search boxes will help you to easily find the desired project name. You can either search by name or description.

### [3] Sub-project

In case the selected project has sub-projects, a new selection box appears requesting to select a sub-project name.

### [4] Hide PopUp

To avoid multiple input of identical data (project or sub-project selection) e-FOLLOW PopUp allows to be skipped for the next X jobs or minutes.

The screenshot shows the 'Invoice-3324-03-2014.rtf' window with the '1 Page' tab selected. The interface includes search boxes for 'Projects' and 'Description', a 'Favorite' section with a table of projects, a 'Subprojects' section, and a 'Hide popup' section at the bottom. Red boxes and numbers [1] through [4] highlight specific features: [1] points to the 'Favorite' project list, [2] points to the search boxes, [3] points to the 'Subprojects' list, and [4] points to the 'Hide popup' settings.

Favorite	Name	Description
<input checked="" type="checkbox"/>	Customer E	Customer name E / in City 814
<input type="checkbox"/>	Customer A	Customer name A / in City 123
<input type="checkbox"/>	Customer B	Customer name B / in City 554
<input type="checkbox"/>	Customer C	Customer name C / in City 992

Name	Description
Project 1	SW developm. of Product abc
Project 2	Redesign of product cfe
Project 3	Market research for new product eee

Hide popup for the next ☒ 5 jobs.  
☐ Hide popup for the next  minutes.

## 7.5 User authentication & Project selection PopUp

This PopUp type is a mix of the authentication and the project selection type.

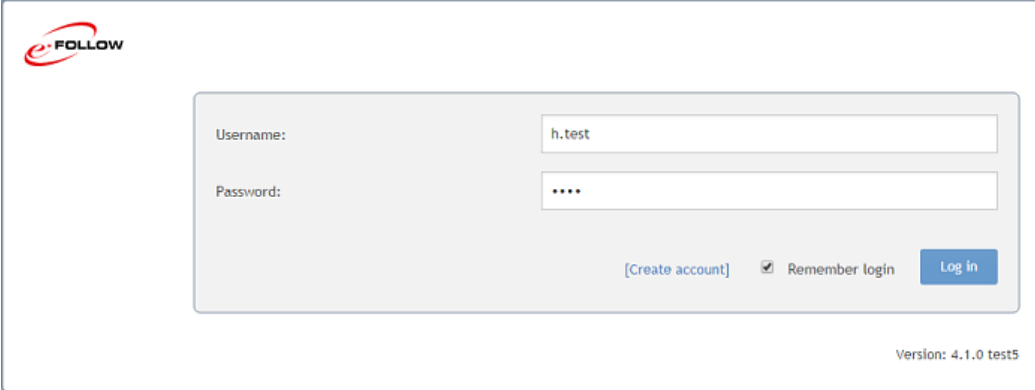
The top screenshot shows the 'User' field with 'p.clark' and the 'Password' field. The bottom screenshot shows the 'Favorite' project list with 'Customer D' selected.

At first enter your user credentials and click to [Send user data]

After successful authentication the project selection appears. Select the desired project name and click to [Send]

## 8 User Portal

e-FOLLOW provides a website for users where several functions and options can be accessed. By default, the user portal is accessible via the e-FOLLOW server IP followed by port **11070**



The login form features the e-FOLLOW logo in the top left. It contains two input fields: 'Username:' with the value 'h.test' and 'Password:' with masked characters '....'. Below the password field are three elements: a '[Create account]' link, a checked 'Remember login' checkbox, and a 'Log in' button. The version 'Version: 4.1.0 test5' is displayed in the bottom right corner.

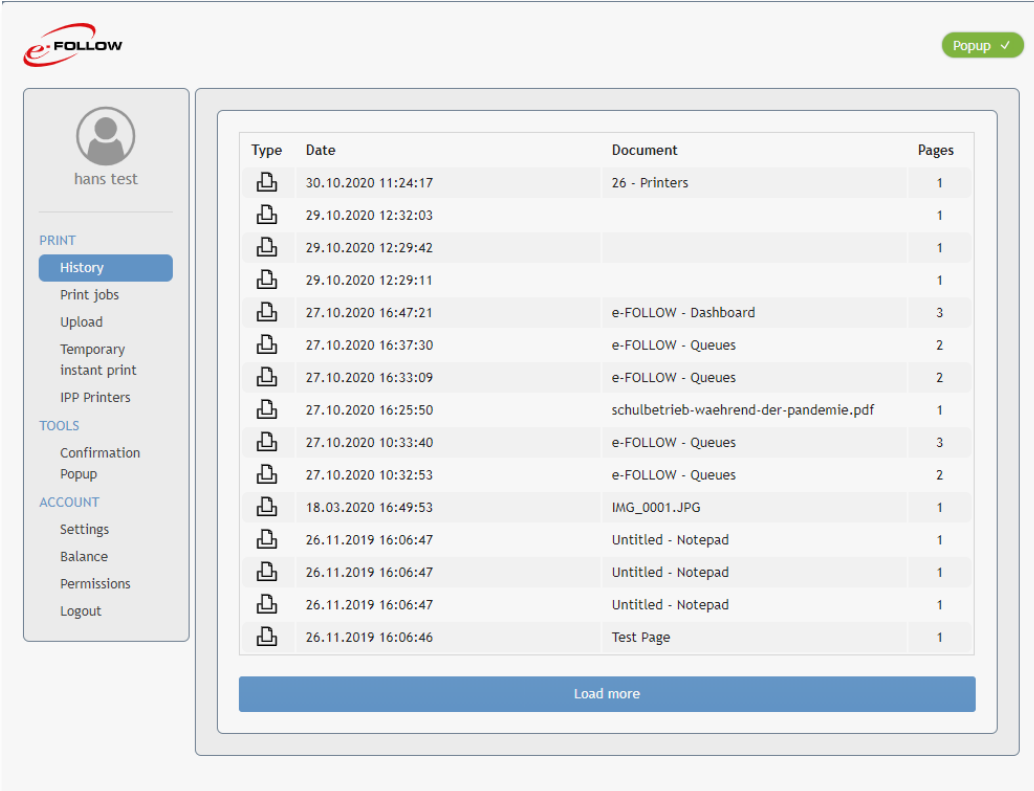
Log on with your username and password.



Checking the **Remember login** box will keep you logged in until you press the logout button even if you close the User Portal website.

### 8.1 History

This will show your most recent jobs.



The history page shows a list of recent jobs. On the left is a sidebar with a user profile 'hans test' and navigation links under 'PRINT', 'TOOLS', and 'ACCOUNT'. The main area contains a table of job history.

Type	Date	Document	Pages
	30.10.2020 11:24:17	26 - Printers	1
	29.10.2020 12:32:03		1
	29.10.2020 12:29:42		1
	29.10.2020 12:29:11		1
	27.10.2020 16:47:21	e-FOLLOW - Dashboard	3
	27.10.2020 16:37:30	e-FOLLOW - Queues	2
	27.10.2020 16:33:09	e-FOLLOW - Queues	2
	27.10.2020 16:25:50	schulbetrieb-waehrend-der-pandemie.pdf	1
	27.10.2020 10:33:40	e-FOLLOW - Queues	3
	27.10.2020 10:32:53	e-FOLLOW - Queues	2
	18.03.2020 16:49:53	IMG_0001.JPG	1
	26.11.2019 16:06:47	Untitled - Notepad	1
	26.11.2019 16:06:47	Untitled - Notepad	1
	26.11.2019 16:06:47	Untitled - Notepad	1
	26.11.2019 16:06:46	Test Page	1

A 'Load more' button is located at the bottom of the table.

## 8.2 Print jobs

The print job list shows all your jobs that are currently pending in virtual queues on e-FOLLOW.

The screenshot shows the e-FOLLOW web interface. On the left is a sidebar with a user profile 'hans test' and navigation links under 'PRINT' (History, Print jobs, Upload, Temporary instant print, IPP Printers), 'TOOLS' (Confirmation, Popup), and 'ACCOUNT' (Settings, Balance, Permissions, Logout). The main area displays a table of pending print jobs:

Type	Date	Document	Format	Pages	Copies
	26.11.2020 15:16:11	verteller.TXT	A4	1	1
	30.10.2020 10:50:50	Testseite	A4	0	1
	30.10.2020 10:22:03	Testseite	A4	0	1

An 'Edit print job' window is open, showing details for a job named 'Microsoft Word - e-FOLLOW-Operator\_Manual\_EN\_4.6.docx'. The details include Date (27.11.2020 07:02:54), Pages (15), Copies (1), Format (A4), and Color (checked). Below the details is a 'Change user:' dropdown menu, which is highlighted with a red box. To the left of the details is a preview of the document, which is a PDF of the 'e-FOLLOW Operator Manual'. At the bottom right of the 'Edit print job' window, there are 'Cancel' and 'Delete' buttons, with the 'Delete' button highlighted by a red box.

Clicking to a job will open a new window showing the job's details and its preview. You can flip through the pages, delete the job or assign it to another user.



The **Change user** option must be enabled by the administrator.



You can only assign jobs to users who have allowed receiving jobs. (see → Settings)

### 8.3 Upload

If enabled, this option will allow you to upload almost any kind of documents for printing.

The screenshot displays the e-FOLLOW web interface for file upload. On the left, a sidebar contains a user profile icon labeled 'A Test' and a navigation menu. The 'PRINT' section includes 'History' and 'Upload' (highlighted). The 'ACCOUNT' section includes 'Settings', 'Balance', 'Permissions', and 'Logout'. The main content area is titled with three numbered steps: 1. 'Choose print queue' with a dropdown menu showing 'TOSHIBA Universal Printer 2'; 2. 'Choose file' with a dashed blue box for dragging a file and a 'Browse...' button; 3. 'Start upload' with an 'upload' button. A '--or--' separator is placed between the drag area and the 'Browse...' button.

- 1) Select a printer/queue the Job shall be sent to
- 2) Click to **Browse...** to select a file or simply drag and drop it into the blue Drop area.
- 3) Click to **upload** to start the file transfer.

The following file / document formats are supported by e-FOLLOW.

<b>PDF</b>	PDF
<b>Words:</b>	DOC, DOCX, XML, RTF, HTML, XHTML, MHTML, ODT, XPS, SWF, TXT, EPUB
<b>Cells:</b>	XLS, XLSX, XLSM, XLSB, ODS, CSV
<b>Slides:</b>	PPT, POT, PPS, PPTX, POTX, PPSX, ODP, PPTM
<b>Images:</b>	GIF, JPG, JPEG, PNG, TIFF, TIF, BMP, EMF, EXIF, ICO, ICON, WMF

## 8.4 Temporary Instant Print

Temporary instant print is intended to temporarily forward jobs that are sent to a virtual queue directly to a Toshiba/eSF output device.



TIP is a user based setting. Each user can enable TIP for himself via the user portal.

Here you can configure the output device on which print jobs shall be printed immediately when you sent them to a virtual queue.

**Attention!**  
For the selected duration printouts to this virtual queues are not available for 'FollowMe' printing.  
E.g.: INPUT\_QUEUE → OUTPUT\_DEVICE\_OFFICE → 30 Min.

Queue name	Output device	Duration	Remaining
eFV	--	30 Min.	-
P005	main device I (192.168.1.122)	30 Min.	29 Min.
P005I	--	30 Min.	-

[ 1 ] This is the list of all virtual queues in e-FOLLOW.

[ 2 ] Select a target device that is enabled for TIP

[ 3 ] Select the duration for how long TIP shall be effective



TIP for a virtual queue will automatically be disabled after the duration time has expired.



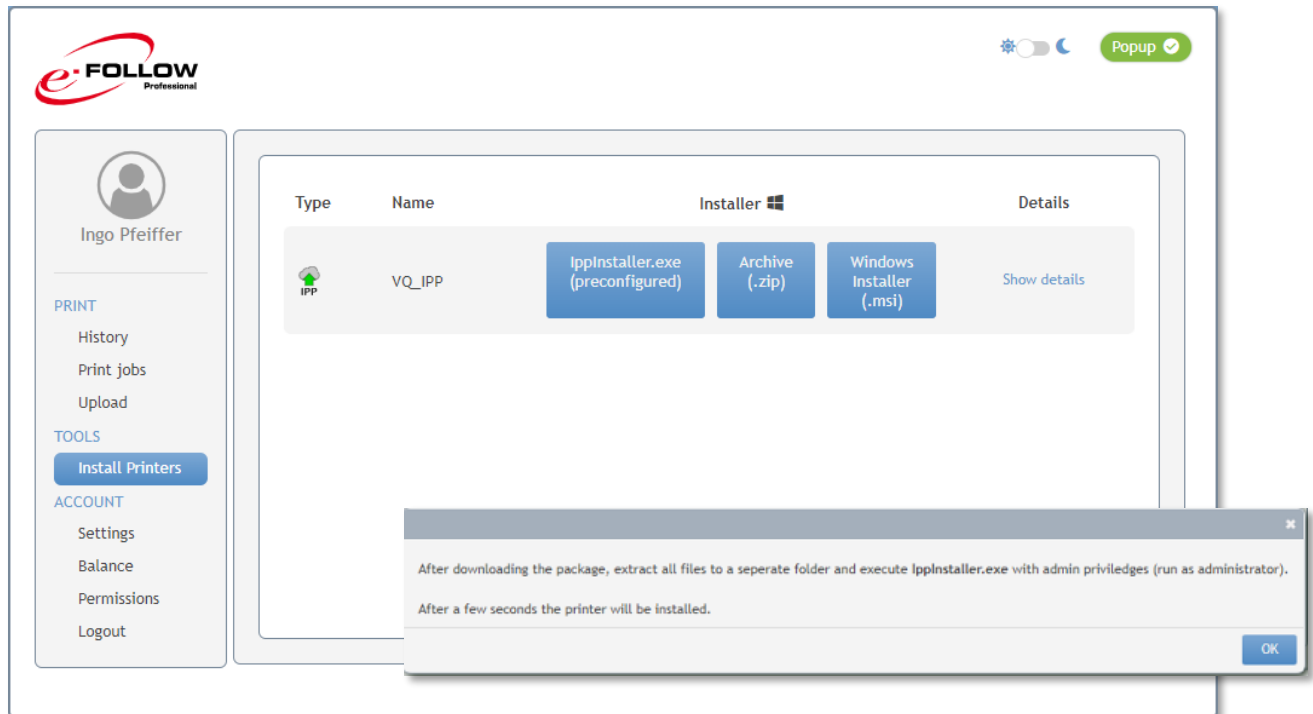
### Attention

Jobs that are sent to a TIP-enabled virtual queue will be directly forwarded to the selected device.



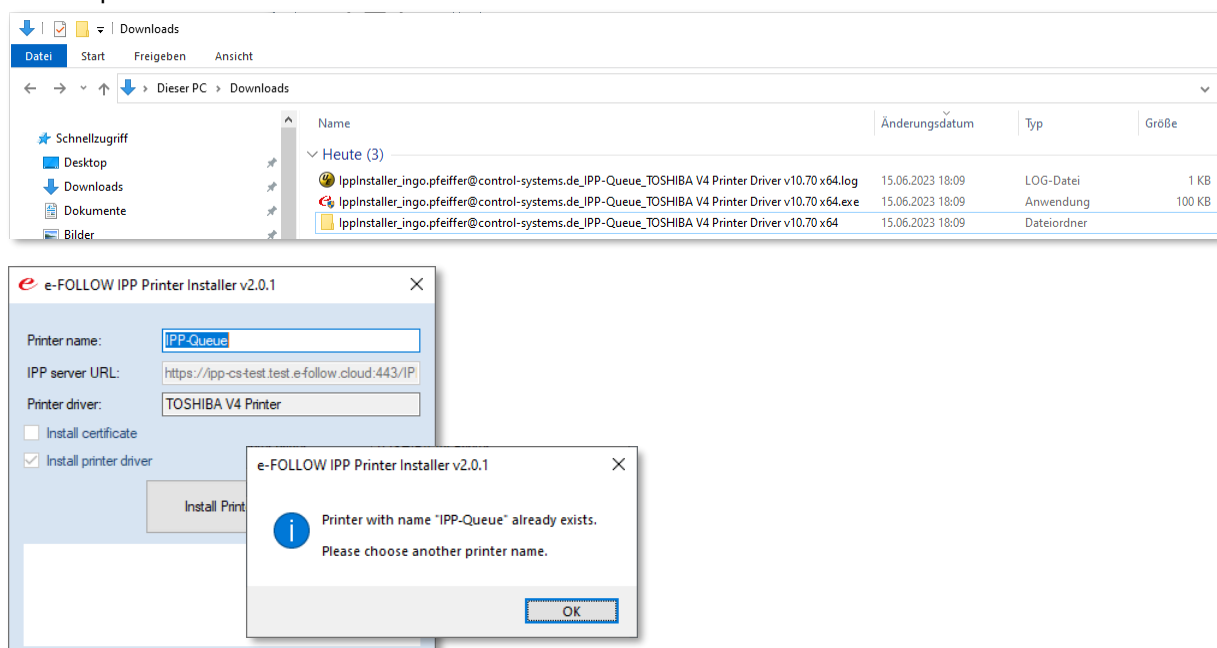
## 8.6 Install Printer

From the UserPortal users have access to the Installer-packages of IPP queues.



### 8.6.1 lppInstaller.exe (preconfigured)

After executing lppInstaller.exe (preconfigured) it will download all necessary files to a directory with the same name as the executable. Also a log file is generated, which can be sent to the support in case of problems.



It will also check if the printer name already exists and will force the user to use another printer name.

### 8.6.2 lppInstaller ZIP archive

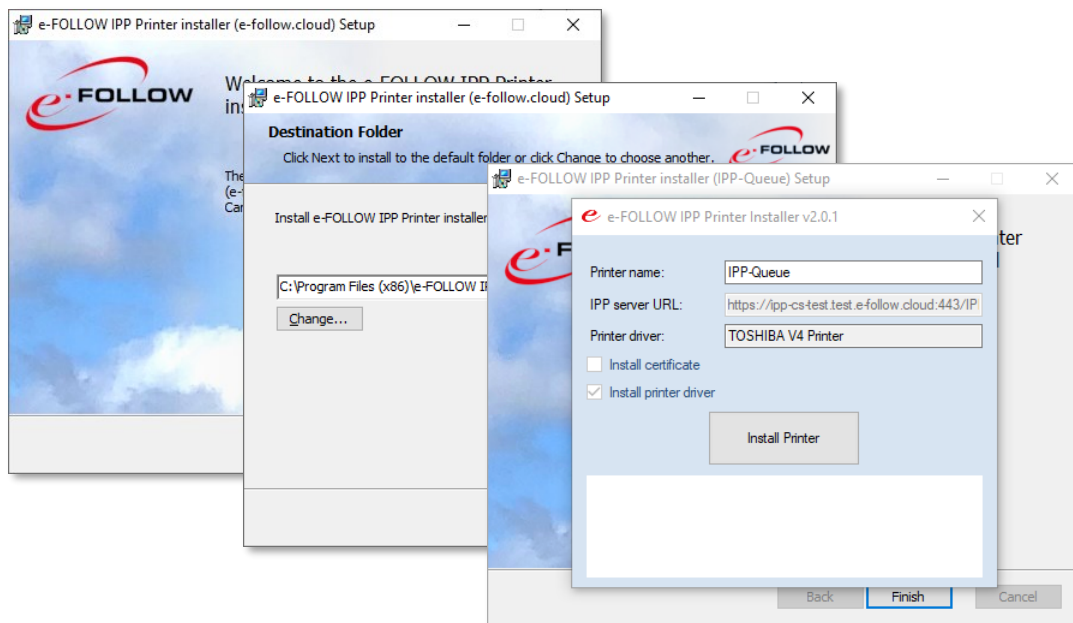
The lppInstaller ZIP archive contains all files which are needed. The configuration is included as the file config.cfg. The user has to extract the ZIP archive and run the lppInstaller.exe.

Name	Größe	Gepackte Größe
driver	38 873 729	18 932 419
config.cfg	165	170
lppInstaller.exe	101 376	36 485
printer_properties.txt	14 270	2 990

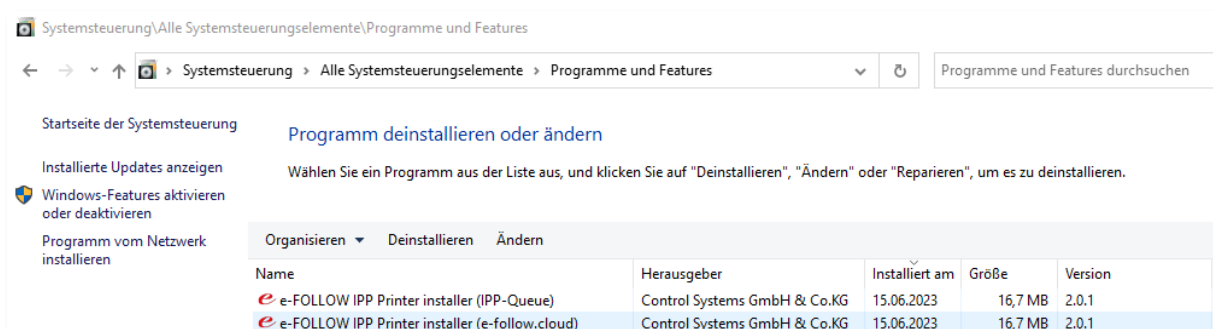
The lppInstaller is the same as mentioned above. It will also check for existing printer name and will also write a log file.

### 8.6.3 lppInstaller MSI installer

The MSI installer will install the lppInstaller to the desired location and will then execute the same lppInstaller as mentioned above.

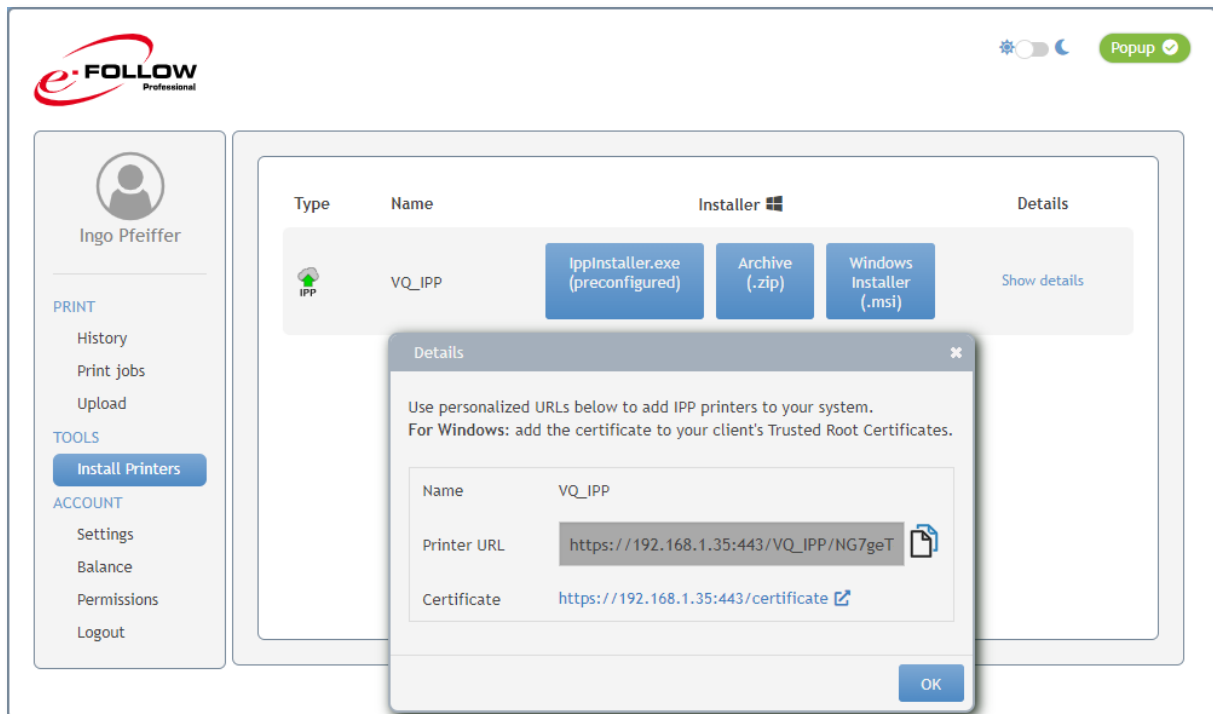


After the installation it can be uninstalled with the windows control panel. While uninstallation also the IPP printer will be removed.



## 8.7 IPP Printer on non-Windows clients

To install an IPP printer on clients like Mac, Linux or Chrome the Printer URL is required. The Install Printers menu provides the **Details** of a specific IPP queue.



Click to Show details will open a new Window showing the Printer URL and the download link for the certificate.

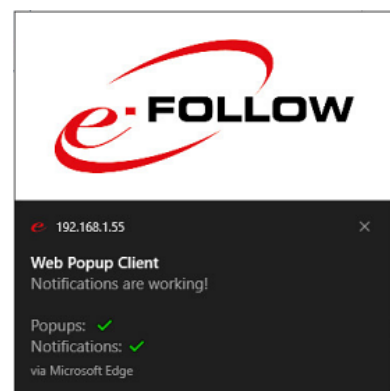
These URLs are personalized for your account. This can be important as - depending on the operating system of your computer – the user-information (print job owner) might not be transmitted to the server/printer.

Therefore these personalized URLs must be used when adding a printer to your system.

## 8.8 Confirmation PopUp

This menu is intended to Test the Notification system in e-FOLLOW.

A flyout should appear showing if PopUps and Notifications are working properly.



## 8.9 Settings

If enabled by the administrator different functions to manage the user's account are accessible here.

### 8.9.1 Create a new Login-PIN.

The current PIN is shown here. Clicking to **Generate new PIN** will create a random unused PIN.



The current PIN that is shown is valid – no need to save.

### 8.9.2 Add / remove Email address

If you would like to send documents via email for printing from multiple email accounts as sender address you can add email address here. If the email address is valid e-FOLLOW will now accept documents sent from this / these address and assign them to your account.

Click to [ + ] to add a new email address to your account.

After clicking to [ add ] a notification/verification will be sent out to this email address.

### 8.9.3 Allow Other users to assign their print jobs to me:

If enabled you will be visible to other users, so they can assign their print jobs to you for release.



This function needs to be enabled by the Administrator

## 8.10 Balance

Here you can add balance to your account by buying it online via credit card, paypal or similar online payment services.



The payment services offered are depending on the region and methods that are made available by the administrator.

Enter your Credit Card details or select e.g. PayPal as payment service.

After you have entered the payment details **[1]** select the amount that shall be added to your account **[2]** and press **load** **[3]**.

Once the transaction is finished and accepted you will see the success message and your current account balance is updated **[4]**.



In parallel you will receive an email notification containing the transaction information.

## 8.11 Permissions

This page shows the permissions applied to your account.

Permission	Enabled	Download
Copy jobs	<input checked="" type="checkbox"/>	
Print jobs	<input checked="" type="checkbox"/>	
Print management	<input checked="" type="checkbox"/>	
RemoteScan/WSScan(Pull)	<input checked="" type="checkbox"/>	
Internetfax sending	<input checked="" type="checkbox"/>	
Fax transmission	<input checked="" type="checkbox"/>	
Fax received	<input checked="" type="checkbox"/>	
Color	<input checked="" type="checkbox"/>	
Fax received	<input type="checkbox"/>	
Color	<input checked="" type="checkbox"/>	
Store to local storage	<input checked="" type="checkbox"/>	
Store to USB device	<input checked="" type="checkbox"/>	
Send email	<input checked="" type="checkbox"/>	
Store to remote server	<input checked="" type="checkbox"/>	
WS Scan(Push)	<input checked="" type="checkbox"/>	
e-filing access	<input checked="" type="checkbox"/>	

## 8.12 Create account

If enabled by the administrator users can self-register to the server by creating a new account.

Simply click to the [\[ create account \]](#) link next to the login button.

Username:

Password:

[\[ Create account \]](#) [Log in](#)

Enter the new user account data

- username (Login name)
- Shown Name
- Email address
- Password

All fields are mandatory.

Press [Send](#) to confirm the new account.

In parallel a confirmation email will be sent to the email address.

Create account

Username

Shown name   
(Fore- and surname)

Email adress

Password

Confirm password

[\[Cancel\]](#) [Send](#)

## 9 Printing via email

e-FOLLOW allows to accept print jobs not only via driver or the UserPortal. Documents can also be sent to e-FOLLOW as an attachment of an email.

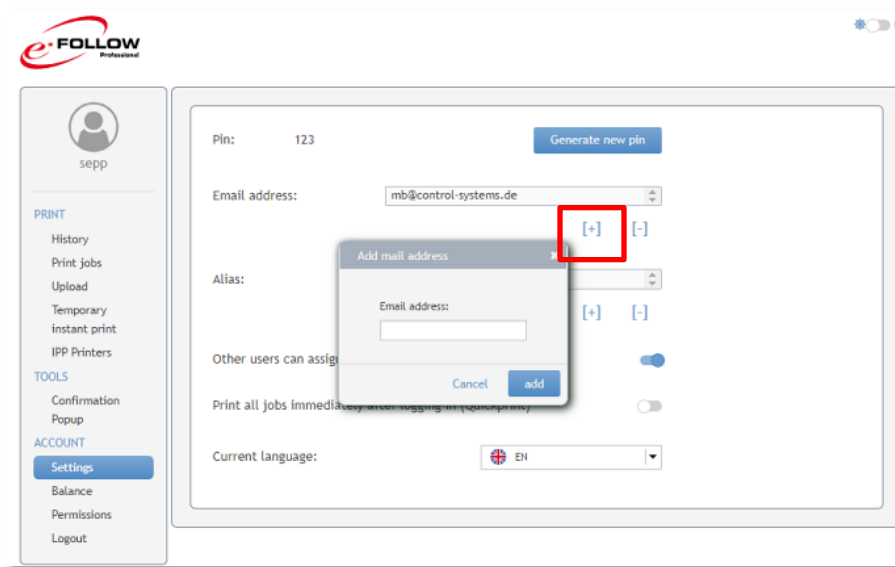
Therefore e-FOLLOW allows a lot of common file formats that can be converted for printout.



Pls ask your administrator for the email address that you can send the documents to. If set by the administrator you may add a validation token to the email subject.

According your sender email address the print job is assigned to your user account. In case you are using multiple emails accounts you can add email-addresse to your account.

Login to the UserPortal and go to Settings



Click to **[ + ]** – Add mail address. A validation email is sent out to this address for confirmation.

### 9.1 Anonymous email printing

e-FOLLOW can be configured to accept documents via email from unknown senders – e.g. guests.

In this case e-FOLLOW creates a new account, where

<b>Username</b>	=	<b>sender-email-address</b>
<b>PIN</b>	=	<b>generated by e-FOLLOW</b>
<b>Password</b>	=	<b>PIN</b>

A notification / confirmation is sent out to the sender's email address containing the username and PIN/Password

You can use these data to login to the MFPs, UserPortal and Mobile App.

## 10 Mobile PrintRelease App

e-FOLLOW provides a mobile application for iOS and Android that allows users to upload your documents to the MOPS server and release print jobs at any device that has been configured for Pull Printing.

### 10.1 Mobile PrintRelease App

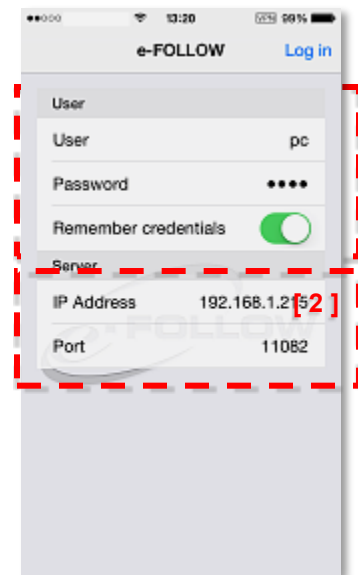
Install the e-FOLLOW App from Google Playstore or Apple App Store.

[ 1 ] Enter your account name and password and press [Login](#).

[ 2 ] When starting the App the first time you need to configure the connection to the e-FOLLOW server. Click to Network Settings and enter the IP of the MOPS server. The port usually does not need to be modified.



Request the IP-address and port from your administrator



If enabled **Remember credentials** will store the login credentials locally on you mobile device.



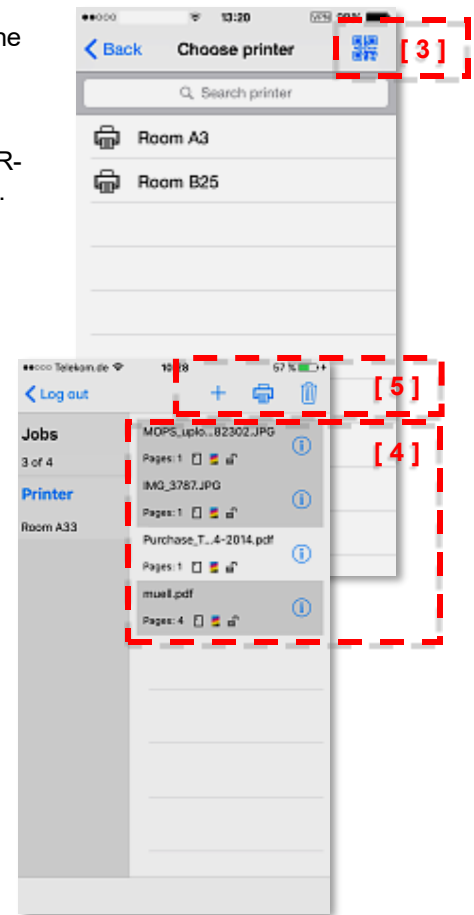
After being logged in to the server you will be requested to select the printer.

Select the printer by clicking to the desired device or click to the QR-icon [3] to select the printer by scanning the QR-code attached to it.

Select the jobs to be released from the job list [4].

The selected job(s) can either be released or deleted by pressing the corresponding icon [5].

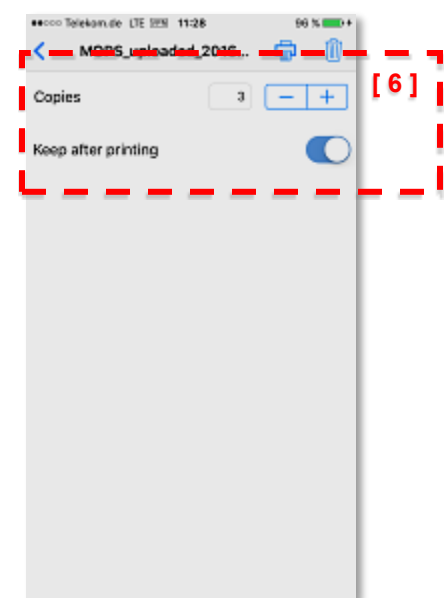
By pressing ⓘ you will get the job settings page.



Here you have access to the basic settings of the selected print job.

[ 6 ] Select the number of copies you would like to print.

Enable the **Keep after printing** option to keep the job stored on the server for a later reprint.

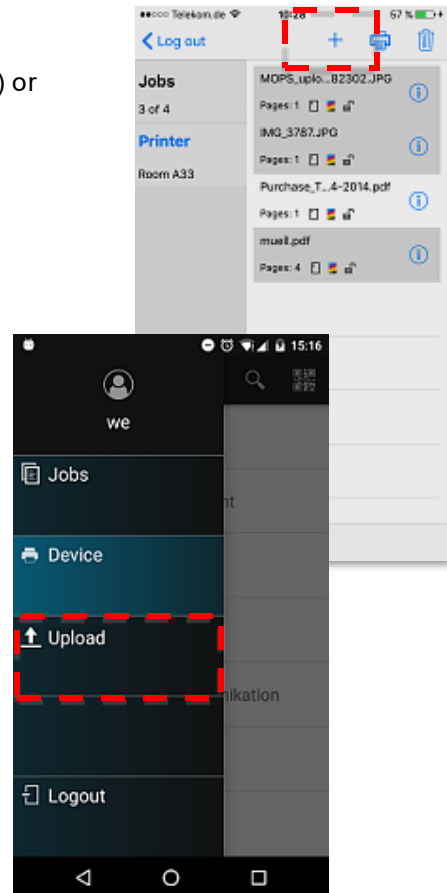


## 10.2 Upload documents

e-FOLLOW-App allows to upload documents from your mobile device to the e-FOLLOW-server.

### 10.2.1 Upload from inside the App


To upload a document from inside the App just click to **+** (iOS) or the **Upload** button (Android)



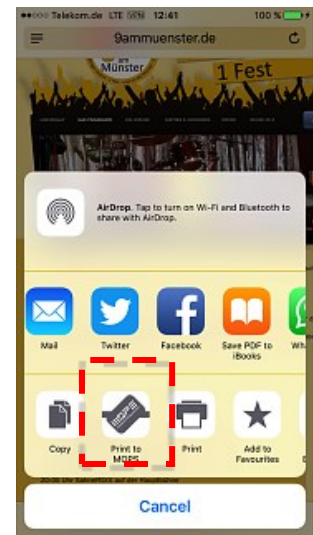
You now have several possibilities to select files for uploading them to e-FOLLOW server.



### 10.2.2 Upload from an application

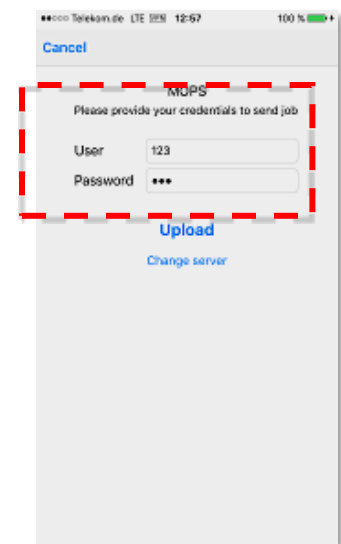
To directly upload a document from an application click to the "action"-symbol . 

Select the action "Print to e-FOLLOW"

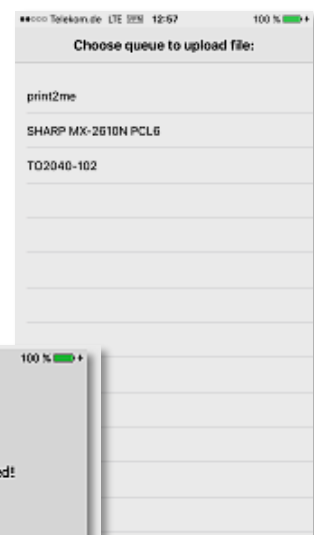


You will be prompted with the login screen. If you are already logged in to the App just click to **Upload**.

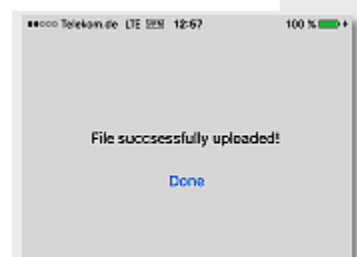
Else enter your account credentials before.



Now select the printer (for direct printing) or queue the document shall be sent to.



Your document is now available for print release or will be printed immediately.



You can get the App from iTunes or Playstore by searching for "e-FOLLOW" or simply scanning below QR-code:

