

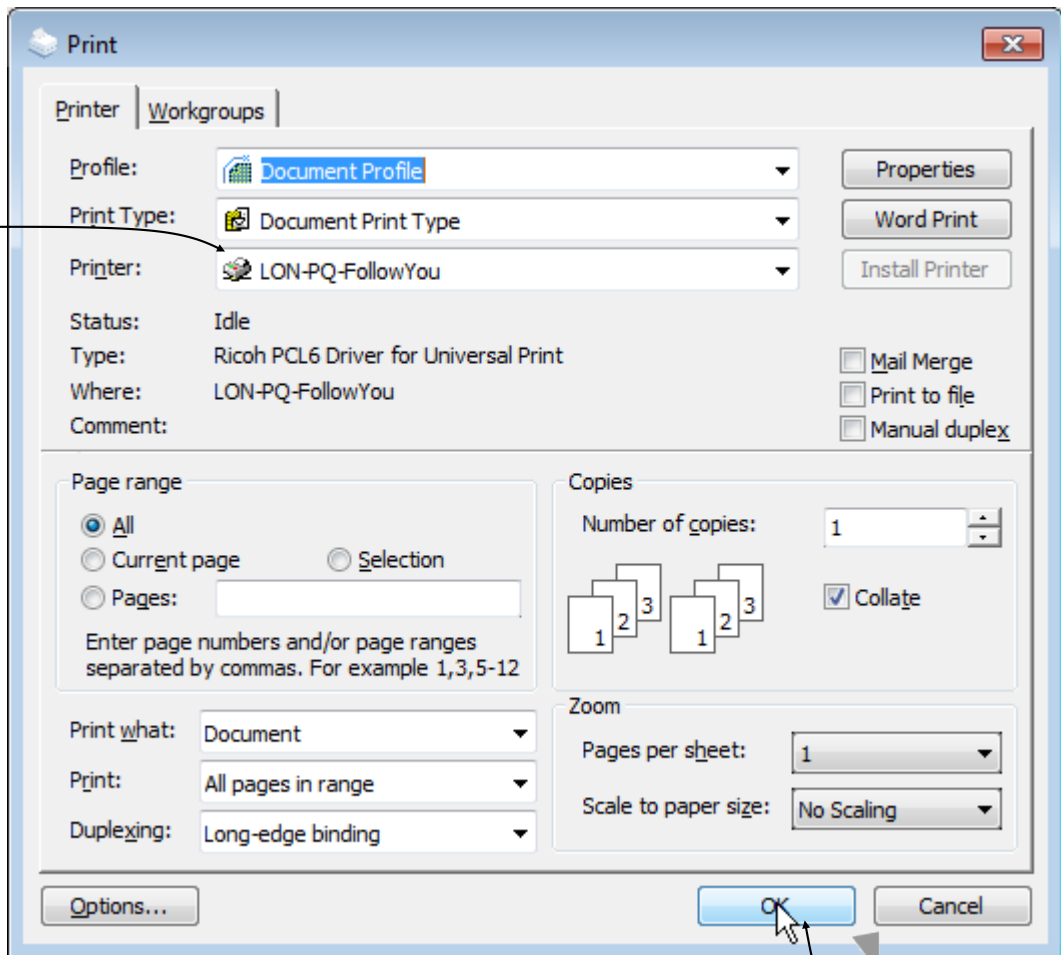
Using Citrix desktop for remote working



Printing using PrintPath

PrintPath will ensure that your Word documents are printed on the correct paper (as long as the correct template is used). When using Ctrl + P or the Print tool on the PrintPath tab the PrintPath dialog will be displayed...

Note: The LON-PQ-FollowYou printer will be set as the default. This will print to the Follow You queue for all offices



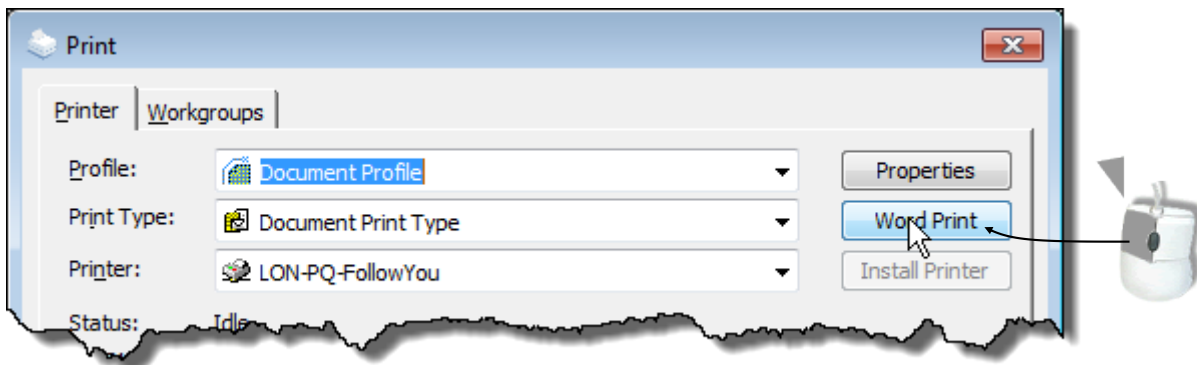
Letters will be printed on Letterhead, documents to plain paper etc as long as the correct document type was selected when you created the document.

Your document will be sent to the Follow You queue so when you are next in the office you will need to release the document from the queue. Refer to the [Follow You Printing QRG](#) from step 3 to see how.

Hint: The Quick Print tool (🖨️) will send the document to the follow you queue without showing the print dialog

Things to Remember...

☑ If you want to print to another printer, eg your home default printer...



or press **Ctrl + Alt + P**



Select the required printer

