

# Add a printer on your own device

## Printer Installation

For use by:	Students, Employees
Version:	2
Date creation:	Unknown
Date review:	23-11-2022
Owner	@Hok /SSC ICT

# Installing a printer on your own computer

## Configure the FollowMe printers on Windows

### Before you begin

The following instruction is supported by the TU Delft and has been tested to be working. We are offering this manual to you as an extra service. In the event you have problems installing the printer on Windows 10, we advise you to contact your nearest Service Desk or Student IT Desk (SID). Please note: when you have a different configuration or version of Windows and you have problems installing a FollowMe printer we can't guarantee to help you.

### Prerequisites

In order to **connect to the printer servers**, make sure that you are connected to the TU Delft Network (wired or wireless).

This manual contains four steps to install the printer on your own device. Make sure you carry out every step:

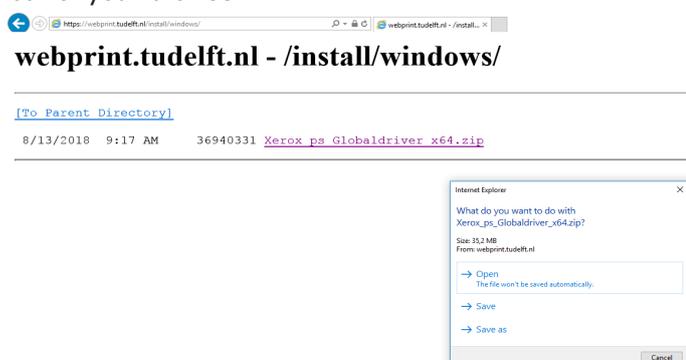
1. Download driver
2. Install the printer
3. Configure the printer driver
4. Set defaults

### 1. Download the driver

Step 1. Download the driver on:

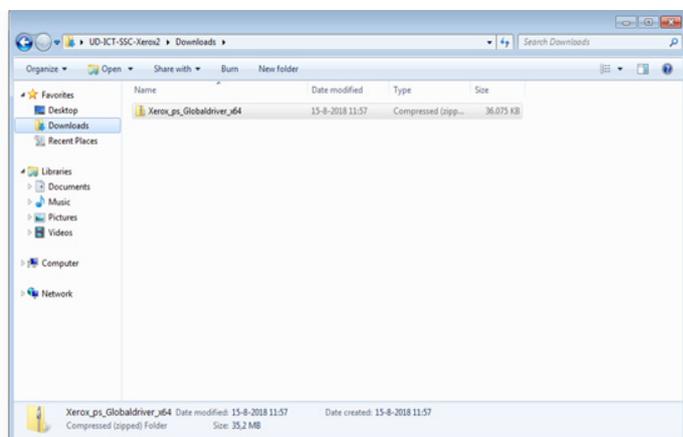
[https://webprint.tudelft.nl/install/windows/Xerox\\_ps\\_Globaldriver\\_x64.zip](https://webprint.tudelft.nl/install/windows/Xerox_ps_Globaldriver_x64.zip)

If you can't click the link, copy and paste it into the URL bar of your browser



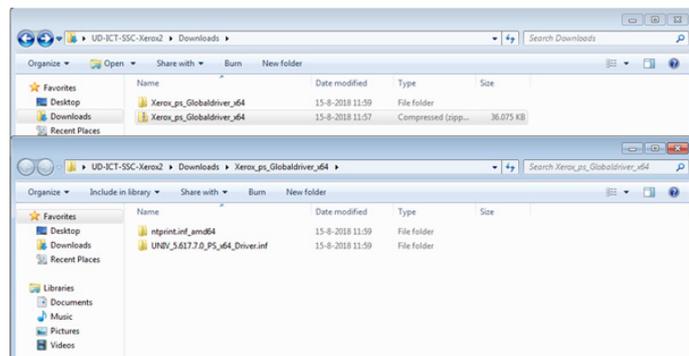
Step 2. Click "Save".

In this example the file is stored in the Download folder.



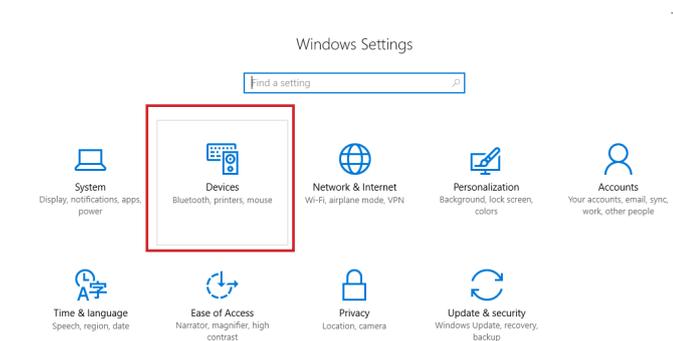
Step 3. Unzip the Driver.

In this case the file is un-zipped in the Download folder.

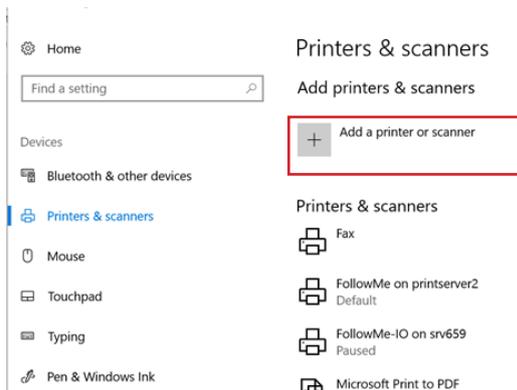


### 2. Install the printer

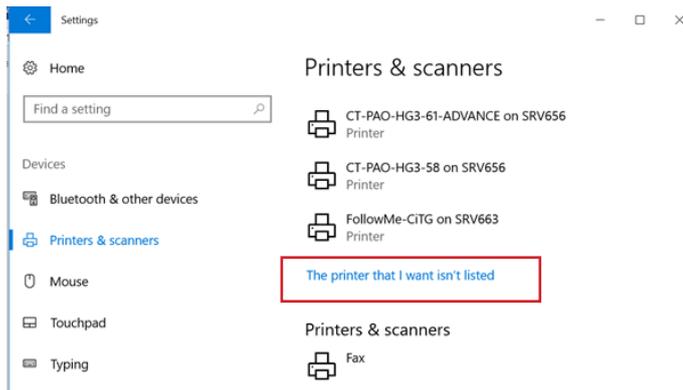
Step 1. Go to "Windows Start" => "Settings" => "Devices"



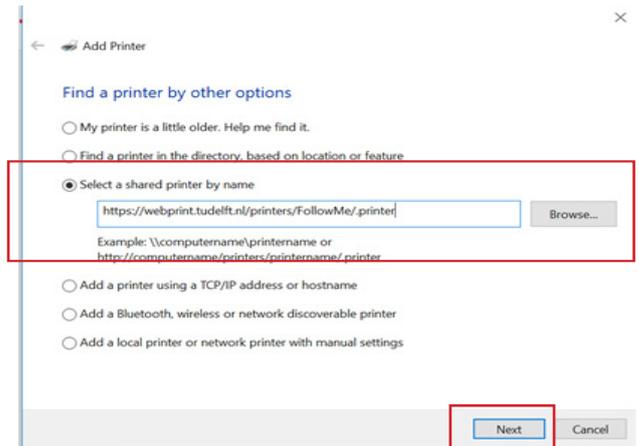
Step 2. select "Printers & Scanners" and select "Add Printer".



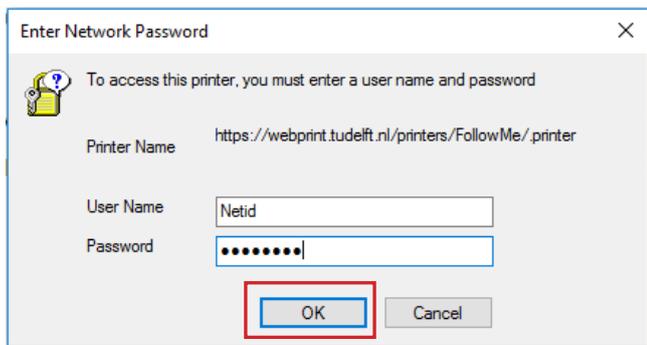
Step 3. Select "The Printer that I wanted isn't listed".



Step 4. Fill the field "Select a shared printer by name" with the text: <https://webprint.tudelft.nl/printers/FollowMe/.printer> Click "Next".

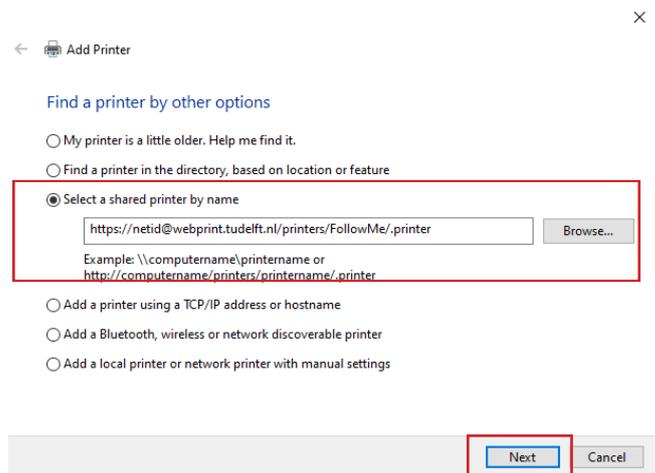


Step 5. The authentication screen appears. Fill in your own NetID and password and press "OK". The printer is added to your computer. Please check driver settings (see below).



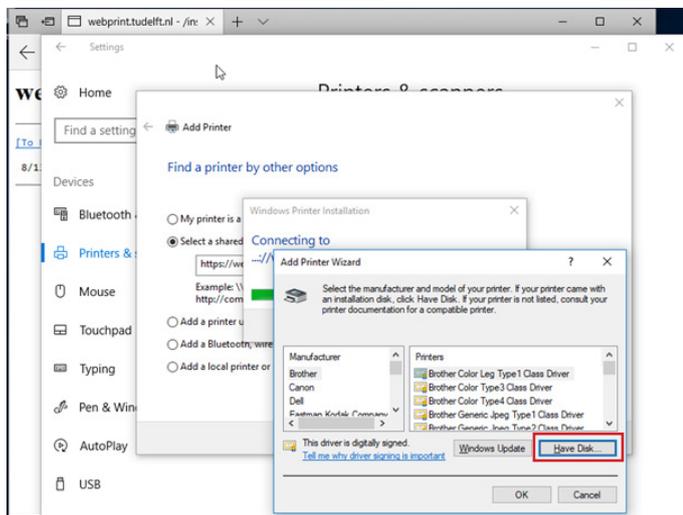
Only follow step 6 if you get an authentication error message in the previous steps.

Step 6: Same as step 4, but fill the field "Select a shared printer by name" with the text: <https://netid@webprint.tudelft.nl/printers/FollowMe/.printer> Click "Next".

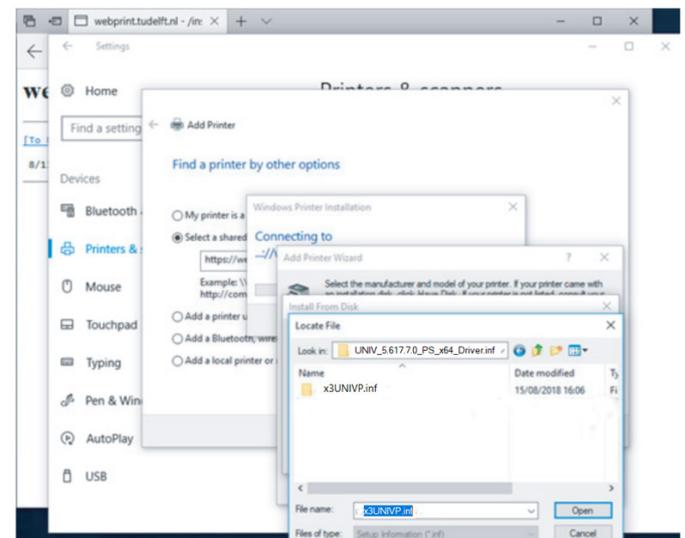


If you installed this printer before, you will not see the next steps, go to 3. Configure the printer driver

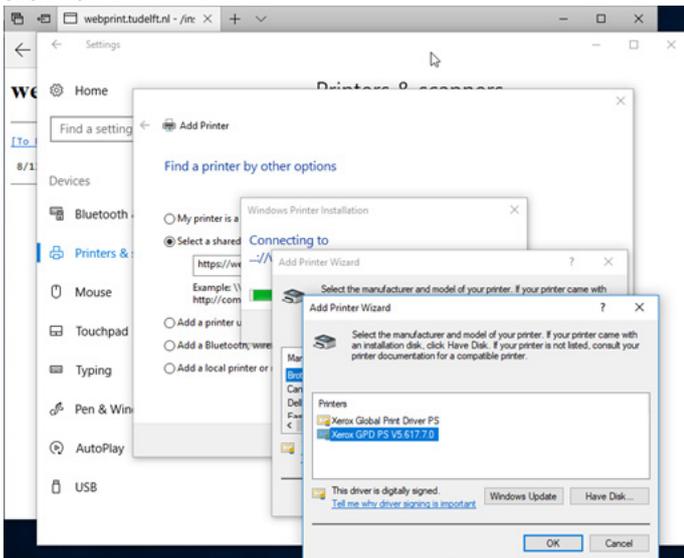
Step 1. If the printer says the driver is not available select "Have Disk".



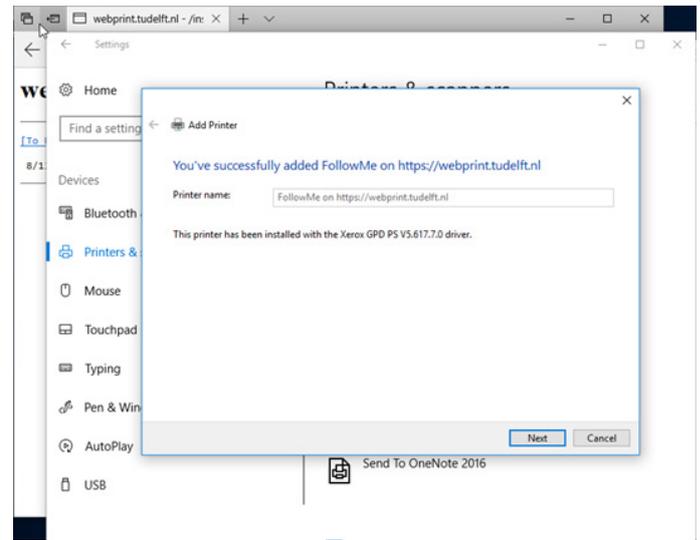
Step 2. The "Locate File" screen appears. Go to your download folder and click on the driver, select the "UNIV\_5.617.7.0\_PS\_x64\_Driver.inf" map and select the x3UNIVP.inf file.



Step 3. Choose the "Xerox GPD PS V5.617.7.0" file and click "OK".

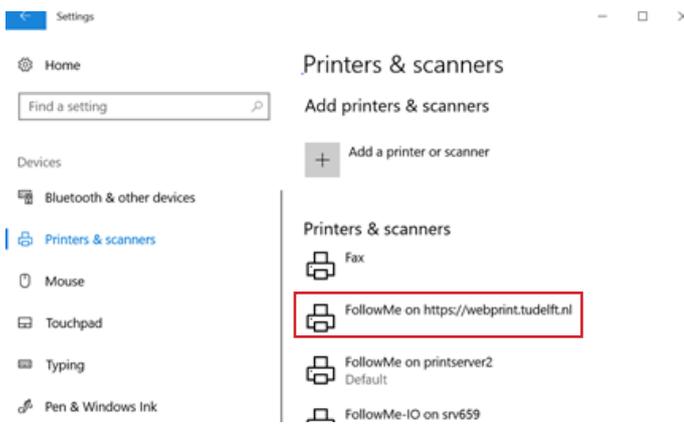


Step 4. Click "Next" and "Finish". The printer is created now.

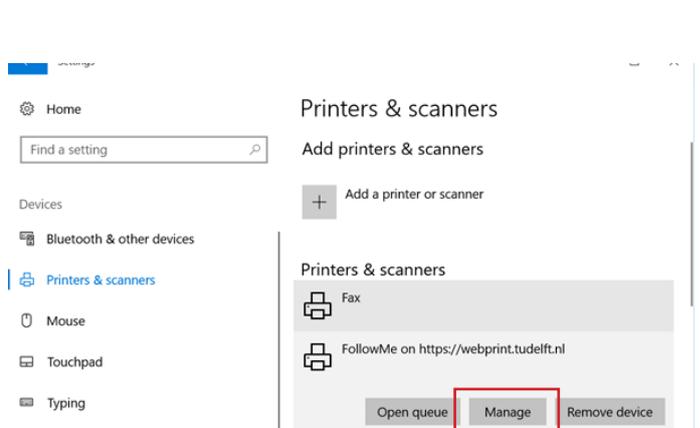


### 3. Configure the printer driver

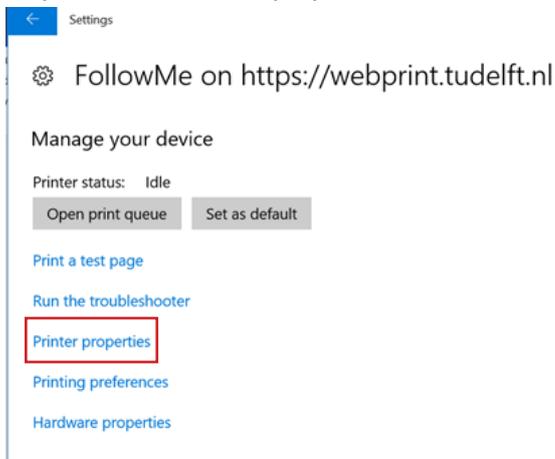
Step 1. Click on the new created printer FollowMe on <https://webprint.tudelft.nl>



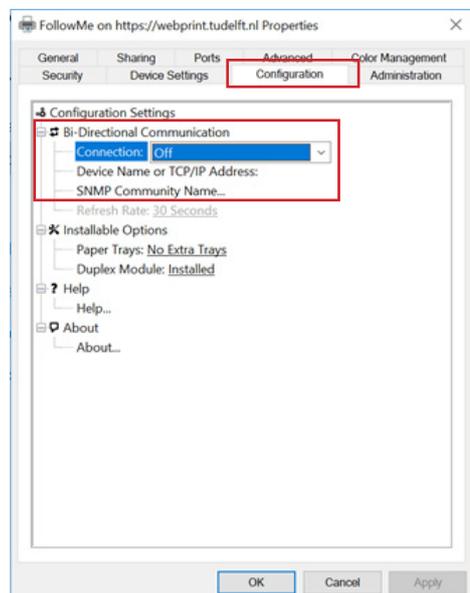
Step 2. Select "Manage".



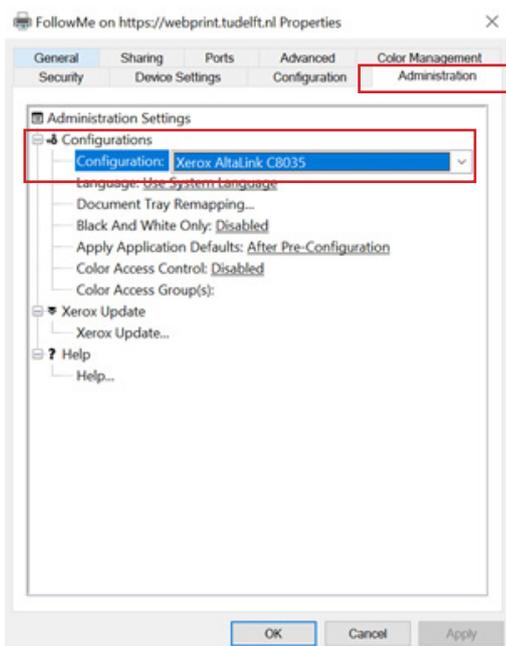
Step 3. Select "Printer properties".



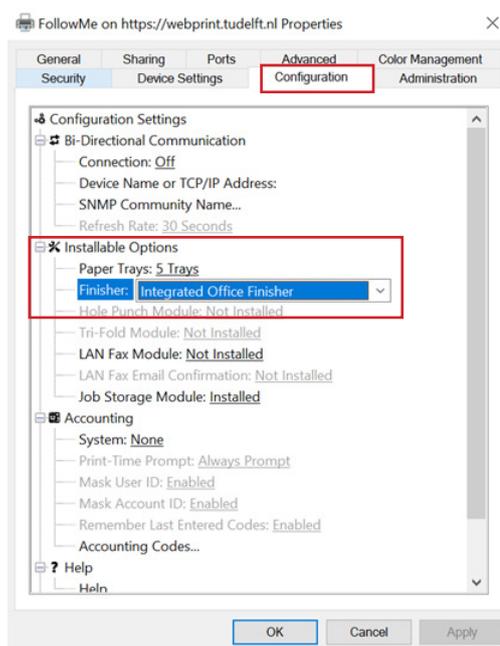
Step 4. Click on the tab "Configuration" and set "Bi-Directional Communication Connection" to "Off" and press "OK".



Step 5. Select "Printer properties" again and select the tab "Administration". Set the configuration to "Xerox AltaLink C8035" and press "OK".

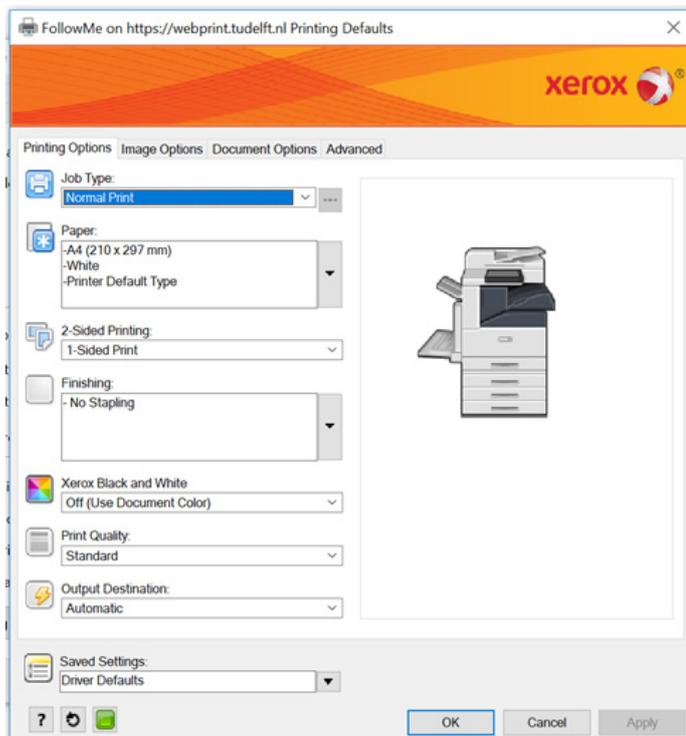


Step 6. Select "Printer properties" again and select the tab "Configuration". Set the finisher to "Integrated Office Finisher" and press "OK".



#### 4. Set Defaults

Step 1. Select "Printing preferences". In this screen you can set the printing defaults. For example 2-sided printing or Default Black White printing.



Step 2. Select the tab "Advanced", expand "Driver" and change the line "TrueType Font" from "Substitute with Device Font" in "Download as Softfont".

