Add a printer on a TU managed PC

Printer Installation

For use by:	Students and employees
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Owner:	ICT & FM

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Installing a printer on an TU managed PC

Configure the FollowMe printers on Windows TU managed PC

The Xerox printer driver will install automatically when you log in to a TU Delft managed Windows PC. Follow the instructions below if the printer driver ('FollowMe on printserver.tudelft.net') is not installed or is not working properly. These are instructions for installing the 'FollowMe on printserver.tudelft.net' driver on a Windows 10 PC. The steps for Windows 7 PC's are similar.
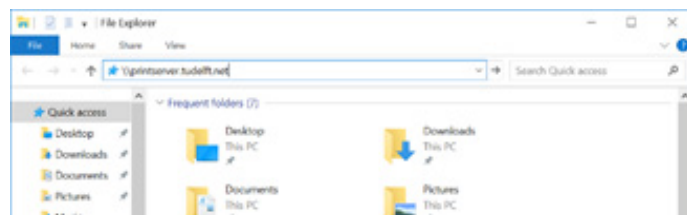
Step 1. Open the File Explorer and click on the empty space in the address bar.
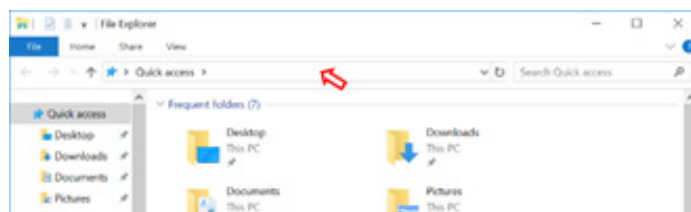
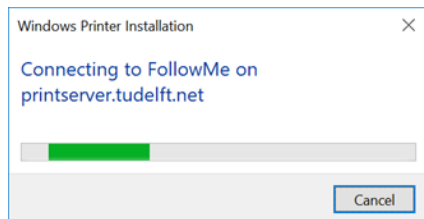Step 2. The address will be selected (highlighted blue).
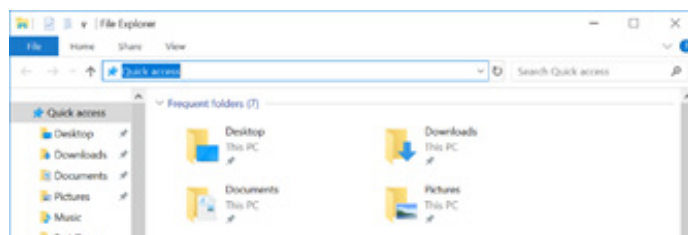
Step 3. Type the following in the address bar: \\ printserver.tudelft.net and then press the "Enter" key.

Step 4. You will see the FollowMe icon in the window below. Double-click on FollowMe.
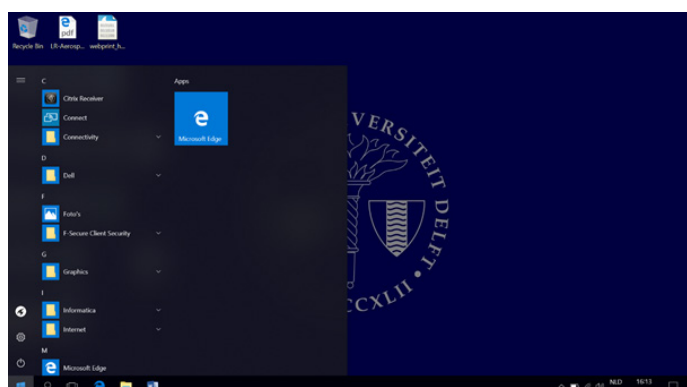

Step 5. The driver will install.

Step 6. When the window closes (which may take a moment), the installation will be complete.
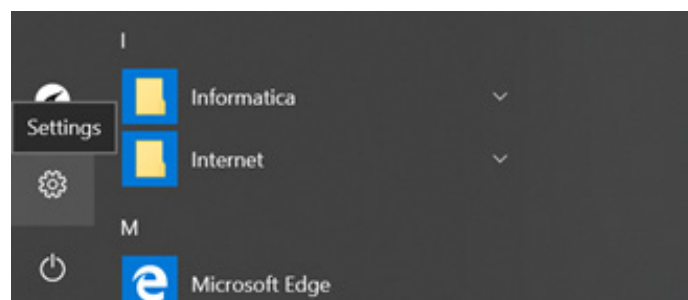
Make the printer your default printer

If you want to make 'FollowMe on printserver.tudelft.net' your default driver then you will also need to do the following:
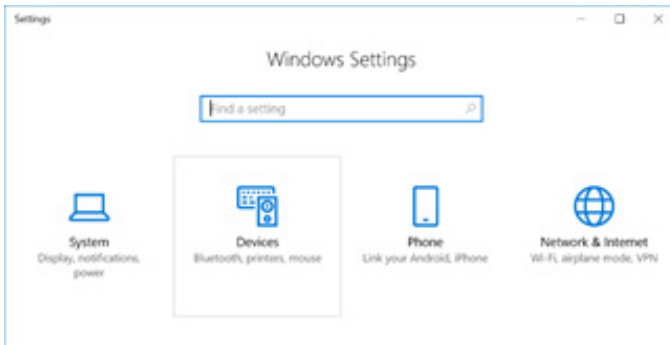
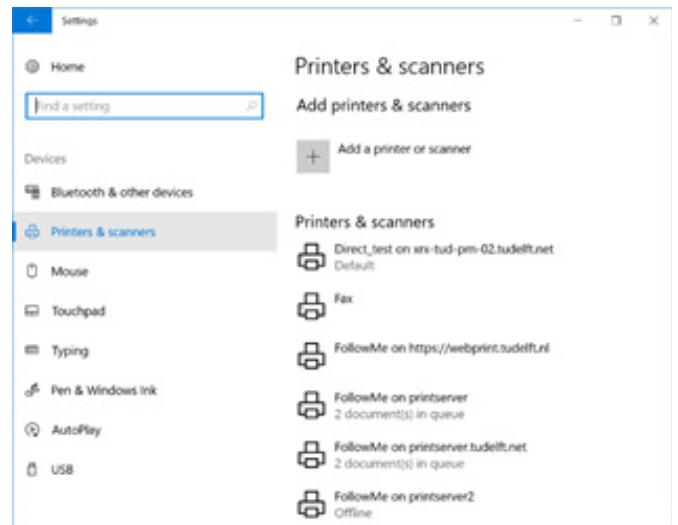Step 1. Click on the Windows icon (bottom left).


Step 2. Click on Settings.

Step 3. This will open the Windows Settings menu. Now click on Devices.

Step 4. Click on Printers & scanners on the left. You will see the list of installed printers on the right.

Step 5. Scroll down the list of printers to find the checkbox for Let Windows manage my default printer. Make sure this box is NOT checked. (This is neither necessary nor available in Windows 7.)
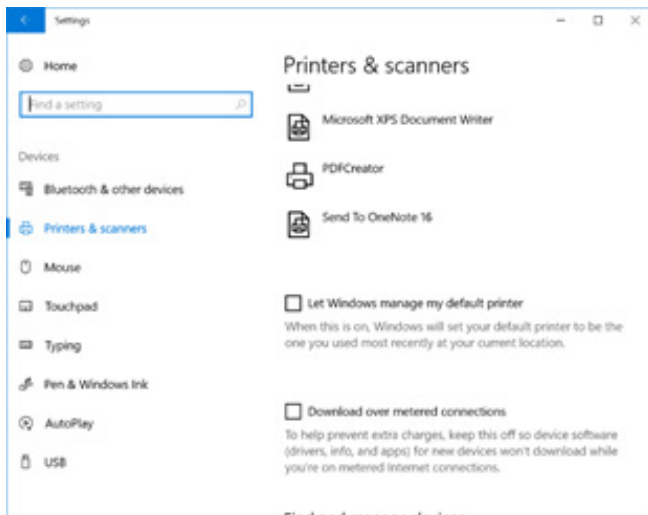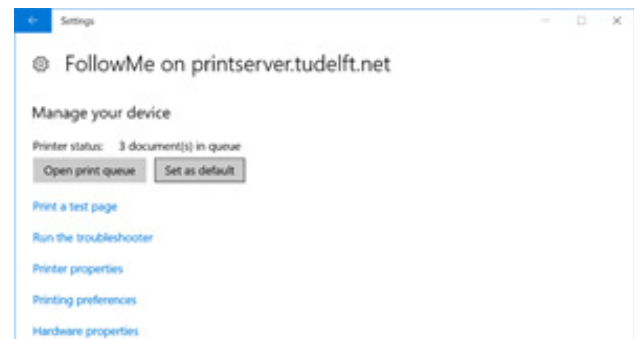

Step 6. Scroll back up until you see 'FollowMe on printserver.tudelft.net'. Click on this.
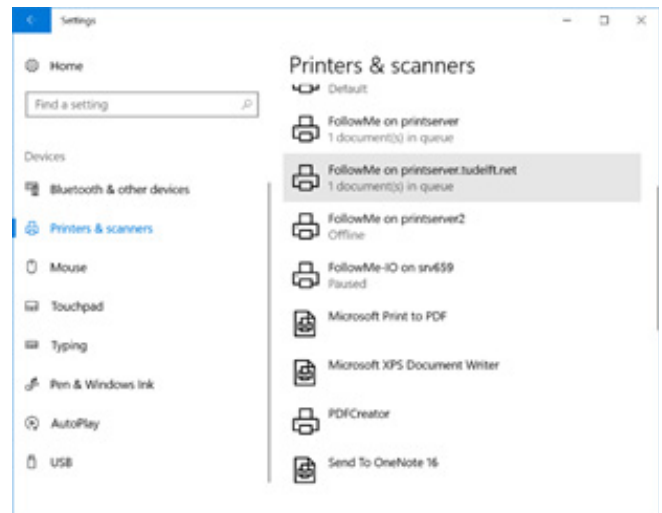
Step 7. Click on Manage in the menu.

Step 8. Click on Set as default. This completes the installation and you can now close all the windows.

Driver fails

If the driver fails to work you can delete it and then reinstall. The driver can be deleted by clicking on Remove Device in the menu displayed earlier.