

# Add a printer on your own device

## Printer installation

For use by: Students, Employees  
Version: 2.0  
Date: 13-09-2018  
Owner: ICT

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# Installing a printer on your own computer

## 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 a different configuration or version of **WINDOWS 7** other than the one described here and you have problems **installing a FollowMe printer**, neither ICT & FM nor a Service Desk will be able to help you to install your printers.

## Prerequisites

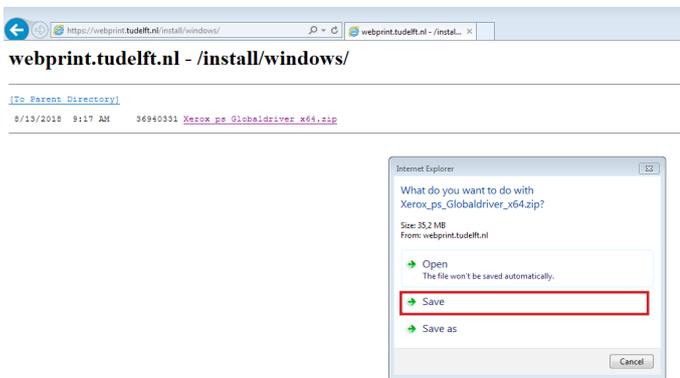
In order to **connect to the printer servers**, make sure that you are connected to the TU Delft Network (wired or wireless).

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

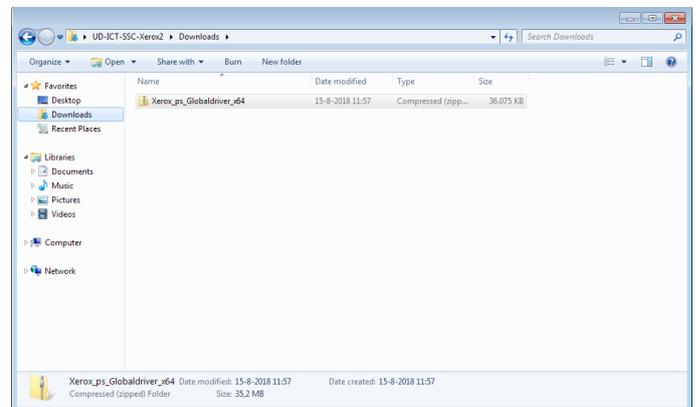
1. Download driver
2. Install the printer
3. Check driver settings
4. Set defaults

## 1. Download the driver

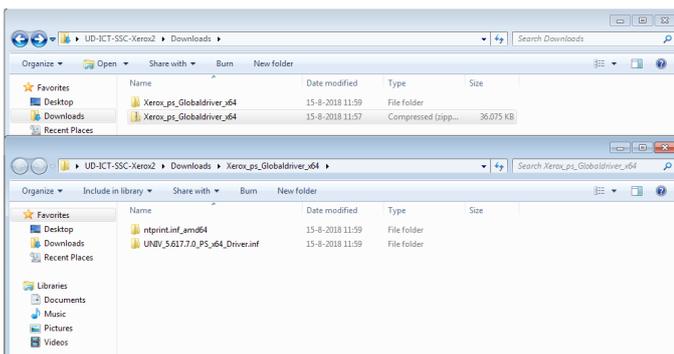
Step 1. Download the driver on:  
<https://webprint.tudelft.nl/install/windows/>



Step 2. Click "Save".  
In this example the file is stored in the download folder

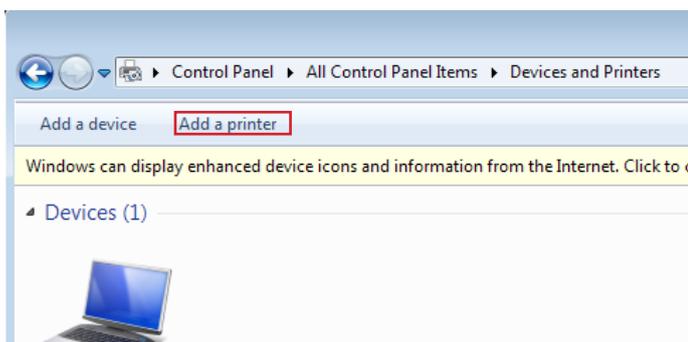


Step 3. Unzip the Driver. In this case the file is un-zipped in the download folder

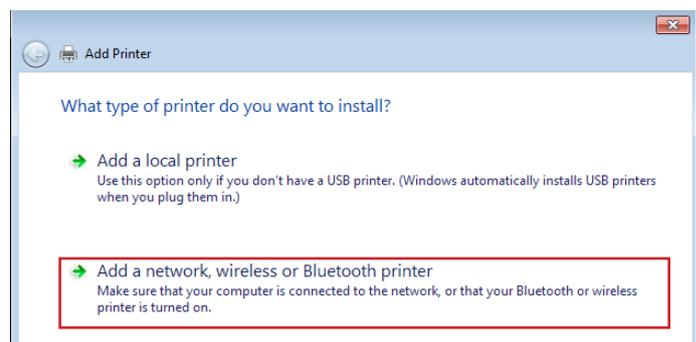


## 2. Install the printer

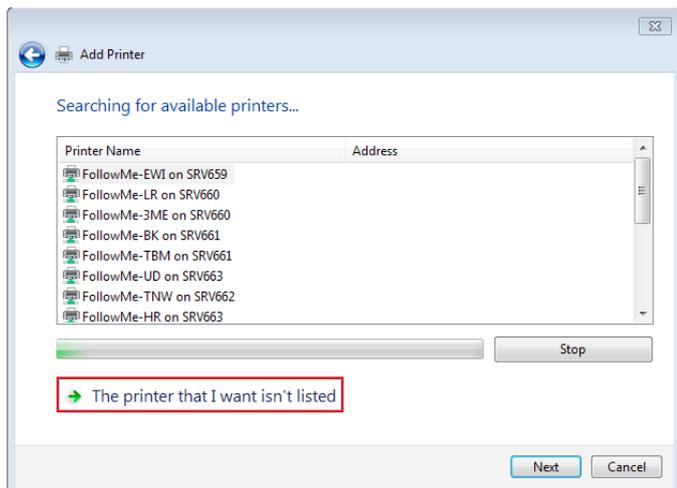
Step 1. Go to start => Control panel => Devices and Printers. Choose add printer.



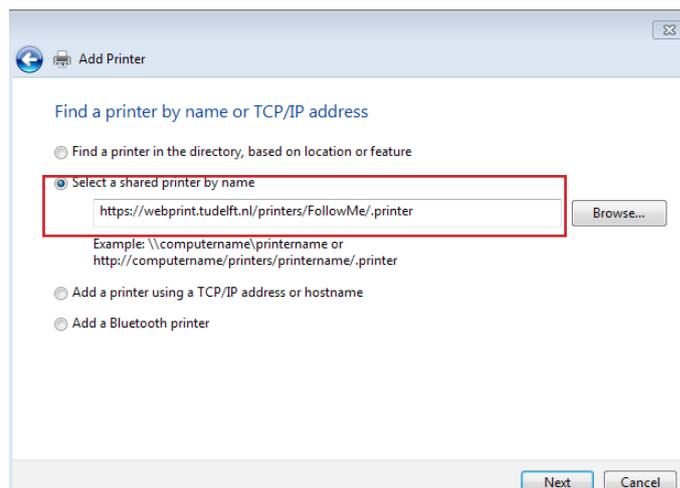
Step 2. Choose "Add a network ... printer" and click next.



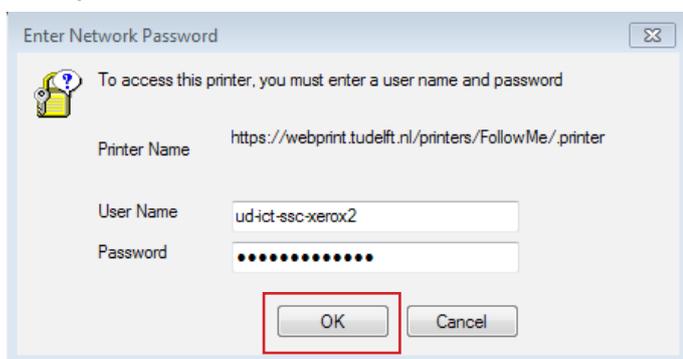
Step 3. Click "The printer that I want isn't listed" and click next.



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



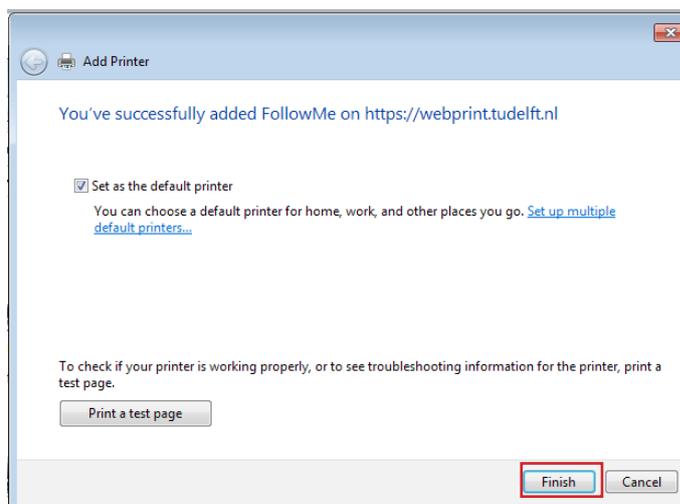
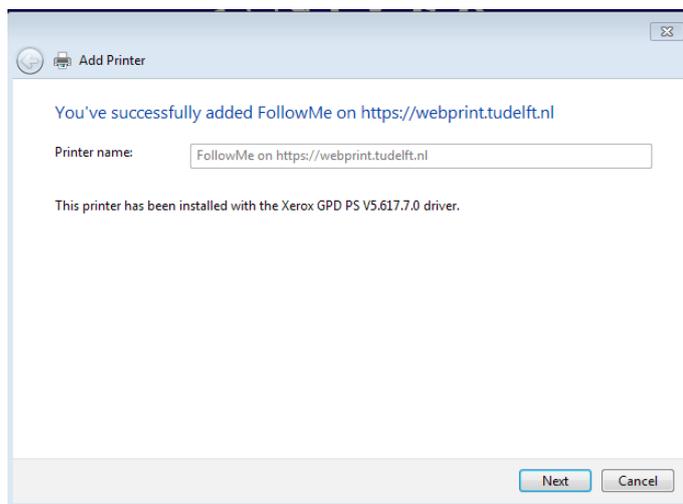
Step 5. The authentication screen appears. Fill in your own NetID and password and press "OK". The printer is added to your computer. Please check driver settings (see below).



Install the printer (if the previous steps did not work)

Step 1. If the printer says the driver is not available please browse to the folder where the un-zipped files are. Select the .inf file in that folder. And press "Next."

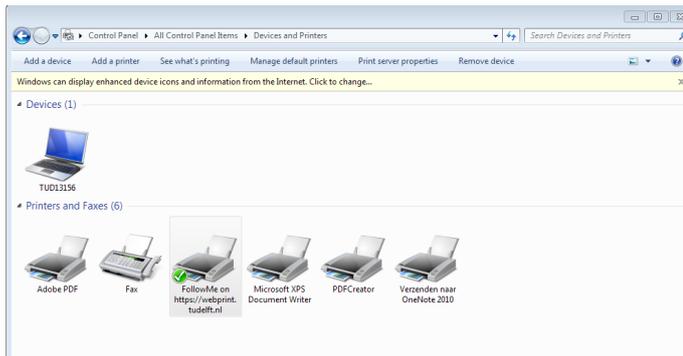
Step 2. Press "Finish".



### 3. Check the driver settings

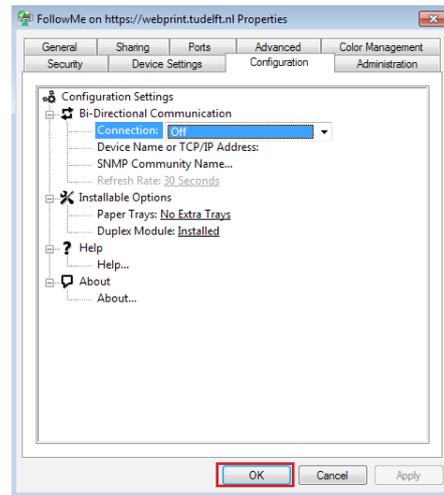
Step 1. After adding the printer please check the driver settings.

Go to start => Control panel => Devices and Printers

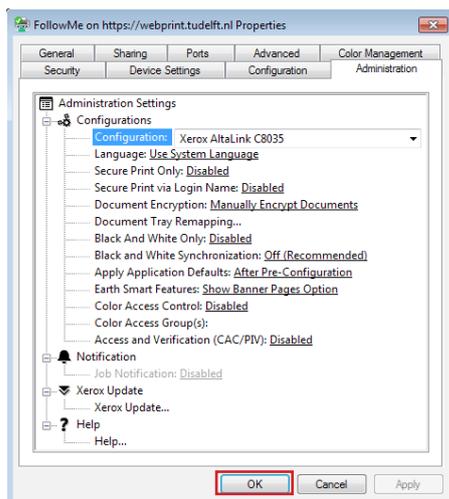


Step 2. Right click on the printer and open printer properties.

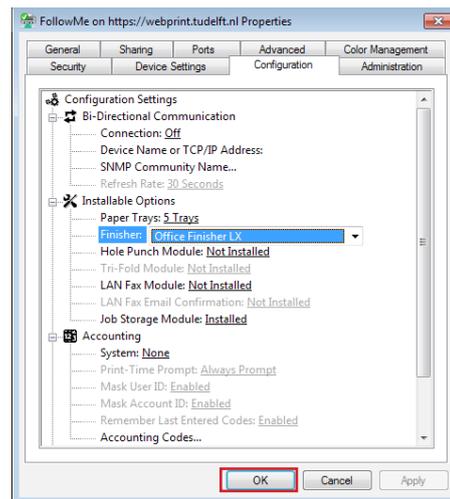
Go to the TAB Configuration and set Bi-directional communication to off en click "OK".



Step 3. Open the Printer properties again en go to the TAB Administration and set the configuration to Xerox Altalink C8035 and press "OK".



Step 4. Open the Printer properties again and open the TAB Configuration again. Set the finisher option to Office Finisher LX and press "OK".



### 4. Set your printing defaults (optional)

Step 1. In the Tab Advanced => Printing Defaults you can set for example default BW printing, default 2-sided printing etc.

Success with printing now.

