Windows 10

Add a printer on your own device

Printer Installation

TUDelft
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Technology

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 a different configuration or version of **WINDOWS 10** 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
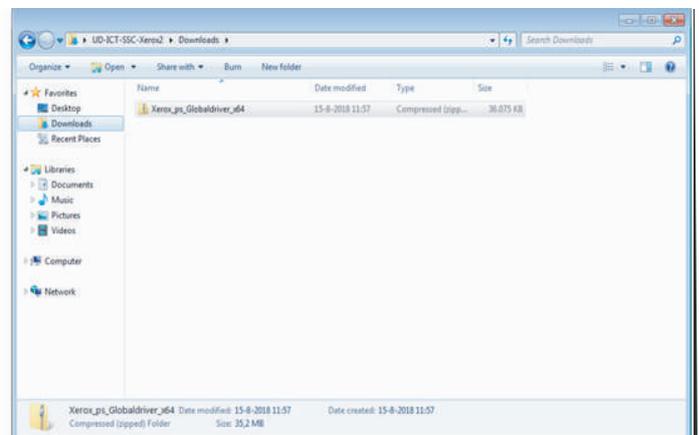4. Set defaults

1. Download the driver

Step 1. Download the driver on:
https://webprint.tudelft.nl/install/windows/Xerox_ps_Globaldriver_x64.zip
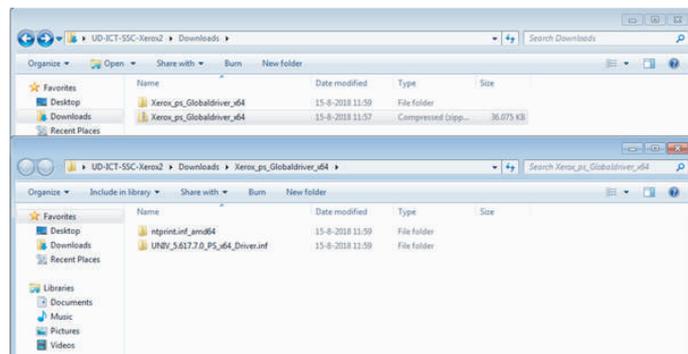

Step 2. Click "Save".
In this example the file is stored in the Download folder.

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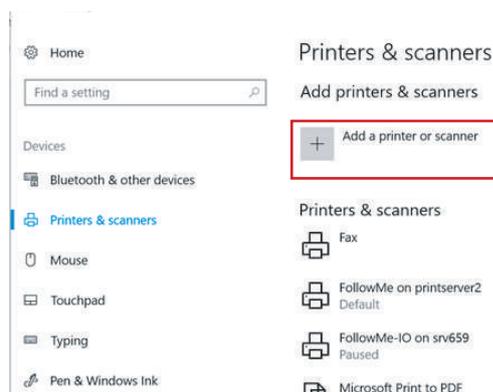In this case the file is un-zipped in the Download folder.
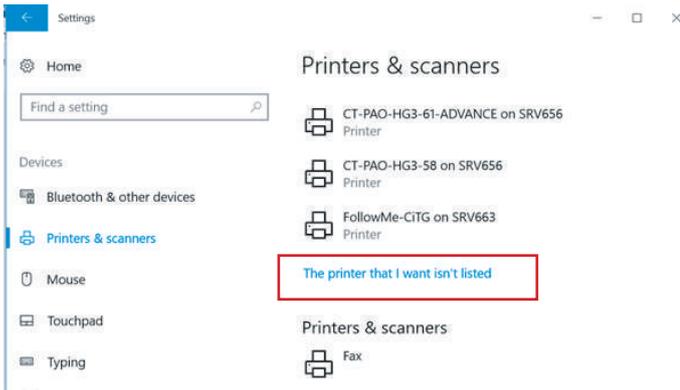

2. Install the printer

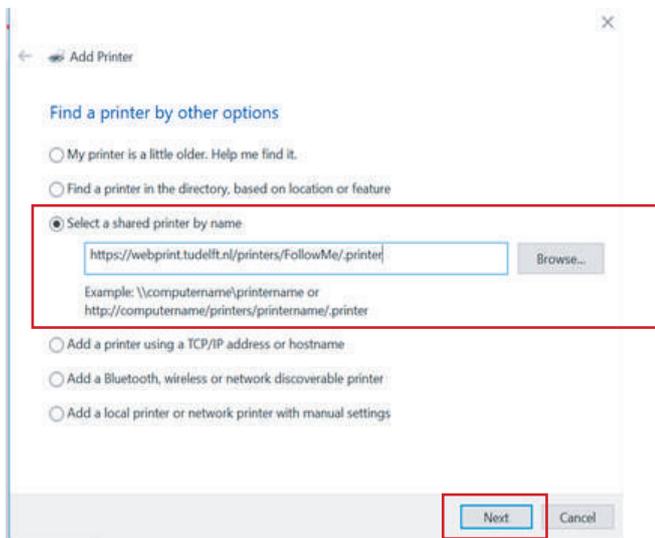Step 1. Go to "Windows Start" => "Settings" => "Devices"

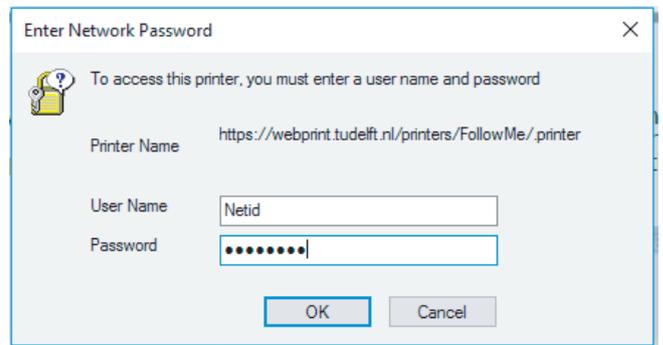Step 2. select "Printers & Scanners" and select "Add Printer".

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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:
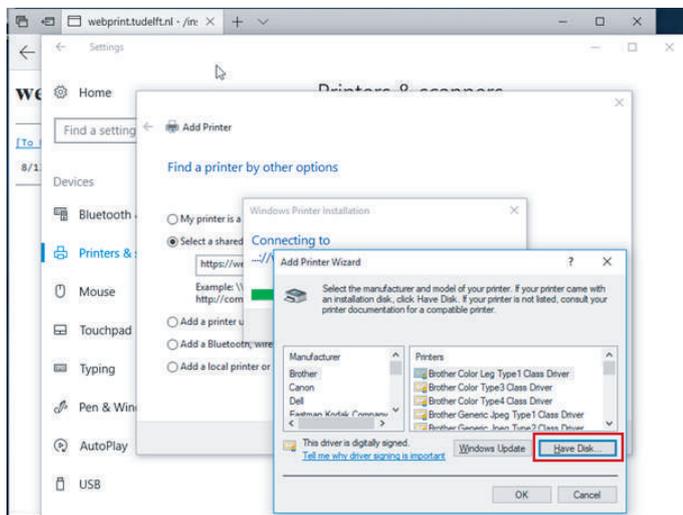https://webprint.tudelft.nl/printers/FollowMe/.printer
Click "Next".

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).
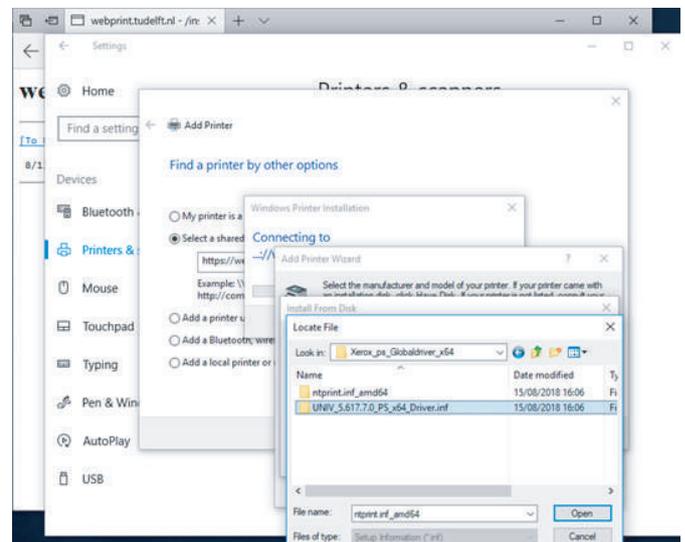

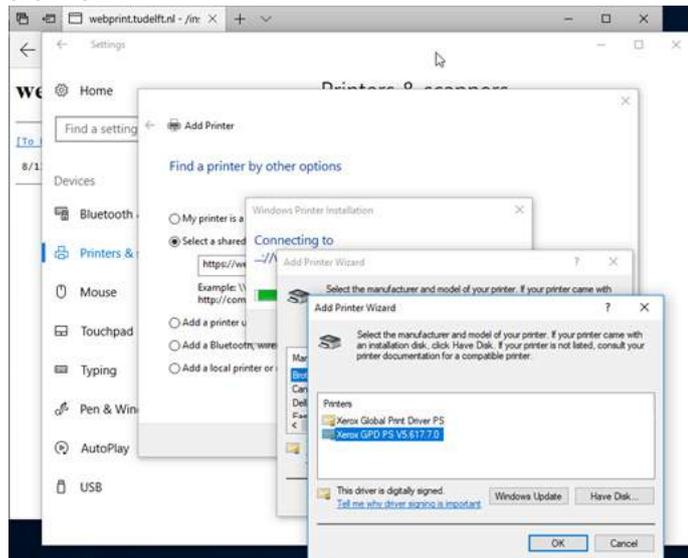## Install the printer (if the previous steps didn't work)

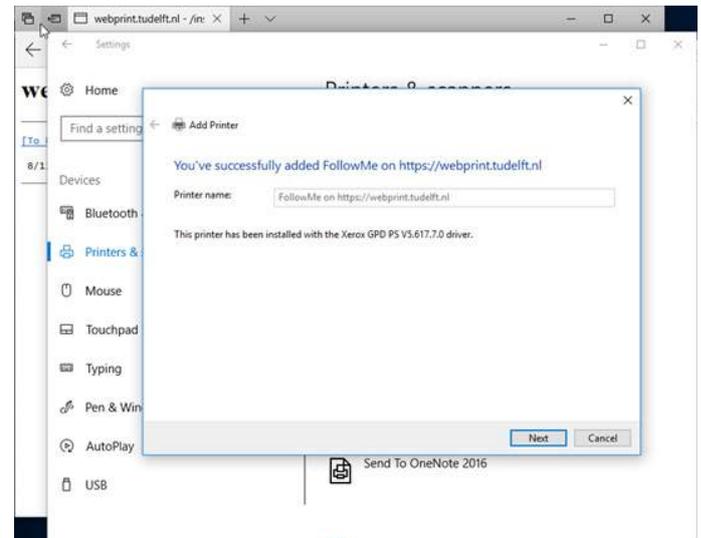Step 1. If the printer says the driver is not available select "Have Disk".

Step 2. Browse to the folder where the un-zipped files are. Select the ".inf" file.

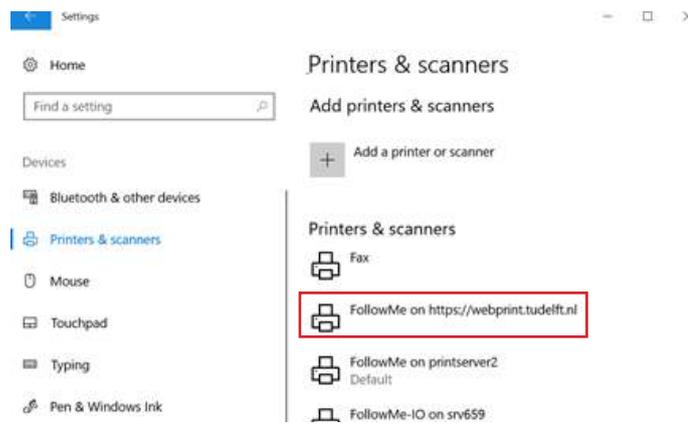Step 3. Choose the "Xerox GPD PS V5.617.7.0" file and click "OK".

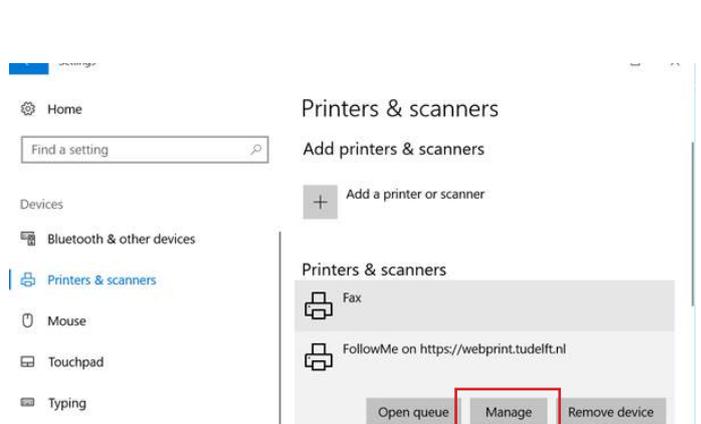Step 4. Click "Next" and "Finish". The printer is created now.
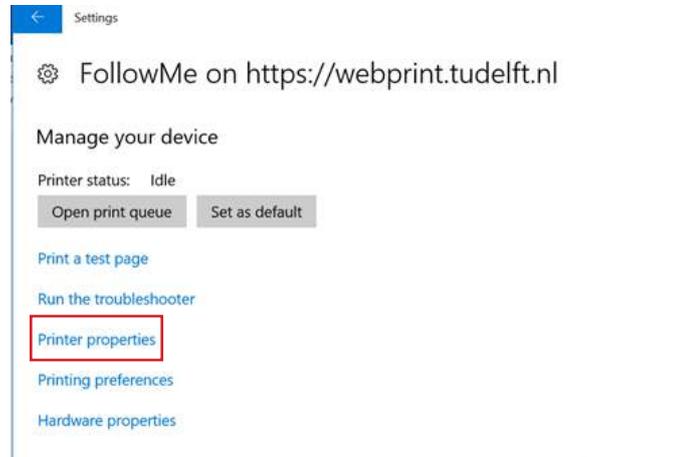

3. Check driver settings

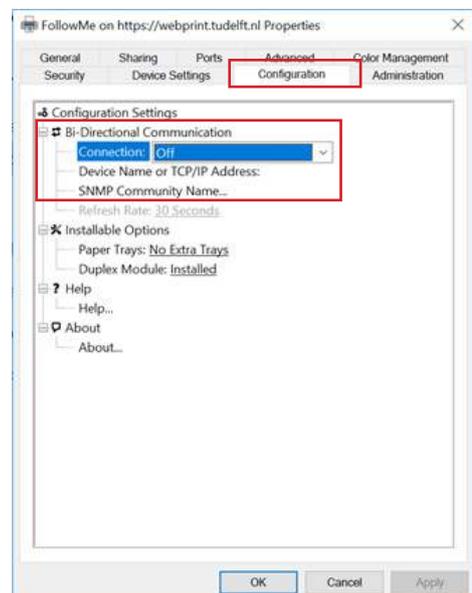Step 1. Click on the new created printer FollowMe on https://webprint.tudelft.nl
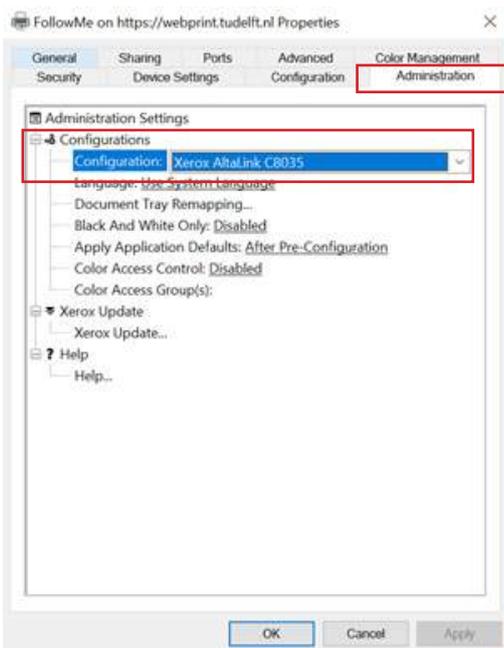

Step 2. Select "Manage".

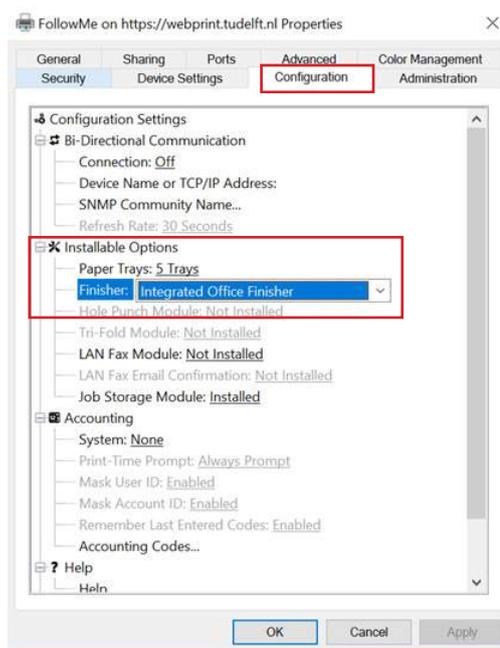

Step 3. Select "Printer properties".

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".
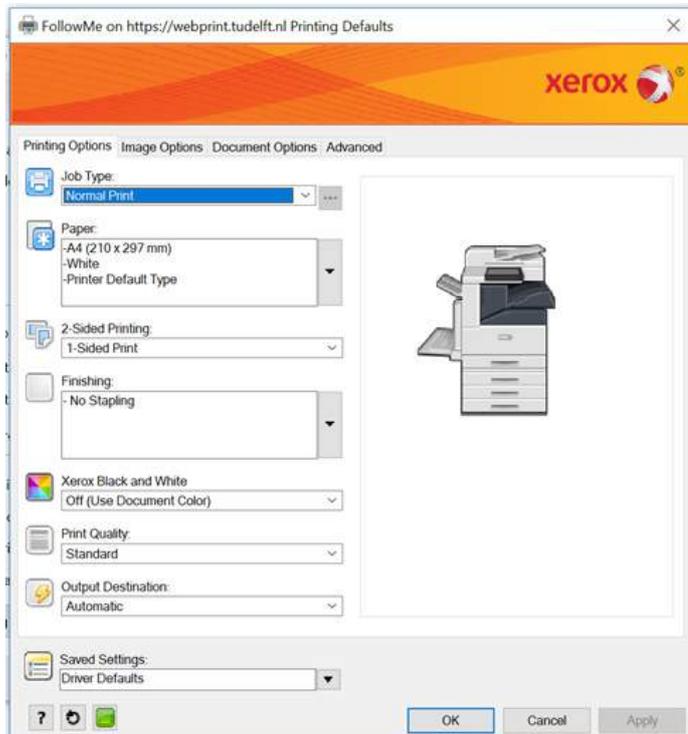

Step 6. Select "Printer properties" again and select the tab "Configuration". Set the finisher to "Integrated Office Finisher" and press "OK".

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".