Add Follow Me Printing Queue

If you are using a computer/laptop and the 'Follow Me Printing' printer is not in the list you can use these steps to add it. (These steps can be used for any printer you wish to add).

Instructions

Adding a printer:

1. Open the start menu and search 'Printers & Scanners'



2. *Click* on 'Printers & Scanners' to get to the following window: Settings

Ø Home	Printers & scanners
Find a setting ρ	Add printers & scanners
Devices	+ Add a printer or scanner
Bluetooth & other devices	
🛱 Printers & scanners	Printers & scanners
() Mouse	Adobe PDF Default
Typing	Fax
🖉 Pen & Windows Ink	Microsoft Print to PDF
AutoPlay AutoPlay	Microsoft XPS Document Writer
ā USB	Send To OneNote 2016

Let Windows manage my default printer

3. We will now need to click 'Add a printer' and wait for the list to appear. Once they have appeared you can find the printer that you wish to add, click it to highlight it and choose 'Add Device'

– 🗆 🗙

Ø Home	Printers & scanners	
Find a setting \wp	Add printers & scanners	
Devices	O Refresh	
Bluetooth & other devices	Follow Me Printing - B&W on BCIPRT01	
B Printers & scanners		
() Mouse	Add device	
📼 Typing	Follow Me Printing - Colour on BCIPRT01 Printer	
🖉 Pen & Windows Ink	SP4520DN Bookroom on BCIPRT01 Printer	
(P) AutoPlay	SP4520DN Uniform on BCIPRT01 Printer	
O OSB	SP4520DN Business Manager on BCIPRT01 Printer	
	SP4520DN LEC on BCIPRT01 Printer	
	SP4520DN Counsellor on BCIPRT01 Printer	
	SP4520DN Duvac Prep on BCIPRT01 Printer	

Ignore the failed message, if the printer loads below then it is being set up correctly.

🔅 Home	Printers & scanners	
Find a setting $ ho$	Add printers & scanners	
Devices	+ Add a printer or scanner	
Bluetooth & other devices	Follow Me Printing - Colour on BCIPRT01	
B Printers & scanners	- Tunca	
() Mouse	Printers & scanners	
📼 Typing	Adobe PDF Default	
🕭 Pen & Windows Ink	Fax Fax	
P AutoPlay	Follow Me Printing - B&W on bciprt01.bci.local	
🖞 USB	Follow Me Printing - Colour on bciprt01.bci.local	
	Microsoft Print to PDF	
	Microsoft XPS Document Writer	
	Send To OneNote 2016	

4. It will then install the printer you selected. This printer will now be added to the computer and you will be able to print to it and will show up in your list of printers.

Printers & scanners

Add printers & scanners



Add a printer or scanner



Follow Me Printing - Colour on BCIPRT01 Failed

Printers & scanners



Adobe PDF Default

П	
-0-	

Fax



Follow Me Printing - B&W on bciprt01.bci.local 2 document(s) in queue



Follow Me Printing - Colour on bciprt01.bci.local 1 document(s) in queue

Open queue	Manage	Remove device
------------	--------	---------------

You may need to close the print window you had open originally for the printer to appear in the list.