

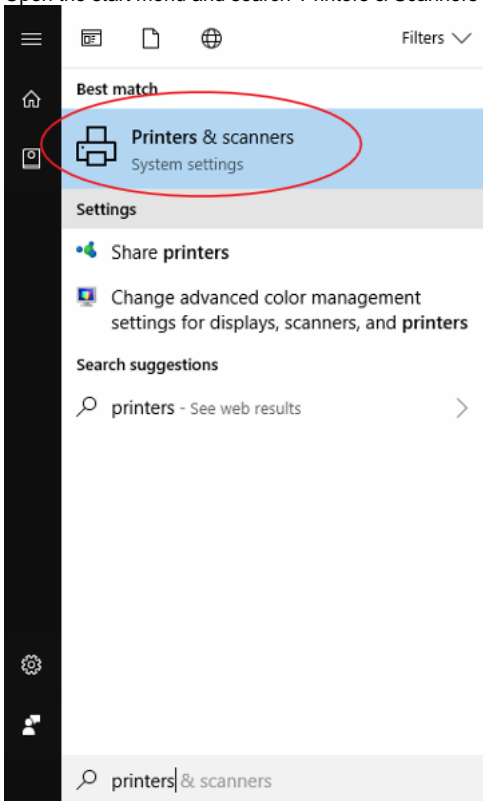
# Add Follow Me Printing Queue

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).

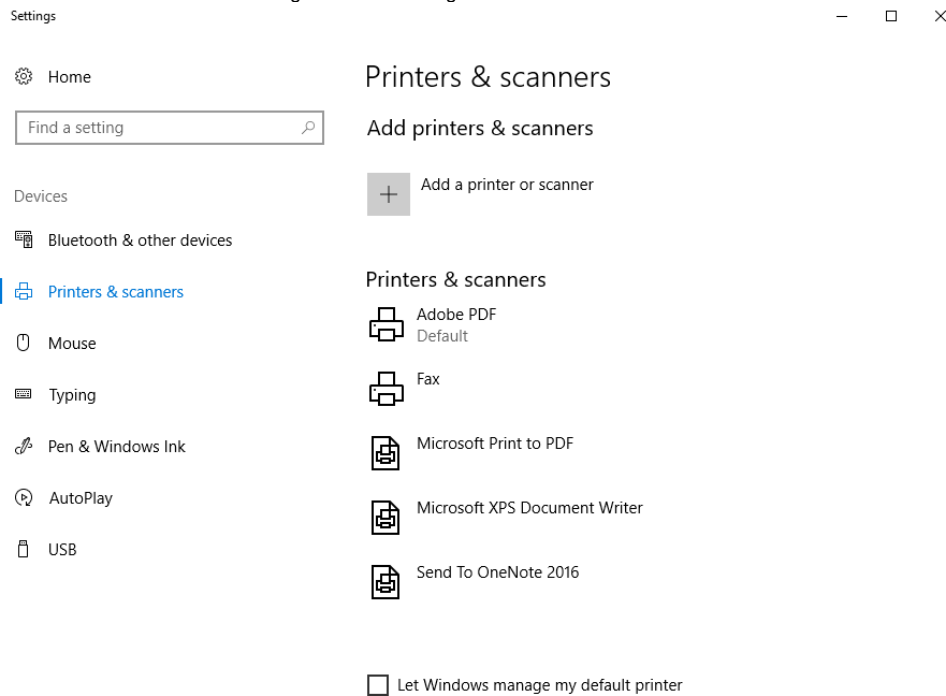
## Instructions

Adding a printer:

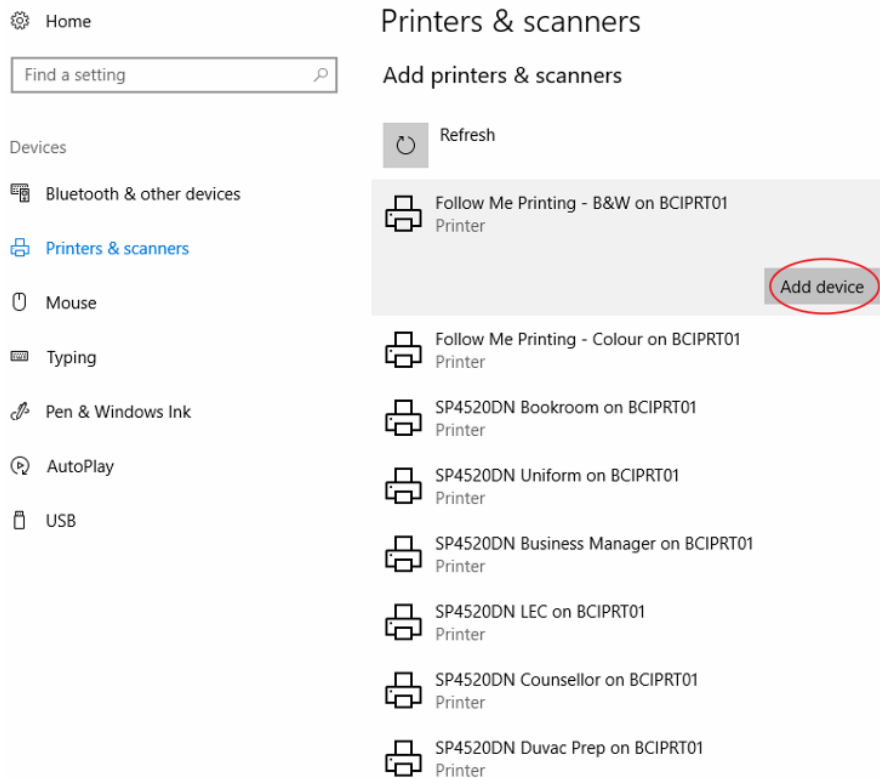
1. Open the start menu and search 'Printers & Scanners'



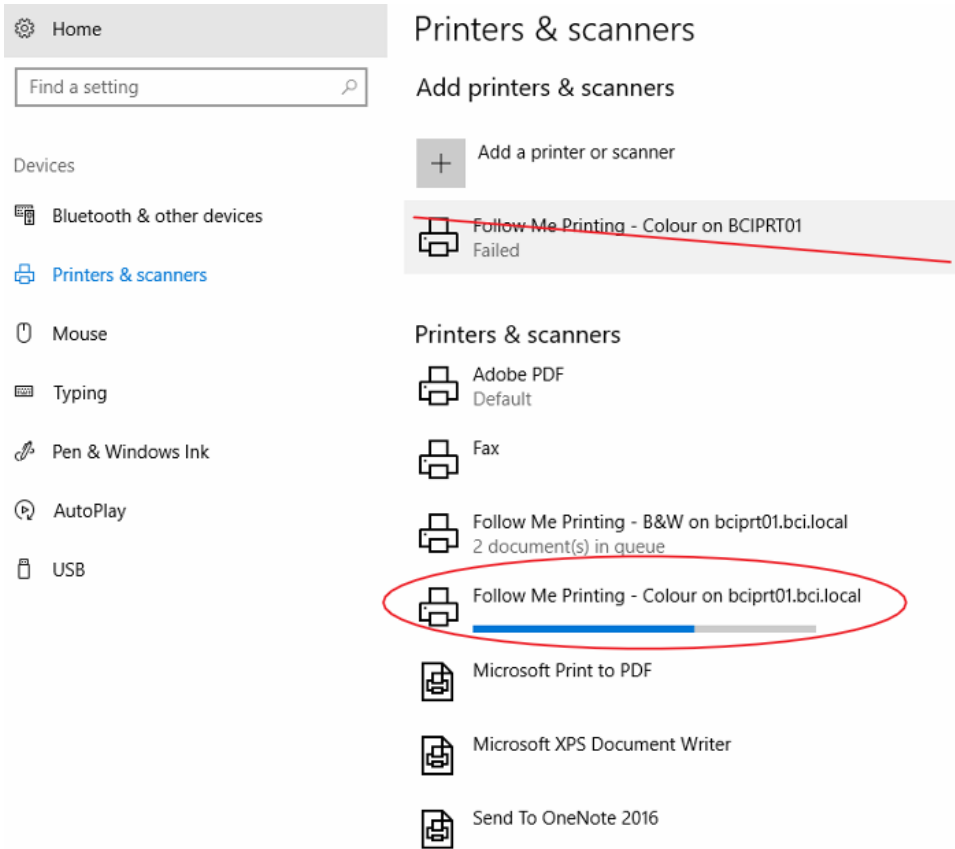
2. Click on 'Printers & Scanners' to get to the following window:



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'



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



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



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.