

Install Printers

You must be on Campus to install printers.

Method 01: For **Students** or **Staff**

1. Open a web browser: Launch your preferred web browser on your device.
2. Navigate to the [Student](#) or [Staff](#) Dashboard.
3. Locate and click Install Printers.



4. After you are redirected, download and run the **Mobility Print** installer. (If not using Windows, select your system first)

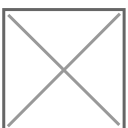


5. Select **8827-Follow-Me** and click next.



6. When the installer prompts for authentication, use your DE account:

- Students: **edu002**\username and your DE password.
- Staff: **edu001**\tonumber and your DE password.



7. Wait for printer installation to complete.

Method 02: For **Staff** (Windows Only)

1. Open the Run dialog: Press the Windows key and the letter "R" together (Win+R), or search for run in the Windows start menu.



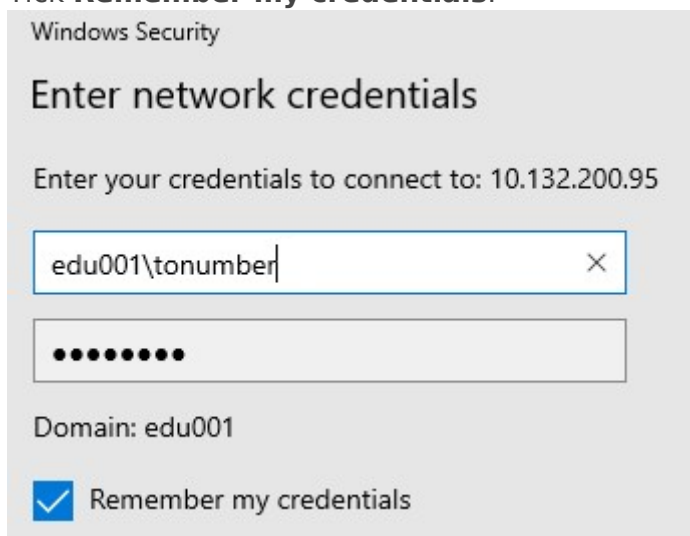
2. In the Run dialog box, type \\10.132.200.95 and click OK. This will connect you to the print server.



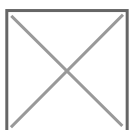
3. Enter username and password: You will be prompted to enter your username and password.

- **Staff:** edu001\tonumber and your DE password.
- **Students:** edu002\username and your DE password.

Tick **Remember my credentials**.

A screenshot of the Windows Security 'Enter network credentials' dialog box. The title bar says 'Windows Security'. The main heading is 'Enter network credentials'. Below it, it says 'Enter your credentials to connect to: 10.132.200.95'. There are two input fields: the first contains 'edu001\tonumber' and the second contains a series of dots representing a password. Below the password field, it says 'Domain: edu001'. At the bottom, there is a checkbox labeled 'Remember my credentials' which is checked with a blue checkmark.

4. File Explorer will open: Once you've entered the correct credentials, File Explorer will open, and you'll see a list of available printers. Double click the 8827-Follow-Me print queue. This will initiate the installation process for the printer on your device.



5. Wait for printer installation to complete.

