Instructions to install Follow Me printer

Click on Start | Devices and Printers | click on Add a printer under the menu bar

This will open the Add a Printer window | click to select Add a network, wireless or Bluetooth printer

Click to select “The printer that I want isn’t listed”, this will open a window to find the printer by name or TCP/IP address.

Ensure that “Select a share printer by name” radio button is selected and in the box below type \\f_sprint01\FollowMePrinting

Select \\f_sprint01\FollowMePrinting | click Next
You will get this window when the printer has successfully been added, click **Next**

Ensure that the Follow me on followMePrinting is “**Set as the Default printer**” and click **Finish**. **Follow me on f_sprint01** is now added to your Devices and Printers.