

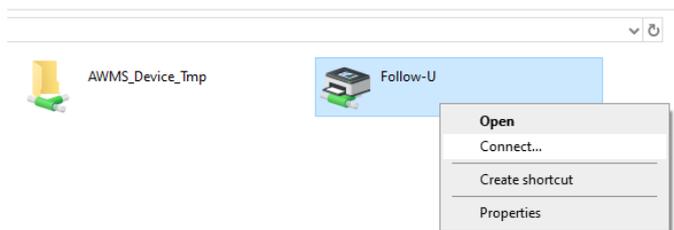
# Temporary Guideline: Printer Infrastructure Upgrade (Windows Users Only)

In line with ASB's upcoming printer infrastructure upgrade, please follow the steps below to install the new one and remove the old printer. This change is effective **Monday, 26th May 2025, at 4:00 PM.**

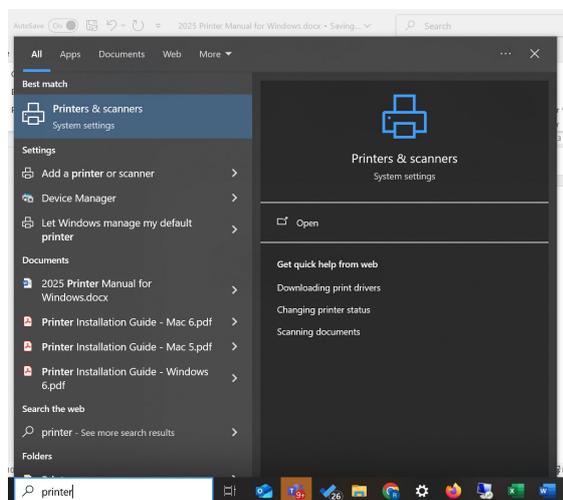
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## Step 1: Install the New Printer Driver

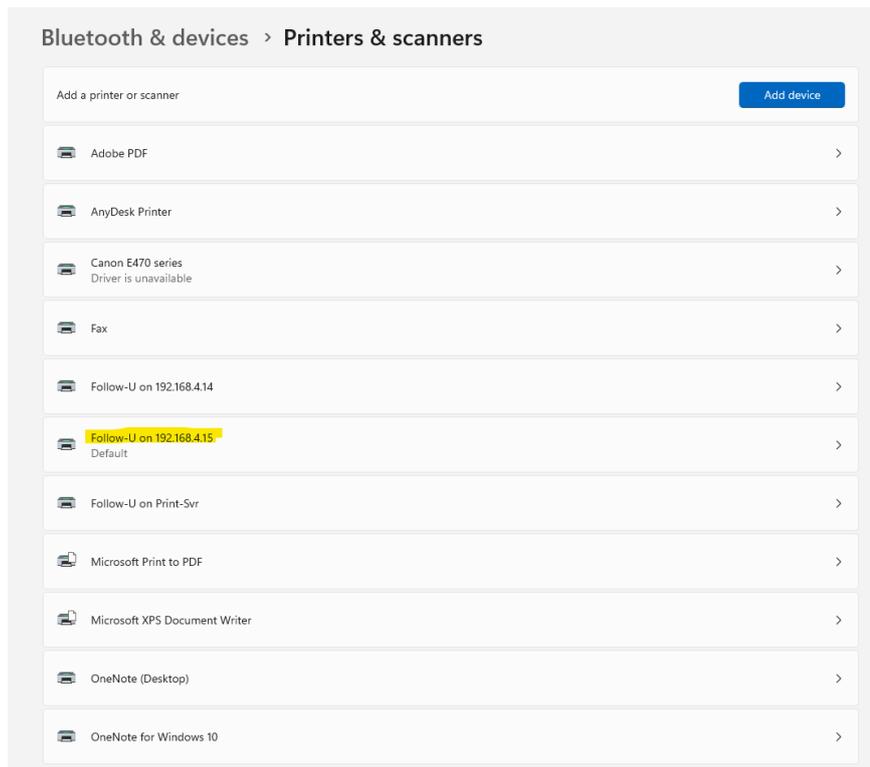
1. Ensure you are connected to ASB's Staff or Student WiFi.
2. Press **Windows + R** to open the Run window.
3. Type **\\192.168.4.15** and click **OK**.
4. In the window that appears, right-click on **Follow-U** and select **Connect**.



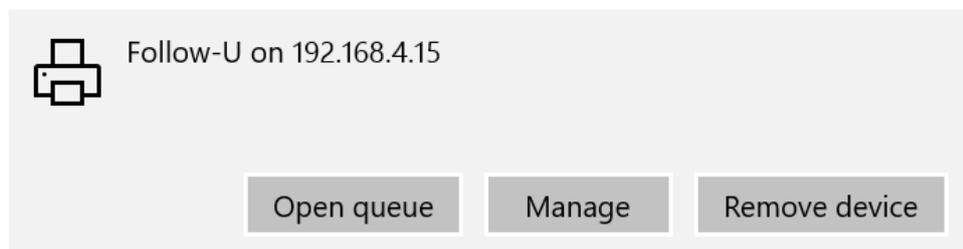
5. Wait for the system to install the driver.
6. Once connected:
  - Open **Printers & Scanners** by typing it into the Start Menu.



- Click the newly installed Follow-U on 192.168.4.15.



- Select **Manage** → **Printer Properties**.



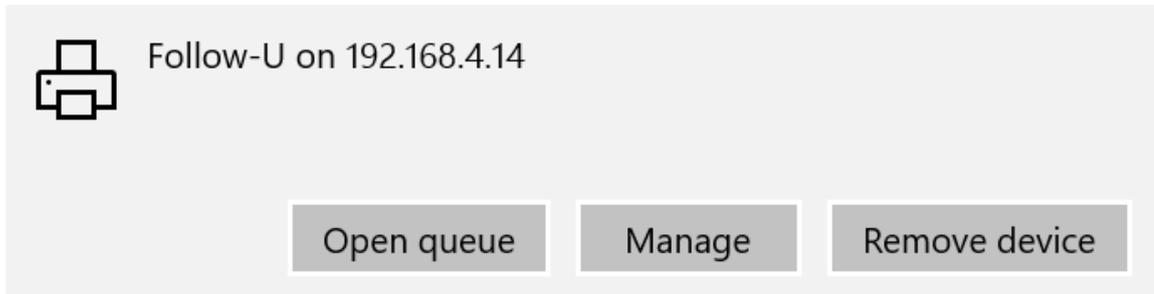
#### 7. In **Printer Properties**:

- Go to the **Configuration** tab → Click **Accounting**.
- Choose **Always Use Default User Details**.
- Under **Specify Job Owner Name**, select **Enter Owner Name**.
- Input your **User ID** (email without @asb.edu.my).
- Click **Apply** first, then **OK**.

 **Note:** If you skip “Apply,” your changes will revert to default settings.

## Step 2: Remove the Old Printer

1. Click on the **Start** button and type Printers & Scanners.
2. Open the **Printers & Scanners** settings.
3. Find the old printer: **Follow-U on 192.168.4.14**.



4. Click on it and select **Remove device**.
5. Confirm the removal if prompted.