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**.

🖶 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.

		∿ ©
AWMS_Device_Tmp	Follow-U	
	Open	
	Connect	
	Create shortcu	t
	Properties	

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



Bluetooth & devices > Printers & scanners	
Add a printer or scanner	Add device
adobe PDF	>
anyDesk Printer	>
Canon E470 series Driver is unavailable	>
🚍 Fax	>
E Follow-U on 192.168.4.14	>
Follow-U on 192 166.4.15 Default	>
E Follow-U on Print-Svr	>
Microsoft Print to PDF	>
Microsoft XPS Document Writer	>
CneNote (Desktop)	>
OneNote for Windows 10	>

• Click the newly installed Follow-U on 192.168.4.15.

 $\circ \quad \text{Select Manage} \rightarrow \textbf{Printer Properties}.$

Follow-U	on 192.168.4.15		
	Open queue	Manage	Remove device

- 7. In **Printer Properties**:
 - \circ 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.

Open queue Manage R	emove device

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