

# Intune Laptop Printing Guide

University staff can follow this guide to setup direct printing from an Intune laptop connected to eduroam. If you require further assistance, please [contact the IT Service Desk](#)

1. Login to <http://webprint.gre.ac.uk> with your university username and password, **without adding @gre.ac.uk** to your username

To sign in, please enter your username and password below.

Username:

Password:

**Login**

2. Select **Driver Print**



3. Select **Windows**



4. Select **Advanced (3)** and press Continue

UNIVERSITY OF GREENWICH

My Print Jobs Web Print **Driver Print** My Printers

Show Driver Print Guide For?

- Windows 10
- Windows 8
- Windows 7
- Windows Vista
- Windows XP
- Mac OS X
- Linux

### Configuring Driver Print On Windows 10

Please choose how you would like to print:

- Simple (1) Print as easy as possible, no printer driver to download, just simple configuration
- Simple Direct (2) Easy setup, no printer driver to download, but print to a specific print queue
- Advanced (3)** Print using a printer driver designed for the output printer, allowing use of advanced output features. May involve download and installation of driver.

**Continue**

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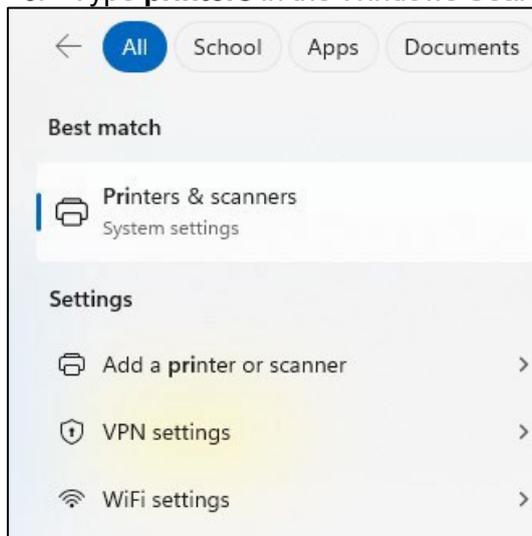
## 5. Select Greenwich (includes Avery Hill), Drill Hall or Medway

### 1. Select Destination Printer

Begin by choosing the printer that you would like to print to, and instructions specific to that printer will be shown.

- Greenwich - MFD
- Medway - Drill Hall - MFD
- Medway - MFD

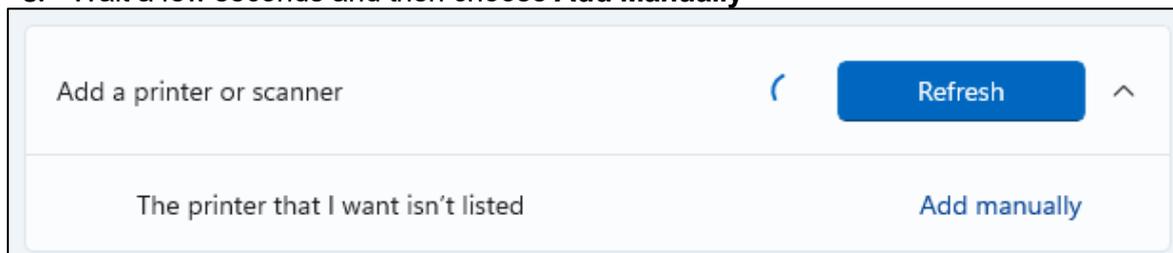
## 6. Type **printers** in the Windows Search field and select **Printers & Scanners**



## 7. Select **Add device**



## 8. Wait a few seconds and then choose **Add Manually**



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## 9. Choose **Select a shared printer by name**

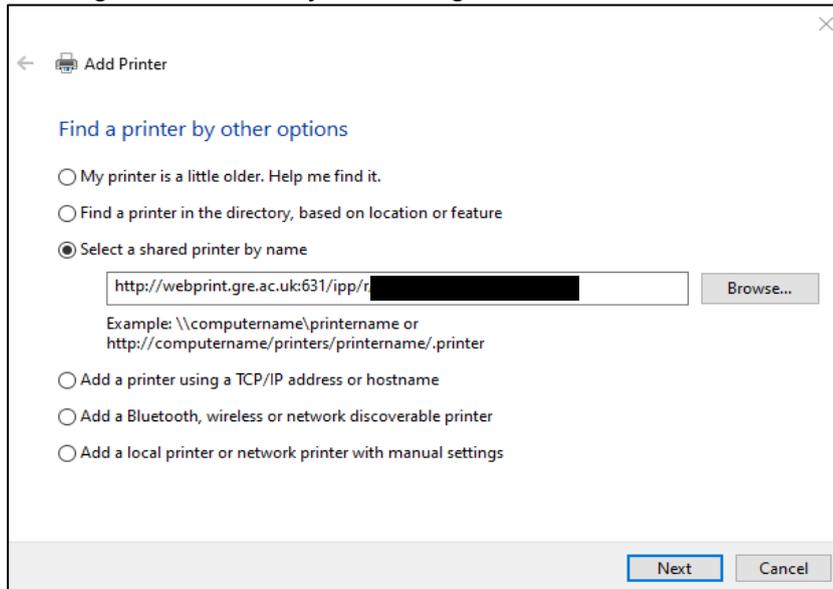


Select a shared printer by name

Browse...

Example: \\computename\printername or  
http://computename/printers/printername/.printer

10. Return to your web browser and find **Step 4** on the **Advanced Driver Print** page. Copy and paste the address into the name field and press Next. *This address is unique to your login so don't use your colleague's address.*



← Add Printer

Find a printer by other options

My printer is a little older. Help me find it.

Find a printer in the directory, based on location or feature

Select a shared printer by name

Browse...

Example: \\computename\printername or  
http://computename/printers/printername/.printer

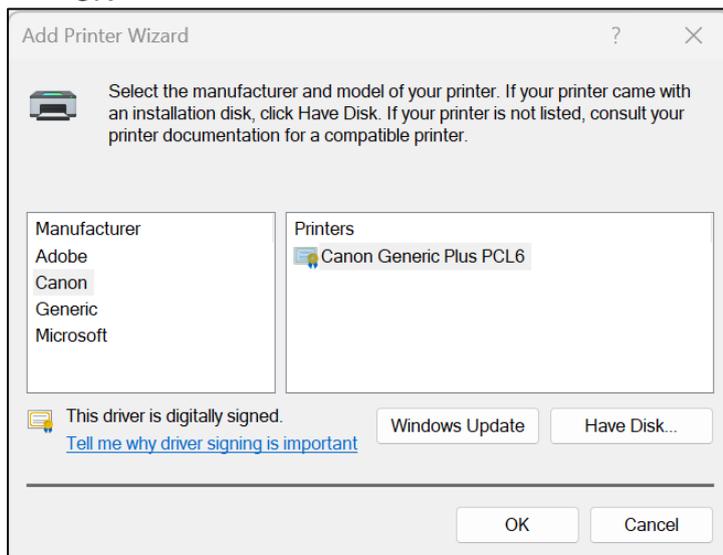
Add a printer using a TCP/IP address or hostname

Add a Bluetooth, wireless or network discoverable printer

Add a local printer or network printer with manual settings

Next Cancel

11. Select **Canon** for manufacturer and **Canon Generic Plus PCL6** for printer, and press OK



Add Printer Wizard

Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.

Manufacturer

- Adobe
- Canon
- Generic
- Microsoft

Printers

- Canon Generic Plus PCL6

This driver is digitally signed. [Tell me why driver signing is important](#)

Windows Update Have Disk...

OK Cancel

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12. The printer should now be installed and appear in your printer list.



13. Repeat steps 5 – 12 if you need to add another location.