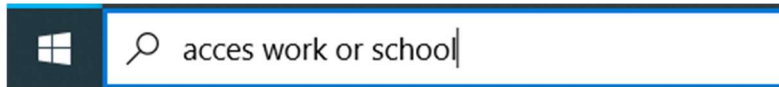


Information manual

This guide is intended for devices enrolled in Intune/Autopilot. You can check this by clicking the start button and immediately start typing the following, “access work or school” and pressing enter.



On this window you can check whether your device is connected to Azure AD.

Access work or school

Get access to resources like email, apps, and the network. Connecting means your work or school might control some things on this device, such as which settings you can change. For specific info about this, ask them.

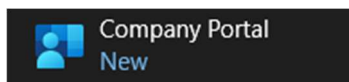


Connected to UGent's Azure AD
Connected by [redacted]@UGent.be

Please note, to add the Ricoh printer to your device via this manual, a connection to the UGent network is required.

Ricoh printers on a UGent device

The easiest way to add a Ricoh follow me queue to your computer is via “Company Portal”, you can find this application in your start menu.



In this application you will see the category “Apps” on the left, if you click on this you can see all available applications.



For the Ricoh printer, we are looking for the application called “Ricoh Printer”.



Click on this application and then click on the “install” button on the top right to add the printer to your device.



Ricoh Printer

UGent

Install



This will now download and run a script to add the Ricoh printer.

Please note, you must be connected to the UGent network.