#### How to add the new Xerox Copier

### 1. Open Control Panel

All Control Panel Items			– 🗆 X
← → · ↑ 🕮 → Control Pane	I → All Control Panel Items	ٽ ~	م
Adjust your computer's settir	ngs		View by: Small icons 🔻
🖗 Administrative Tools	📑 AutoPlay	🐌 Backup and Restore (Windows 7)	🏘 BitLocker Drive Encryption
💶 Color Management	Credential Manager	\mu Date and Time	🐻 Default Programs
📇 Device Manager	Poly Devices and Printers	loge Ease of Access Center	File Explorer Options
File History	A Fonts	🚨 Indexing Options	😥 Internet Options
🔤 Keyboard	Mail (Microsoft Outlook)	Mouse	🕎 Network and Sharing Center
📰 Phone and Modem	Power Options	Programs and Features	🐼 Recovery
🔊 Region	🐻 RemoteApp and Desktop Connections	陀 Security and Maintenance	🗸 Sound
Speech Recognition	Storage Spaces	🔇 Sync Center	🖳 System
🚮 Taskbar and Navigation	📧 Troubleshooting	🍇 User Accounts	🔗 Windows Defender Firewall
🖼 Windows Mobility Center	😰 Work Folders		

- 2. Click on Devices and Printers
  - a. Make sure that View by is set to "Small icons".



3. Click on Add a printer

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Add a device

# Choose a device or printer to add to this PC

Searching for devices

The printer that I want isn't listed			
		Next	Cancel

4. Choose "The printer that I want isn't listed"

# 

ΟMv	orinter is a little older	Help me find it.		
	d a printer in the direc	tony based on location	or feature	
⊖ Sel	ect a shared printer by	name	orreature	
				Browse
	Example: \\computer http://computernam	name\printername or e/printers/printername/	/.printer	
Ad	d a printer using a TCF	/IP address or hostnam	ie	
⊖ Ad	d a Bluetooth, wireles	or network discoverab	le printer	
OAd	d a local printer or net	work printer with manu	ial settings	

5. Choose "Add a printer using TCP/IP address or hostname and press Next

🗧 🖶 Add Printer

# Type a printer hostname or IP address

Device type:	Autodetect ~	
Hostname or IP address:	10.10.30.67	]
Port name:	10.10.30.67	]

Query the printer and automatically select the driver to use



- Put in one of the following addresses depending on the Copier you want to install and click Next. (In my example I am using the 1<sup>st</sup> floor north printer)
  - a. HeadOffice
    - i.  $1^{st}$  floor North side 10.10.30.67
    - ii.  $1^{st}$  floor South side 10.10.30.66
    - iii. 2<sup>nd</sup> floor North side 10.10.30.60
    - iv.  $2^{nd}$  floor South side 10.10.30.61
  - b. BCPV
    - i. 10.10.27.20
  - c. Boyd Field Center
    - i. 1<sup>st</sup> floor 10.10.60.20
    - ii.  $2^{nd}$  floor 10.10.60.21
  - d. Earth Rangers
    - i. 10.10.24.20
  - e. Kortright
    - i. 10.10.25.20
  - f. Restoration Services Center
    - i. 1<sup>st</sup> floor 10.10.23.20
    - ii. 2<sup>nd</sup> floor 10.10.23.25

#### Add Printer

## Type a printer name

Printer name:	Headoffice - 2N Copier

This printer will be installed with the Xerox Global Print Driver PCL6 driver.

Next	Cancel

7. Under the Printer name, please put in a description that you will easily recognize the copier that you have just installed, in my example, I called the copier "Headoffice 2N Copier". Then click Next.

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2	ς.	
-	`	

Next

Cancel

🗧 🖶 Add Printer

### Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

Do not share this print	er
◯ Share this printer so the	at others on your network can find and use it
Share name:	Headoffice - 2N Copier
Location:	
Comment:	

8. Choose the "Do not share this printer option and click Next.

🔶 🖶 Add Printer

You've successfully added Headoffice - 2N Copier

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

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9. You have successfully installed the new copier. Just click the Finish button. (Note, you can also click on Print a test page button to make sure it is working, I recommend that you do this while you are in the office)