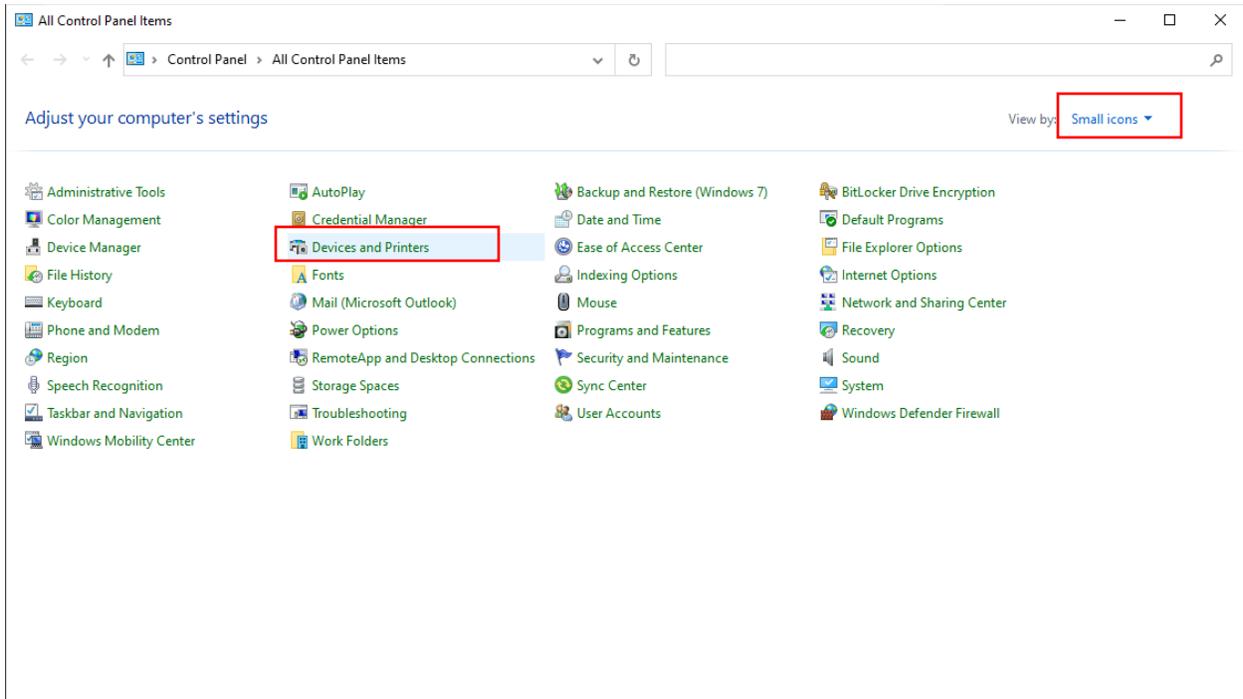


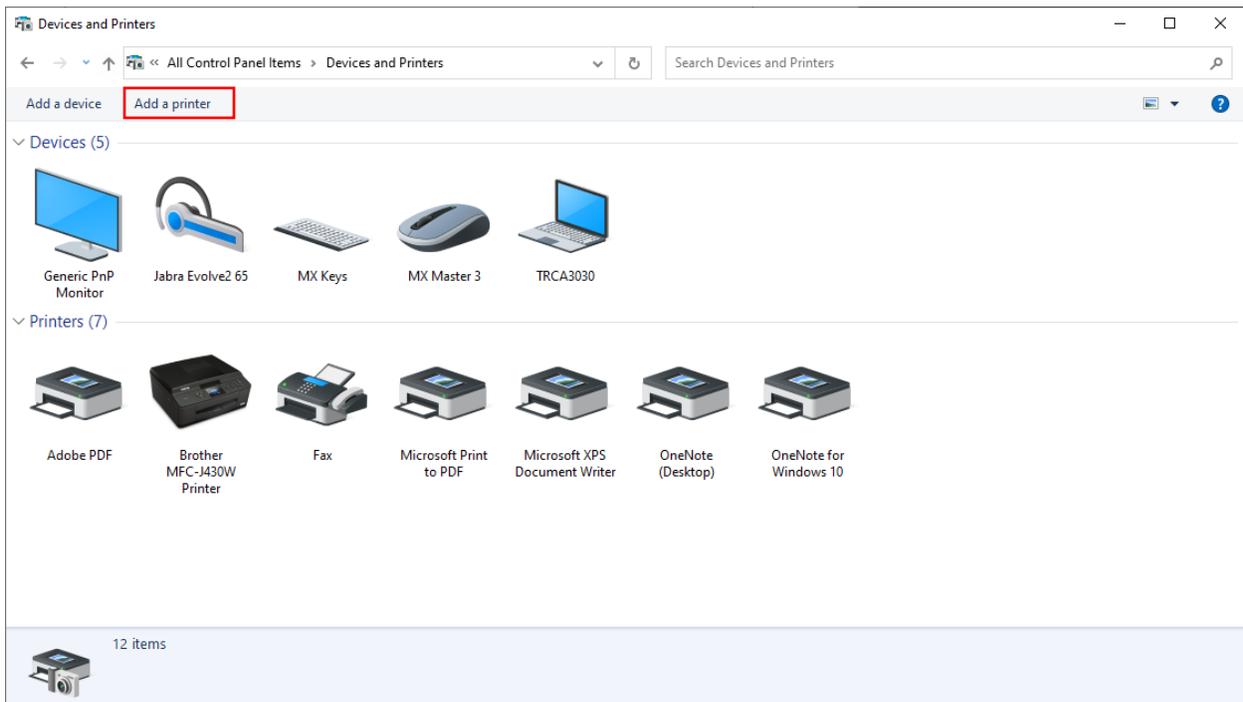
How to add the new Xerox Copier

1. Open Control Panel



2. Click on Devices and Printers

a. Make sure that View by is set to "Small icons".

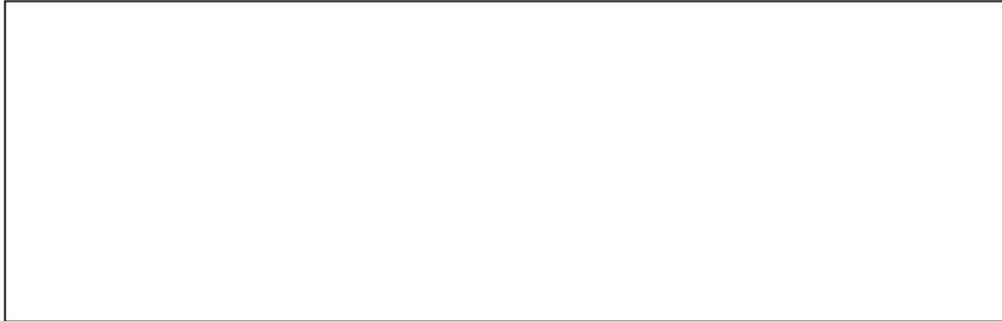


3. Click on Add a printer

➕ 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"

← 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: \\computername\printername or
http://computername/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

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

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

Next Cancel

6. 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 1st floor north printer)
 - a. HeadOffice
 - i. 1st floor North side – 10.10.30.67
 - ii. 1st floor South side – 10.10.30.66
 - iii. 2nd floor North side – 10.10.30.60
 - iv. 2nd floor South side – 10.10.30.61
 - b. BCPV
 - i. 10.10.27.20
 - c. Boyd Field Center
 - i. 1st floor – 10.10.60.20
 - ii. 2nd 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. 1st floor – 10.10.23.20
 - ii. 2nd 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.



←  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 printer

Share this printer so that others on your network can find and use it

Share name:

Headoffice - 2N Copier

Location:

Comment:

Next

Cancel

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

Finish

Cancel

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)