

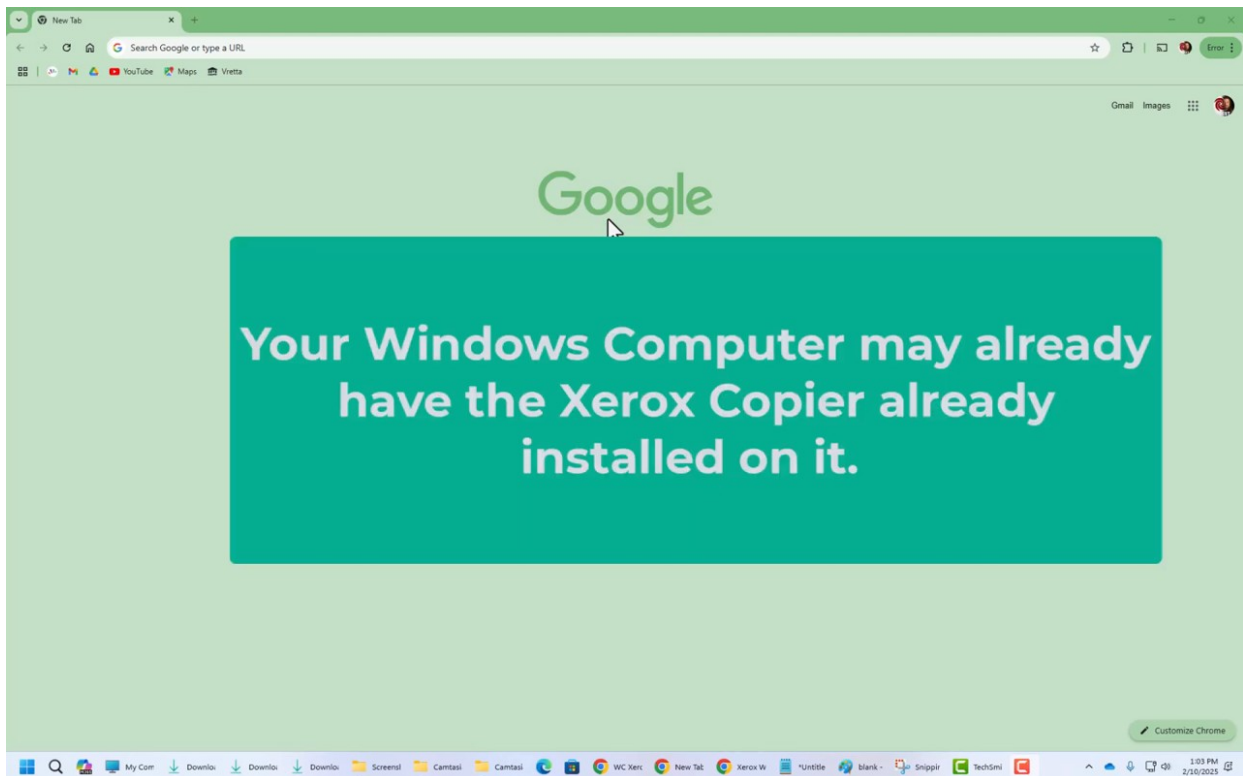
How to Add a Xerox Copier To Your Windows Computer

Step-by-step guide based on the Wolf Creek training video

Before you begin: Sign in with your Wolf Creek Google account when the service offers Google sign-in.

STEP 1 Open printer settings

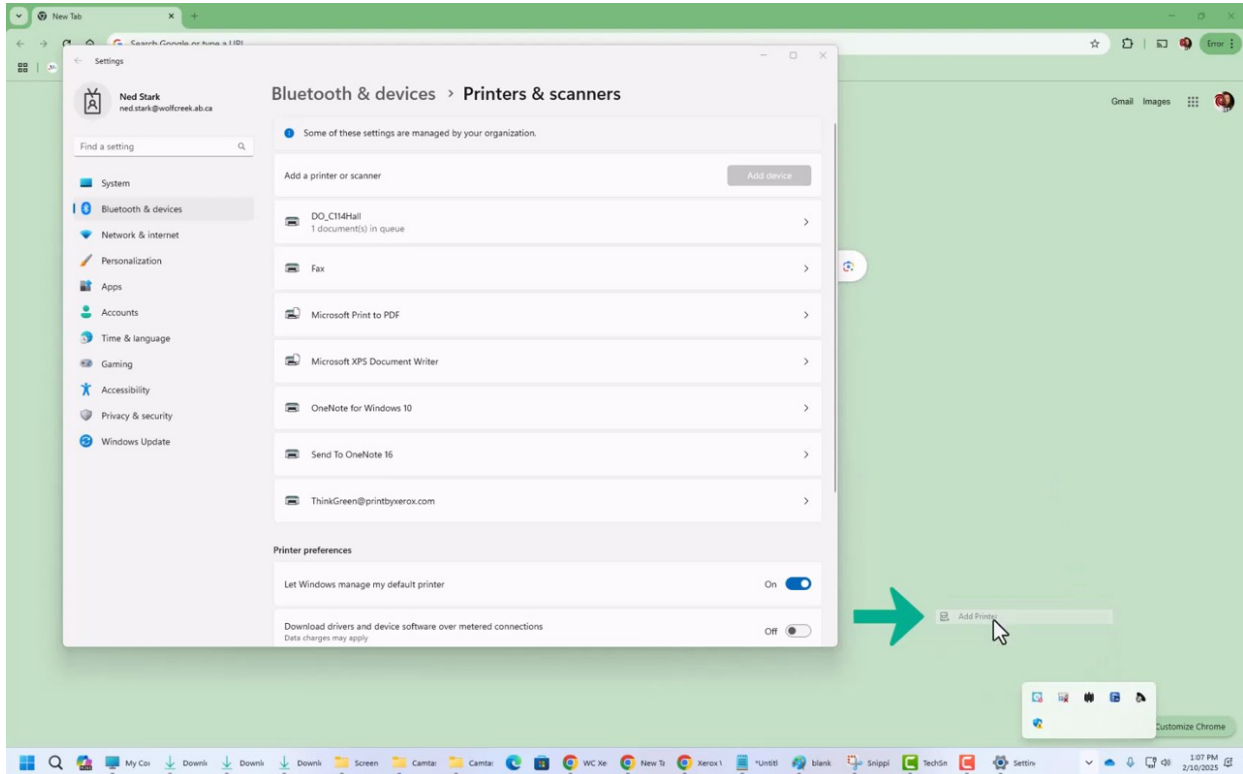
Open Windows Settings and go to Printers & scanners.



Open printer settings.

STEP 2 Add a printer

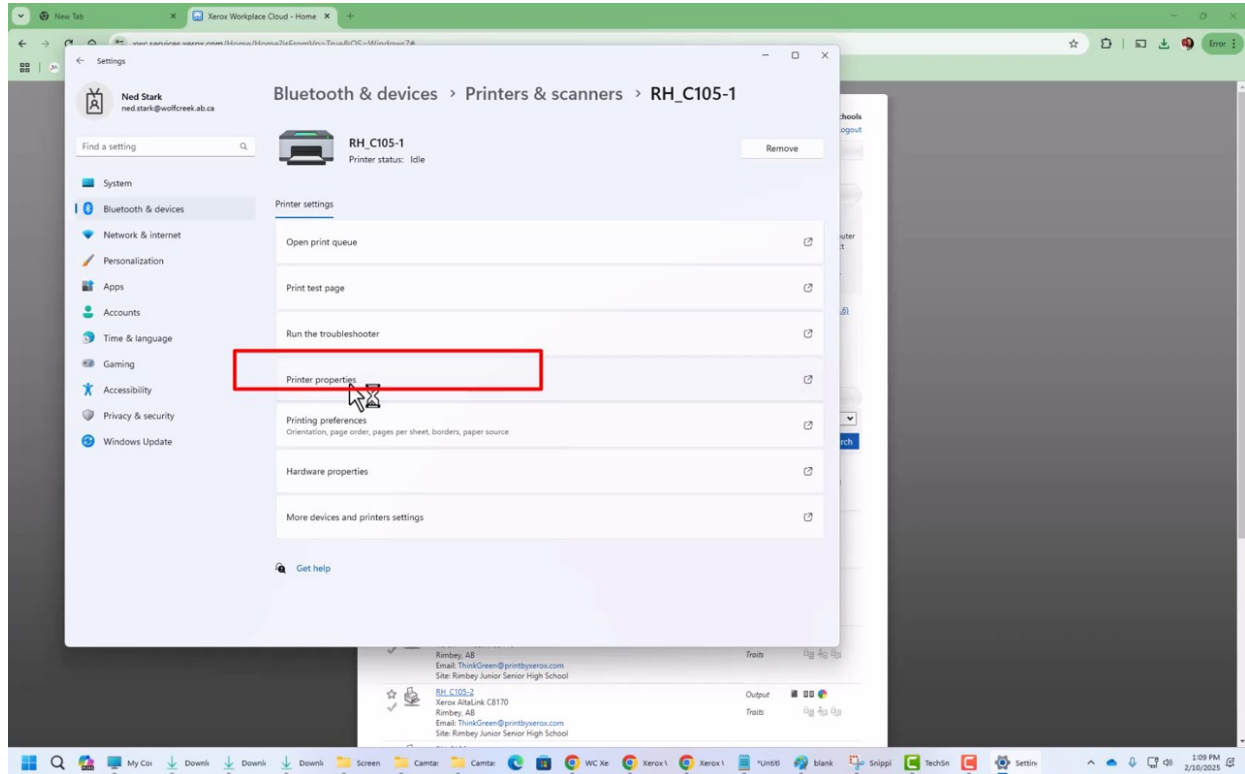
Choose Add device and wait for the available printers to appear.



Add a printer.

STEP 3 Select the Xerox copier

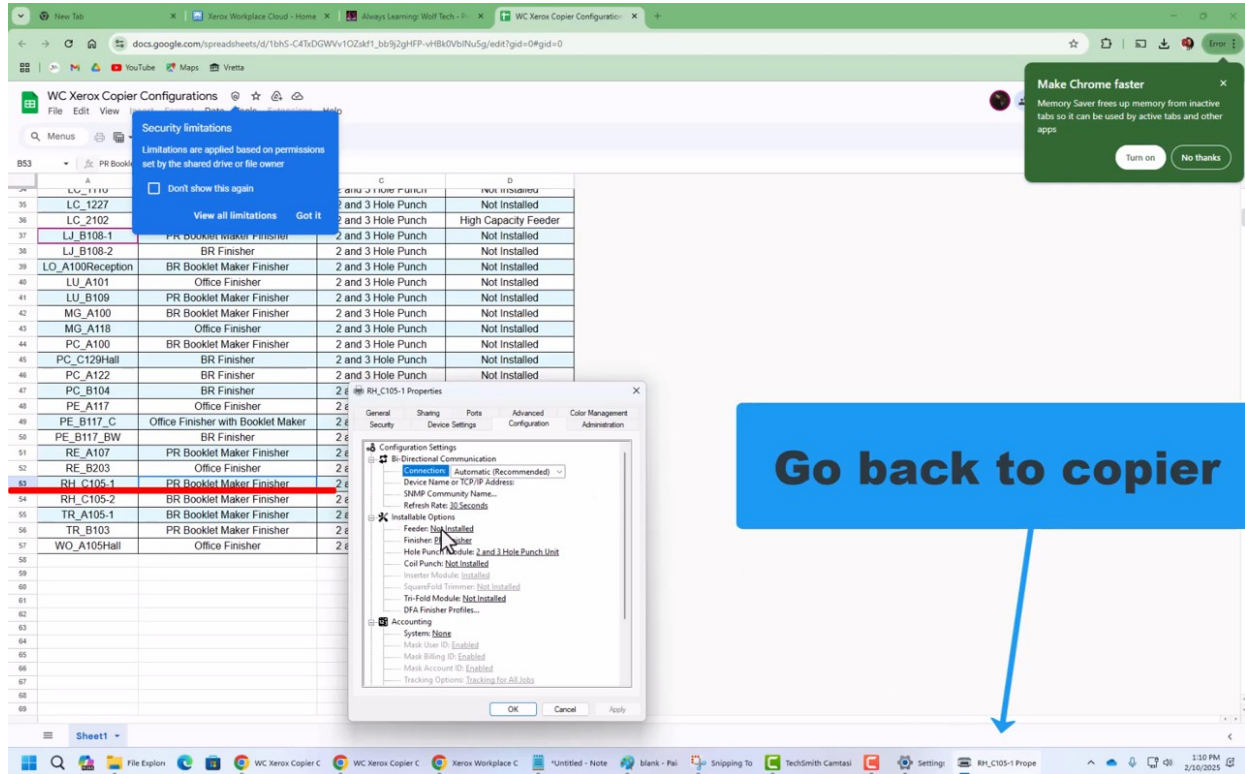
Choose the correct Xerox copier for your school and complete the prompts.



Select the Xerox copier.

STEP 4 Confirm setup

Verify that the copier appears in your printer list and is ready.



Confirm setup.

Finished

The task is complete. Review the final screen to confirm the expected result.