

## Printing for Windows computers

Click Start → Click Printers and Faxes

Click Add a printer → Click Next → Click and highlight the radio button that says “a network printer or a printer attached to another computer”. →

Click next → Click and highlight the radio button “Find a printer in the directory” → Click Next →

In the Name box type “EDUC-XRX” → Click Find Now → Double click on the printer you would like to use. *For example, on the 3<sup>rd</sup> floor you will choose EDUC-XRX5755\_3F* (1F = 1<sup>st</sup> Floor; 2F = 2<sup>ND</sup> Floor; 3F = 3<sup>RD</sup> Floor) →

Select the Yes radio button to make this you default printer. → Click Next → Click Finish

Right click on the newly installed printer icon and select Properties select the General tab and click the Print test Page.

Enter your 4 digit code under the user ID and click OK. You may need to enter your code again.

Go to the Xerox machine/printer and select Job Status button.

Select your print job and press Release → Enter your 4 digit code again. → Press Release

You should now be printing