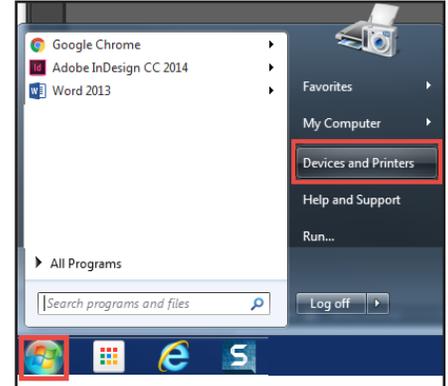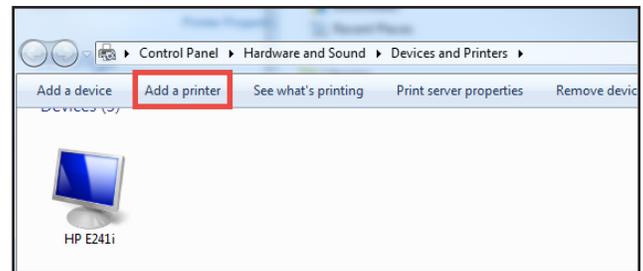# Adding a Xerox Copier to Your Workstation

Before beginning the steps to add a Xerox copier to your workstation, please find the room numbers of Xerox copiers in the workroom(s) on the campus.
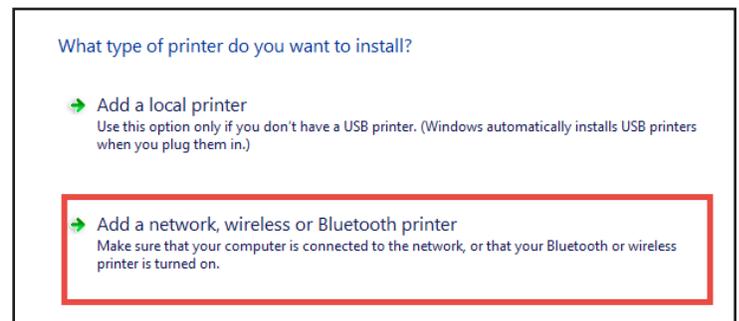
1. From the *Start* menu on you workstation, select **Devices and Printers**.

2. From the *Devices and Printers* window, select **Add a Printer**.
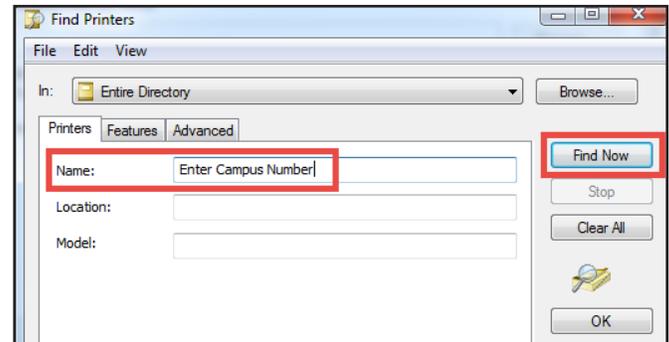
3. From the *Add Printer* window, select **Add a network, wireless or Bluetooth printer**.

4. Select **Find a printer in the directory, based on location or feature**.
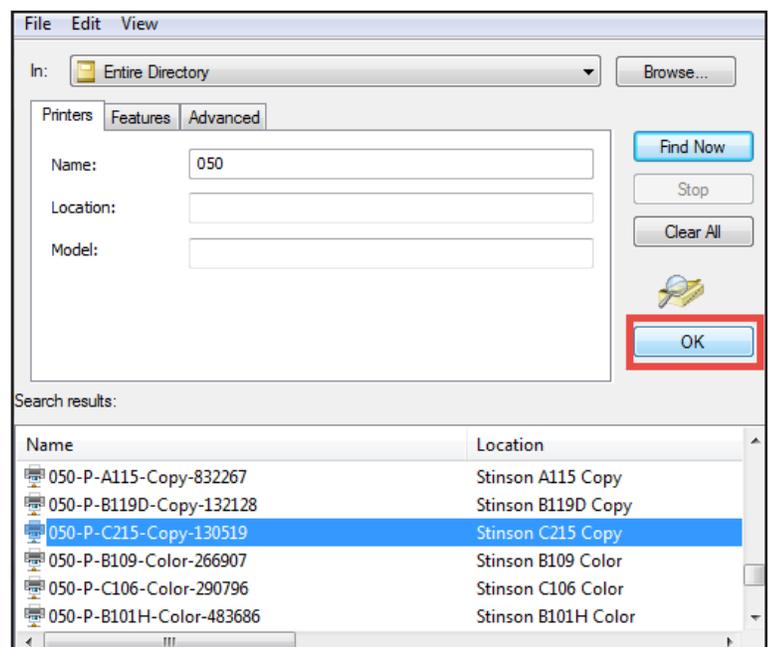
5. Click **Next**.

6. From the *Find Printers* window, in the *Name* field, enter your **Campus #*COPY***, then click **Find Now**.

7. Under *Search Results*, scroll to select the **Xerox Printer** you want to add.

NOTE: Be sure to select the appropriate room number. Xerox printers will be named with the following rule: CampusTEA#-P-Room#-Copy-######.
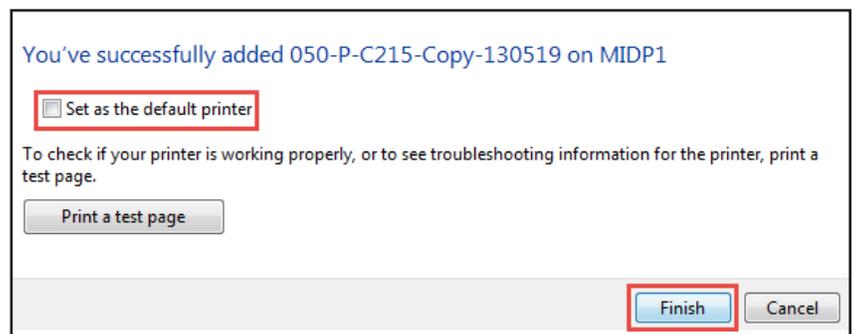
8. Click **OK**.

9. After the printer drivers are installed, click **Next**.

10. Click **Finish**.

NOTE: Be sure to deselect **Set as the default printer**.

Xerox One Time Set Up at the Workstation

Northside ISD will use Secure Print to print jobs so they are held at the device until you enter a passcode to release it. This feature prevents confidential documents from printing to the output tray until you are ready to release and collect the documents. This feature is also useful to control when your jobs are released for printing, even when they are not confidential.

If you send more than one Secure Print job using the same passcode, you will only have enter the passcode once to release all the print jobs.

NOTE: *The following steps need to be completed on each workstation a teacher will print from using their log in credentials.*
*These steps also need to be completed for each Xerox copier the teacher may print to. For example, if there are 2 Xerox copiers in the workroom the user needs to complete all the steps included on both Xerox copiers in the workstation's Devices and Printers window.*

1. Click the **Start** button, then select **Devices and Printers**.

2. Right-click the **Xerox printer icon**, select **Printer preferences**.
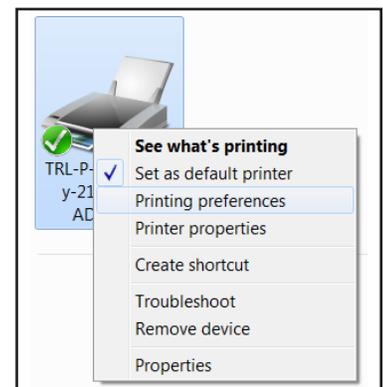
NOTE: *Xerox* copiers *will be named with the following rule: CampusTEA#-P-Room#-Copy-#####.*

3. From the *Job Type* menu, select **Secure Print.**
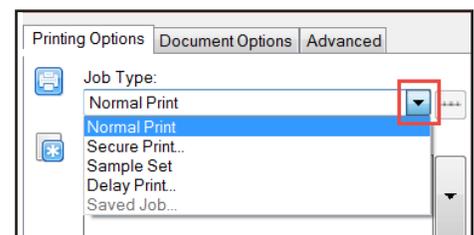
4. In the *Passcode Entry* box, enter a **4-10 digit passcode.**

NOTE: *To release your job you will enter the passcode using the numeric keypad on the devide control panel. Only use numbers and choose a passcode you will remember.*

5. In the *Confirm Passcode* entry box, re-enter a **4-10 digit passcode.**

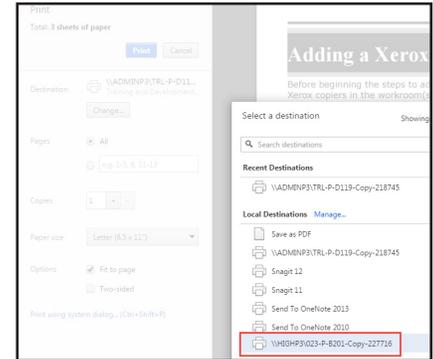6. Click **OK**.

7. Click **Apply**.

NOTE: *Remember to complete the steps for all copiers in the workroom(s) that you may print to.*

NOTE: *If a desktop is re-imaged or replaced, the above steps will need to be completed again.*

Printing a Secure Job

1. From your workstation, open a document to print.

2. From the menu, click **Print**.

3. From the list, select the **Xerox copier**.

NOTE: Xerox copiers *will be named with the following rule: CampusTEA#-P-Room#-Copy-#####.*

4. In the Accounting window, enter your **Copy Code** (not your Secure Print code).

NOTE: *The initial code for the campus machines will be 1234. When the bookkeeper has entered codes for all campus staff you can change the code to your personal code in this window.*

5. Click **OK**.