How to add the Xerox printer

1. You will need to get the drivers from the main office before you can add the printer.
2. From your start menu, choose Printers and Faxes
3. Select Add Printer
4. The Printer Wizard will come up, click Next.
5. Choose Local Printer and be sure to uncheck the Auto detect, click Next

6. Click Create New Port and select Standard TCP/IP Port, click next

7. A new box will appear, click Next.

8. Enter IP address 134.121.90.157, click next
9. Information about the printer should appear, click Finish.
10. Click on Have Disk and select your CD drive

![Add Printer Wizard]

11. Select the Xerox WorkCentre 5638 PS from the list and click Next.
12. Select No for default printer and click Next.
13. Select Do not share and click Next.
14. Choose not to print a test page and finish installation.
15. From the Printers and Faxes box, right click on the Xerox WorkCentre 5638 PS and choose Properties

![Printers and Faxes]
16. Select the Configuration tab, then Accounting...

17. Complete box as listed below and click OK:
18. Return to the General tab and select Print Test Page

19. A box will come up requesting your User ID, this is your copy code. This box will pop up each time you print but your ID will be saved so you will not have to enter it again.