

How to connect to a printer

This guide will walk you through how to connect to a printer, and how to print from a Windows 10 laptop.

Connect to a printer

- 1. Click the Windows icon
- 2. Scroll and click on Business Applications
- 3. Click on Printers (this will appear under Business Applications)



4. Type in the asset tag in box next to 'Name'.

The asset tag can be found on a sticker somewhere on top of the printer it will look something like this:

Model Name :	xerox 🌒
Versalink	C7025
Asset tag : X00CF5ZG	
Serial Number : 394202789	2
PLEASE DO NOT	TURN OFF THE DEVICE



5. **Click** "Find Now" and the printer should appear in the "Search results" area:

n: 🛋 Servers		~	Browse
Printers Features	Advanced		
Name:	x00cf5zg		Find Now
location:		Browse	Stop
			Clear Al
arch results:			
earch results: Name	Location	Model	
earch results: Name X00CF5ZG	Location NPS/Telford - Whitechapel & UPW	Model Xerox GPD PCL6	V4.0.548.8.0
earch results: Name ₩ X00CF5ZG	Location NPS/Telford - Whitechapel & UPW	Model Xerox GPD PCL6	V4.0.548.8.0
aarch results: Name ∰ XOOCF5ZG	Location NPS/Telford - Whitechapel & UPW	Model Xerox GPD PCL6	V4.0.548.8.0

6. **Double-click** on the listed printer; the installation will begin.



If you are not sitting in your usual place of work you will need to set this up again in your new location.

7. Once installed, you will be notified.

8. If you want to double check that you are connected, **click** on 'Print a test page' and then **click** Finish. A test page will be printed if you are connected correctly.

 m. Add Pinter
You've successfully added CA342516BM on EUCW4172PRN001.dom1.infra.int
Set as the default printer
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



Print Securely



Not all printers have a secure print option. The ones that do will have keypads.

- 1. **Open** a document and **click** File.
- 2. Click Print.
- 3. Click Printer Properties.
- 4. Click the drop down and select Secure Print.





If you do not see the secure print option, select a different printer with the option to print securely.



- 5. Enter your numeric passcode and then click confirm passcode.
- 6. Click OK and then click OK again.

	Your Secure Print passcode is now set up for this printer. Write it down so you don't forget.
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- 7. Go to your chosen printer.
- 8. **Press** the Job Status (i) button on the printer control panel.
- 9. **Select** your job and then **select** Release.

# 1/3UCW4172PRN001.dow1.infra.intrCA342515CP Pr	operties X
	xerox 🔊
Protong Options Image Options Document Options Advances 240-Types Proton Anton Proton Anton Proton Anton Proton Anton Proton Anton Prot	
Secure Print Passcode: (4-10 Digts)	×
This job will be held at the p passcode to release it.	printer until you enter this
7	OK Cancel