1. Click the Windows Start button (bottom left of screen) and select 'Settings' (the small 'cog' icon just above the power icon :

			Window	vs Settir	igs			
			Find a setting		R			
	System Display, sound, notifications, power		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet Wi-Fi, airplane mode, VPN	
I.	Personalization Background, lock screen, colors		Apps Uninstall, defaults, optional features	8	Accounts Your accounts, email, sync, work, family	孕	Time & Language Speech, region, date	
8	Gaming Game bar, DVR, broadcasting, Game Mode	G	Ease of Access Narrator, magnifier, high contrast	0	Cortana Cortana language, permissions, notifications	A	Privacy Location, camera	
()	<ul> <li>Update &amp; Security</li> <li>Windows Update, recovery, backup</li> </ul>							

2. Select 'Devices' :

Settings								_	×
				Windo	ws Settir	ngs			
				Find a setting		٩			
	口	System Display, sound, notifications, power		Devices Bluetooth, printers, mouse		Phone Link your Android, iPhone		Network & Internet Wi-Fi, airplane mode, VPN	
	¥1	Personalization Background, lock screen, colors		Apps Uninstall, defaults, optional features	8	Accounts Your accounts, email, sync, work, family	<b>₽</b>	Time & Language Speech, region, date	
	⊘	Gaming Game bar, DVR, broadcasting, Game Mode	Ġ	Ease of Access Narrator, magnifier, high contrast	0	Cortana Cortana language, permissions, notifications	8	Privacy Location, camera	
	$\langle 0 \rangle$	Update & Security Windows Update, recovery, backup							

## 3. Select 'Printers & scanners' :

← Settings		- 🗆 X
යි Home	Bluetooth & other devices	
Find a setting	Add Bluetooth or other device	Turn on Bluetooth even faster
Devices		opening Settings, open action center, and then select the
Bluetooth & other devices	Mouse, keyboard, & pen	Bluetooth icon. Do the same to turn it off when you want.
음 Printers & scanners		Get more into about Bluetooth
🖰 Mouse	Other devices	Related settings
Typing	DELL P2417H	Devices and printers
ca Pen & Windows Ink		Display settings
(P) AutoPlay		
A USB	Download over metered connections	Have a question?
	To help prevent extra charges, keep this off so device software (drivers, info, and apps) for new devices won't download while you're on metered Internet connections.	Get help
		Make Windows better
		Give us feedback

# 4. Select 'Add a printer or scanner' :

← Settings		- 6 ×
ŵ Home	Printers & scanners	
Find a setting $p$ Devices Relation to $R$ other devices	Add printers & scanners + Add a printer or scanner	Troubleshoot your printer If you can't get your printer to work, try running the printer troubleshooter. Open troubleshooter settings
<ul> <li>Printers &amp; scanners</li> <li>Mouse</li> <li>Typing</li> </ul>	Printers & scanners	Related settings Print server properties Run the troubleshooter
<ul> <li>en &amp; Windows Ink</li> <li>QuatoPlay</li> <li>Tus8</li> </ul>	Microsoft X0'S Document Writer  ConeNote for Windows 10  PrimopDF Default	Help from the web Downloading print drivers Scanning documents Changing printer status
	Send To OneNote 16 Control of the Normanage my default printer When this is on. Windows will set your default printer to be the one you used most recently at your current location. Download over metered connections To help prevent entra charges, keep this off so that device software (drivers, info and apps) for new devices won't be downloaded while you're on metered Internet connections.	✓ Ger help ✓ Give feedback

5. Windows will start searching for printers, and show any it finds, but, as soon as it appears, click 'The printer that I want isn't listed' (in blue, under the list):



6. Select 'Add a local printer or network printer with manual settings', then 'Next':

22 C	
Add Printer	
Find a printer by other options	
○ <u>My</u> printer is a little older. Help me find it.	
Select a shared printer by name	
	B <u>r</u> owse
Example: \\computername\printername or http://computername/printers/printername/.printer	
○ Add a printer using a TCP/ <u>I</u> P address or hostname	
○ Add a Bluetooth, wireless or network discoverable printer	
Add a local printer or network printer with manual settings	

### 7. Select 'Create a new port', for 'Type of port' select 'Local Port' then 'Next':

×

uter to exchange information with a print

	Next	Cancel
--	------	--------

#### 8. In the 'Port Name' box, enter:

## \\papercut.eng.cam.ac.uk\printers

... then click 'OK'

Port Name	>
Enter a port name:	ОК
\\papercut.eng.cam.ac.uk\printers	Cancel

9. In the 'Install the printer driver' window, if the 'Manufacturer' column on the left already shows Xerox and the 'Printers' column already shows 'Xerox WorkCentre 7835 PS' select that option, then click 'Next':



- If Xerox doesn't show in the 'Manufacturer' list, click 'Windows Update' and it will add more choices.

- It may still not show the Xerox WorkCentre 7835PS, in which case choose the nearest option shown, which will probably be the Xerox WorkCentre 7855 V4 PCL6 :

stall the printer drive	ver			
Choose your prin	ter from th	e list. Click Windows Update to see	more mod	els.
To install the driv	er from an	nstallation CD, click Have Disk.		
Manufacturer	^	Printers		^
WDV GmbH		Xerox WorkCentre 7675 rev 2.	0	
Wipro ePeripherals Kerox		Xerox WorkCentre 76/5 rev 2.		
XV7 Drinting Inc.	>	Xerox WorkCentre 7970 V4 PC	CL6	~
This driver is digitally	signed.	<u>W</u> indows Up	date	Have Disk
Tell me why driver sig	ning is imp	ortant		

Click 'Next'

10.

←	🖶 Add Pr	rinter	
	Type a p	printer name	
	<u>P</u> rinter nar	me: Xerox WorkCentre 7855 V4 PCL6	
	This printe	er will be installed with the Xerox WorkCentre 7855 V4 PCL6 driver.	
		<u>N</u> ext Cancel	
	- Clicł	k 'Next'	×
÷	🖶 Add P	Printer	~
		Installing printer	

×

Next Cancel

11.

1	Comp.	A	Deinstein
· · · ·	Concession in the local division of the loca	Add	Printer

#### Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

#### Do not share this printer

 $\bigcirc$  Share this printer so that others on your network can find and use it

S <u>h</u> are name:	Xerox WorkCentre 7855 V4 PCL6	
Location:		
<u>C</u> omment:		

Cancer

- Select 'Do not share this printer'
- Click 'Next'

#### 12.

	>
and Add Printer	
You've successfully added Xerox WorkCentre 7855 V4 PCL6	
To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.	
Print a test page	
<u>F</u> inish Cancel	

- Click 'Finish'