STEP 1: INSTALL THE PRINTER
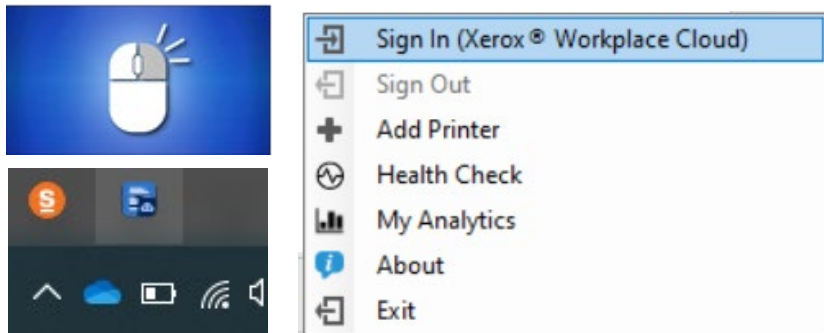
To install the printer on your workstation:

1. Click on **Start > @Workstation Utilities > Software Center**

2. Search for Xerox Workplace Cloud (XWC), select it and click **Install**

3. Once installed, it will appear in your system tray

4. <u>IMPORTANT</u>: **Restart your computer** after installing the software before continuing with the next step
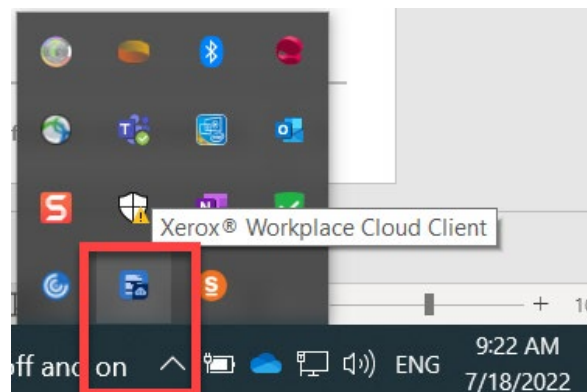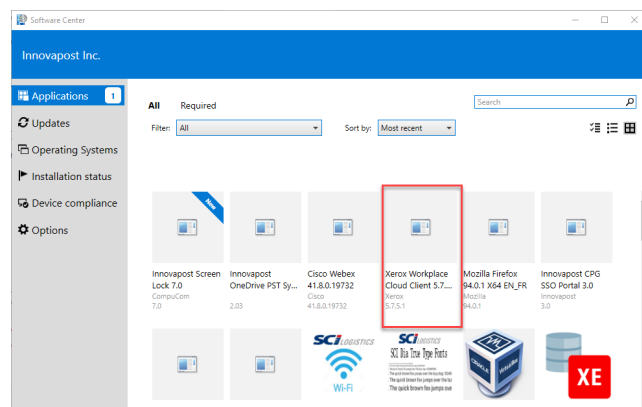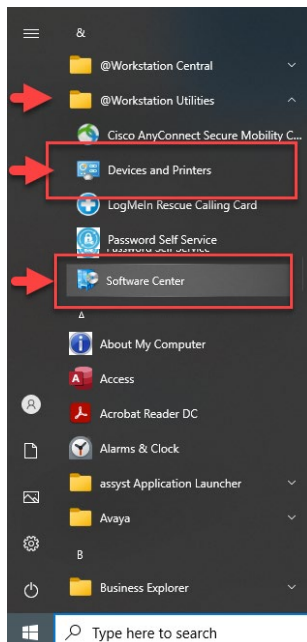
Setting up Xerox Workplace Cloud (2 of 4)

STEP 2: INSTALL THE PRINTER

1. Right-click on the Xerox icon in your taskbar and select **Sign In**

2. Enter your **bilingual email address (firstname.lastname@canadapost.postescanada.ca)** and select Submit

3. Enter the **verification code** that was emailed to you

4. Enter your domain user name as follows: **cpg-gpc\Computer User ID**

5. Enter your **email account password** to finish registration

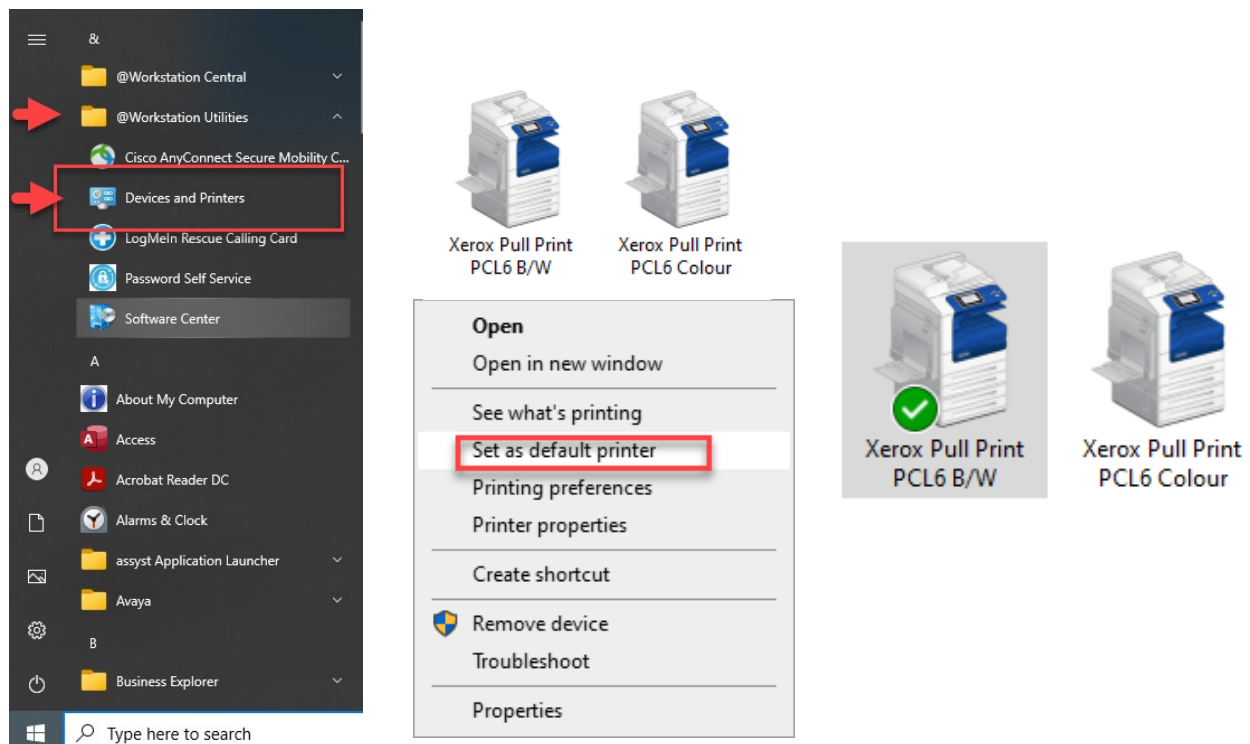# Setting up Xerox Workplace Cloud (3 of 4)

STEP 3: SET XEROX PULL PRINTER AS DEFAULT

To set Xerox Pull Print as your default printer:

1. Click on **Start > @Workstation Utilities > Devices and Printers**

2. Select the Xerox Pull Print PCL6 B/W printer, right-click and select **Set as default printer**

    PLEASE NOTE: It may take up to <u>5 minutes</u> for the Xerox printers to appear in the list.

Setting up Xerox Workplace Cloud (4 of 4)

STEP 4: REGISTER YOUR BADGE AT THE PRINTER

Important: Due to CPC Employee ID badges having two frequencies, you may need to register your badge twice.

To register your badge:

1. Walk up to the printer and place your badge on the card reader. Tap **Yes** to register your card.

2. Enter your **bilingual email address (firstname.lastname@canadapost.postescanada.ca)** and select OK.

3. Enter your **username** as follows: **cpg-gpc\Computer User ID** and select OK.

4. Enter your **email account password** and select OK.

To select and print your document(s):

1. Once registered, your name will appear on the left of the screen. Tap **@PrintByXerox** to see your jobs.

2. Select the job you want to print and tap **Print** in the right corner.