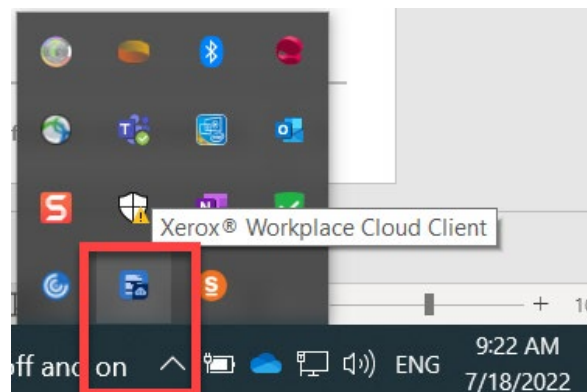
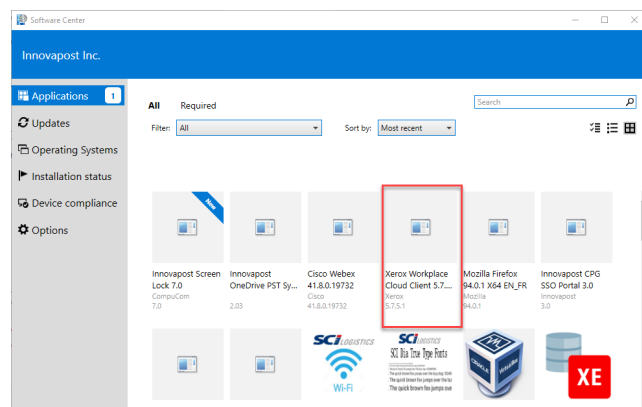
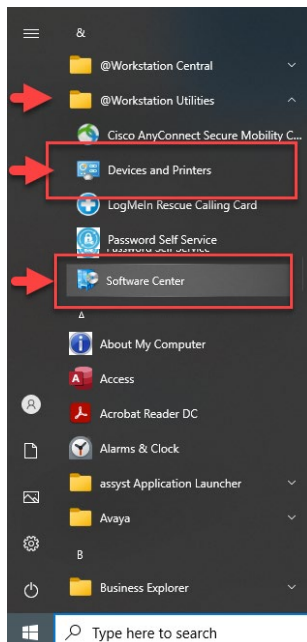


Setting up Xerox Workplace Cloud (1 of 4)

STEP 1: INSTALL THE PRINTER

To install the printer on your workstation:

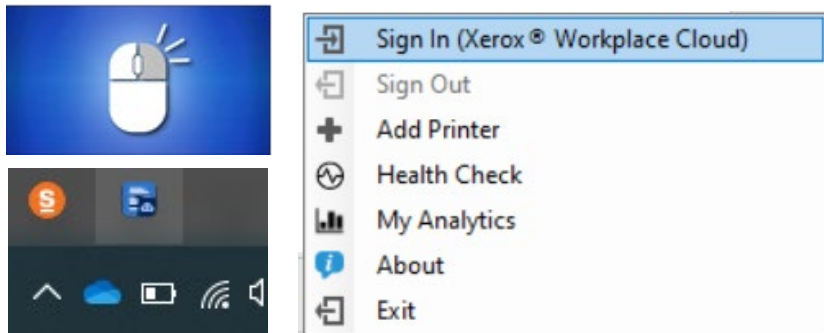
1. Click on **Start > @Workstation Utilities > Software Center**
2. Search for Xerox Workplace Cloud (XWC), select it and click **Install**
3. Once installed, it will appear in your system tray
4. **IMPORTANT: Restart your computer** after installing the software before continuing with the next step



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

A screenshot of the 'Xerox Workplace Cloud Client' application window. The title bar says 'Xerox Workplace Cloud Client' and the Xerox logo is in the top right. The main area is titled 'Login' and contains the text 'Please enter your email address.' Below this is a text input field labeled 'Email Address'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.A screenshot of the 'Xerox Workplace Cloud Client' application window, showing the next step in the login process. The title bar and Xerox logo are the same. The main area is titled 'Login' and contains the text 'Please enter the verification code that was emailed to you.' Below this is a text input field labeled 'Verification Code'. Underneath that is the text 'Please enter your workplace credentials' followed by two more text input fields: 'Domain/User Name' and 'Password'. At the bottom right, there are two buttons: 'Cancel' and 'Submit'.

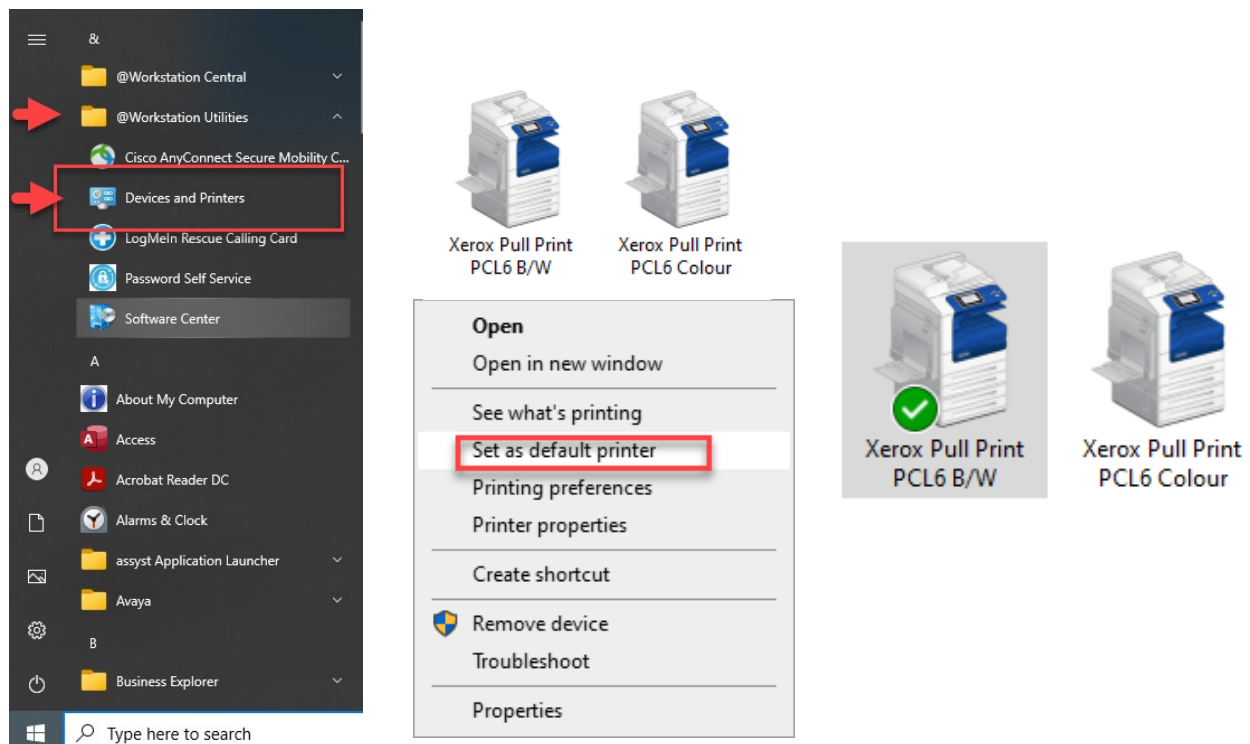
Setting up Xerox Workplace Cloud (3 of 4)

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 5 minutes 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: **cp-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.

