Installing and Setting Xerox MFD as Default Printer

INSTALLING XEROX MFD

1. Go to START (bottom left of screen, “Microsoft bubble”)
2. Click RUN
3. Type in: \xerox.deacnet.wfu.edu
4. Click OK
5. Select printer from list, Right Click on that printer and then choose CONNECT
6. WINDOWS PRINTER INSTALLATION box will open and begin printer installation

SETTING XEROX MFD AS DEFAULT PRINTER

1. Go to START (bottom left of screen, “Microsoft bubble”)
2. Click DEVICES AND PRINTERS
3. Right click on the printer and choose SET AS DEFAULT PRINTER