

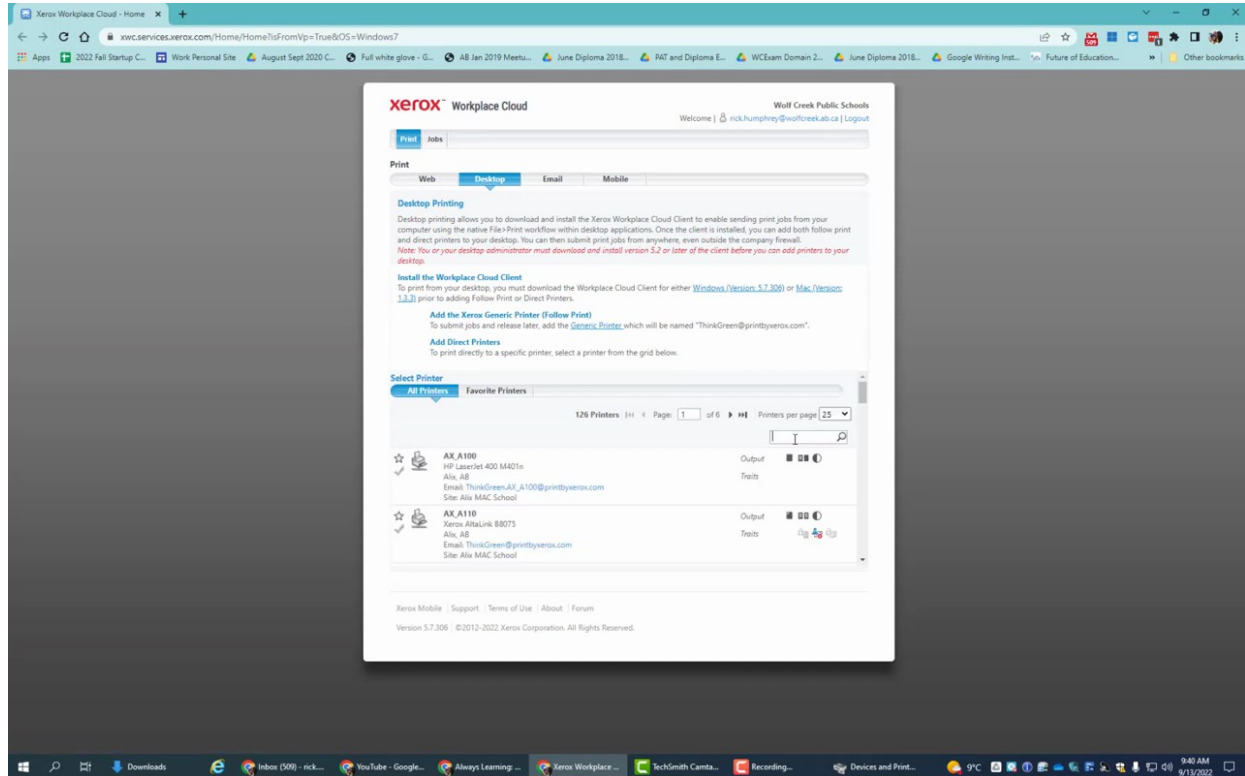
**Before you begin:** Sign in with your Wolf Creek Google account when the service offers Google sign-in.

Open Windows Settings and go to Printers & scanners.



## STEP 2 Remove the copier

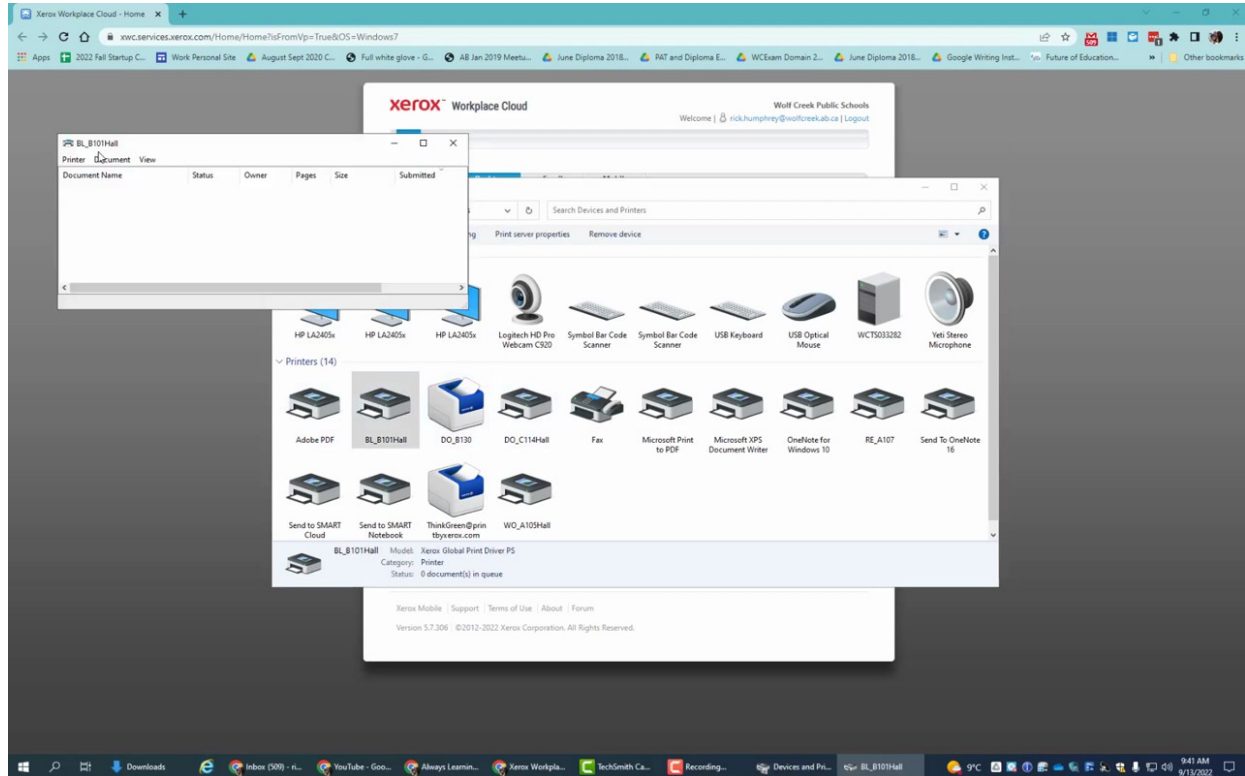
Select the existing Xerox copier and choose Remove device.



*Remove the copier.*

## STEP 3 Add it again

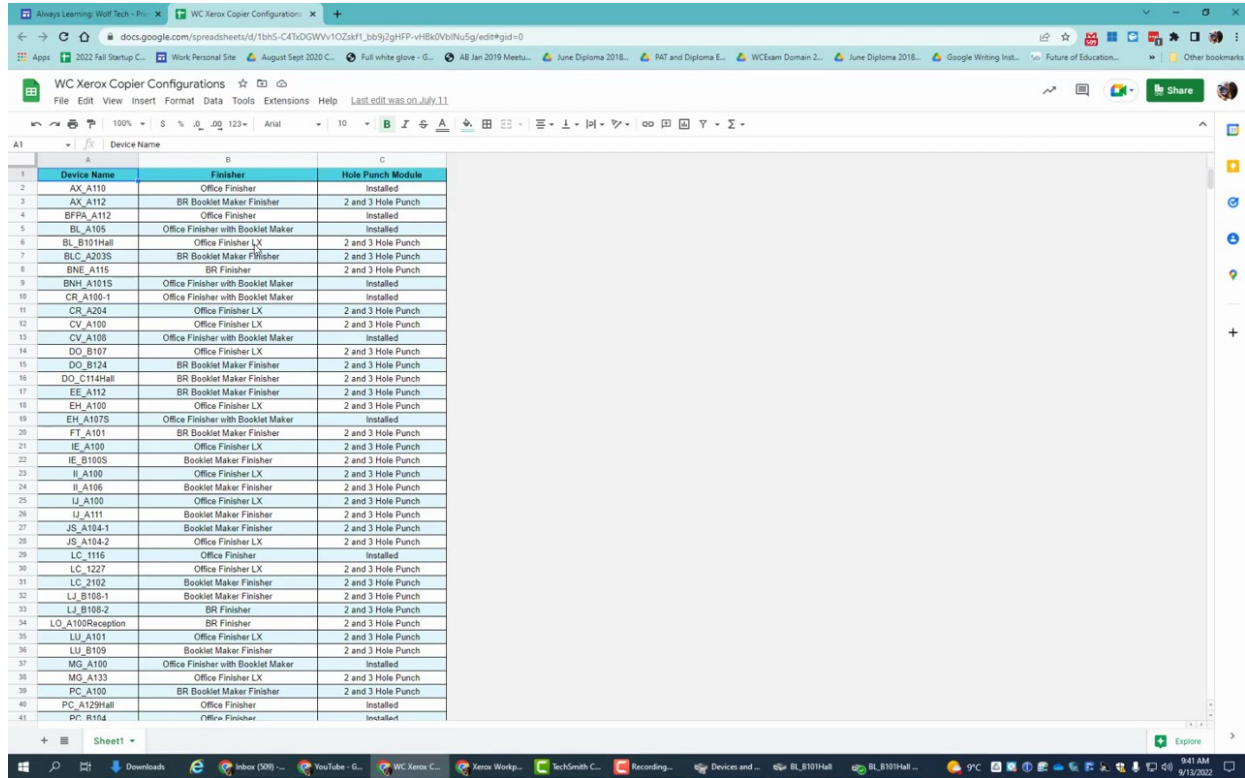
Choose Add device and select the correct school Xerox copier.



*Add it again.*

## STEP 4 Confirm the printer

Open the printer details and confirm it is ready before printing.



The screenshot shows a Google Sheet titled "WC Xerox Copier Configurations" with the following data:

| Device Name      | Finisher                           | Hole Punch Module  |
|------------------|------------------------------------|--------------------|
| AX_A110          | Office Finisher                    | Installed          |
| AX_A112          | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| BPPA_A112        | Office Finisher                    | Installed          |
| BL_A105          | Office Finisher with Booklet Maker | Installed          |
| BL_B101Hall      | Office Finisher LX                 | 2 and 3 Hole Punch |
| BLC_A203S        | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| BNE_A115         | BR Finisher                        | 2 and 3 Hole Punch |
| BNH_A101S        | Office Finisher with Booklet Maker | Installed          |
| CR_A100-1        | Office Finisher with Booklet Maker | Installed          |
| CR_A204          | Office Finisher LX                 | 2 and 3 Hole Punch |
| CV_A100          | Office Finisher LX                 | 2 and 3 Hole Punch |
| CV_A108          | Office Finisher with Booklet Maker | Installed          |
| DO_B107          | Office Finisher LX                 | 2 and 3 Hole Punch |
| DO_B124          | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| DO_C114Hall      | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| EE_A112          | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| EH_A100          | Office Finisher LX                 | 2 and 3 Hole Punch |
| EH_A107S         | Office Finisher with Booklet Maker | Installed          |
| FT_A101          | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| IE_A100          | Office Finisher LX                 | 2 and 3 Hole Punch |
| IE_B100S         | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| IJ_A100          | Office Finisher LX                 | 2 and 3 Hole Punch |
| IJ_A106          | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| IJ_A100          | Office Finisher LX                 | 2 and 3 Hole Punch |
| IJ_A111          | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| JS_A104-1        | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| JS_A104-2        | Office Finisher LX                 | 2 and 3 Hole Punch |
| LC_1116          | Office Finisher                    | Installed          |
| LC_1227          | Office Finisher LX                 | 2 and 3 Hole Punch |
| LC_2102          | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| LJ_B108-1        | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| LJ_B108-2        | BR Finisher                        | 2 and 3 Hole Punch |
| LO_A100Reception | BR Finisher                        | 2 and 3 Hole Punch |
| LU_A101          | Office Finisher LX                 | 2 and 3 Hole Punch |
| LU_B109          | Booklet Maker Finisher             | 2 and 3 Hole Punch |
| MG_A100          | Office Finisher with Booklet Maker | Installed          |
| MG_A133          | Office Finisher LX                 | 2 and 3 Hole Punch |
| PC_A100          | BR Booklet Maker Finisher          | 2 and 3 Hole Punch |
| PC_A129Hall      | Office Finisher                    | Installed          |
| PC_R104          | Office Finisher                    | Installed          |

*Confirm the printer.*

## Finished

The task is complete. Review the final screen to confirm the expected result.