**ADD A XEROX PRINTER TO YOUR MACBOOK**

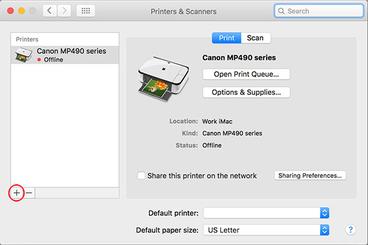
1. Open System Preferences (either on your Dock or from the Apple Menu).

system preferences icon

1. Click Printers & Scanners.

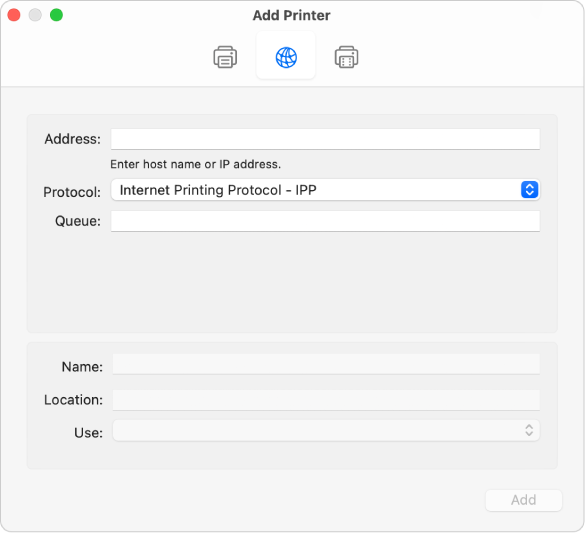


1. Click on the **+**sign (lower left) to add a printer.



1. Click the button A picture containing text, clipart

   Description automatically generated then enter the IP address of the Xerox you want to add in the Address box.



1. Rename the printer (optional).
2. Click Add in bottom right corner to add the Xerox printer.