1. In the Windows Search box, type the word “printer” and choose the Advanced printer setup option.

2. Click the linked text - The printer that I want isn’t listed - below the “Select a device” window.
3. Select the **Add a printer using a TCP/IP address or hostname** option and click the **Next** button.

![Add Printer](image1)

4. In the “Device type:” field, choose the **TCP/IP Device** option and input **172.19.153.24** in the “Hostname or IP address:” field. Leave the checkbox for “Query the printer and automatically select the driver to use” checked. Click the **Next** button.

![Add Printer](image2)
5. In the “Printer name:” field, type **Xerox WC 4250 Student Lounge** over the existing text (Xerox WorkCentre 4100/4200 Series Class Driver). Click the **Next** button.

6. Click the **Do not share this printer** option and click the **Next** button.
7. Click the **Finish** button to end the “Add Printer” wizard and skip the next step.  
*Optional:* Click the **Print a test page** button to submit a test print job to the device.

8. A window will display when the test page was transmitted to the device. Click the **Close** button.  
Click **Finish** to close the “Add Printer” wizard (if not done already in previous step).

10. View of the MFD screen showing the ‘Test Page’ in the print queue with a “Held” status. The job will automatically be removed from the queue after 24 hours. To remove the job immediately, press the job name ‘Test Page’ and select the “Delete” option.