

Connecting your computer to a networked Xerox copiers and/or Brother Printer/MFC located at the San Pedro, The Neighborhood Place, Northeast and Eastside Offices.

NOTE: For best results, remove the old copiers and printers from your computer. Go to the Control Panel, Devices and Printers. Select the copier or printer to be removed and select **"Remove Device"**.

To connect your computer to a Xerox copier and/or Brother Printers/MFC, follow the steps outlined below:

1. In the **"Windows"** search field located next to the "Start" button on the "Task Bar", enter the following text **highlighted in blue based** on your location and press Enter:
San Pedro: [\\spodc1\](#)
The Neighborhood Place: [\\tnpdc2\](#)
Eastside Office: [\\esodc2\](#)
KidShare: [\\neodc2\](#)
2. Once the Shared Window opens, locate the Xerox copier or Brother Printer/MFC associated with your Program or Department.

Example:

Xerox B8055 Mailroom

3. Right click on the icon and select **"Connect....."** from the options menu.
4. A **"Windows Printer Installation"** window will appear for a few moments. Once the installation is complete, the window will close automatically. You can confirm that the printer was installed by going to the **Control Panel, Devices and Printers**.
5. While you are in the **Devices and Printers** window, select the copier or printer you would like to designate as your **Default** printer, right click and select **Set as Default Printer** from the options menu.

Please send an Email to the ITHelpdesk if additional information or clarification is required.