

# Printing to Xerox copiers (Kalkus Hall)

## *Basic Requirements*

- Computer with a Windows operating system (MacOS is supported, but specific instructions may be different).
- Be connected to the campus network or connected to the WSU VPN
- Have a departmental copy code (4 digits).  
*If you do not have a code, please contact your supervisor or (Pls/program leads) email [finance.cmp@wsu.edu](mailto:finance.cmp@wsu.edu) to have a code assigned to your budget.*

To add the new printers to your computer:

1. Open **This PC / My Computer** (or another file explorer window) and enter `\\modernbrook.ad.wsu.edu\` in the address bar.
2. Select the printer you want to add:
  - **PUY\_AdminOffice\_Xerox\_AltaLink\_C8145** (located in the Kalkus Hall Administration office)
  - **PUY\_K130\_Xerox\_AltaLink\_C8145** (located in the Kalkus Hall copier room)
3. Right-click and select **Connect...** from the context menu.