



# Launching Xerox Workplace Cloud Client

1. Launch Windows Icon



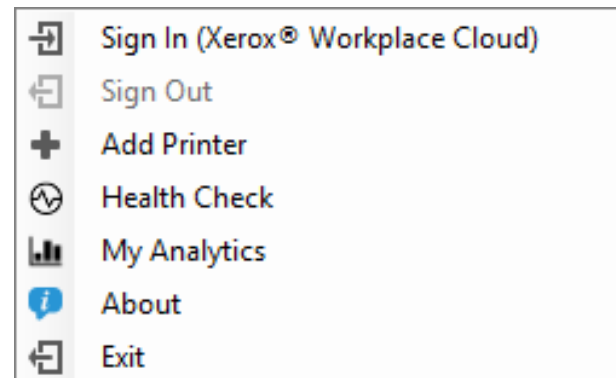
2. Scroll down to the Xerox folder, expand and select the Xerox workplace cloud client



3. The workplace cloud icon will appear in the right-hand side of the system tray



4. Right click on the icon and select sign in





5. Enter your Co-Op email address and select submit

A screenshot of the Xerox Workplace Cloud Client login window. The window title is 'Xerox® Workplace Cloud Client'. The header bar is blue with the Xerox logo on the right. Below the header, the text 'Login' is displayed. A prompt says 'Please enter your email address.' followed by an 'Email Address' label and a text input field. At the bottom right, there are 'Cancel' and 'Submit' buttons.

6. If prompted please enter your password

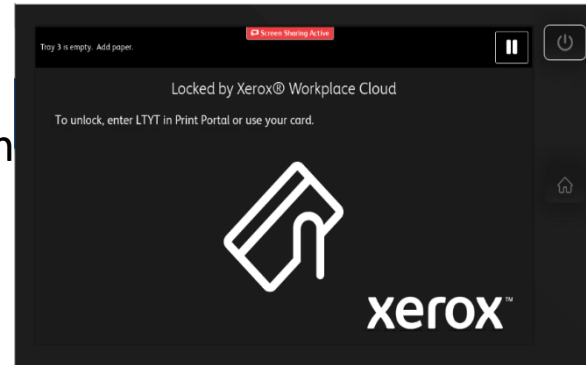
A screenshot of the 'Sign in to your account' window. The window title is 'Sign in to your account'. The Co-op logo is at the top left. Below it, the text 'Enter password' is displayed. A 'Password' label is followed by a password input field. Below the input field, there are links for 'Forgotten my password' and 'Sign in with another account'. A blue 'Sign in' button is positioned to the right of the input field. Below the button, a grey box contains the text 'Welcome to the Co-op Modern Workplace.' At the bottom, there are links for 'Terms of use' and 'Privacy & cookies'.

The download and installation of the **XWC SP1** print queue will begin and you will be notified once this is complete. You will now see printer **XWC SP1** when you select File>Print within your applications.

# User Registration



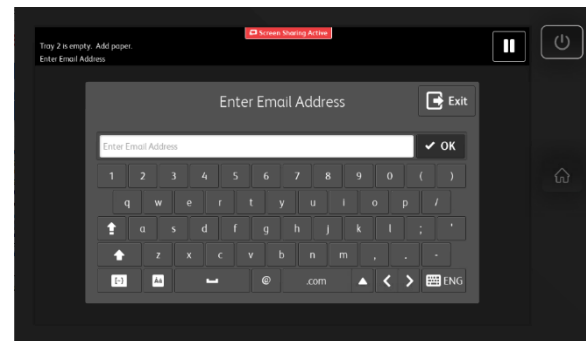
1. When you walk up to the printer you will see this screen



2. Swipe your card on the reader

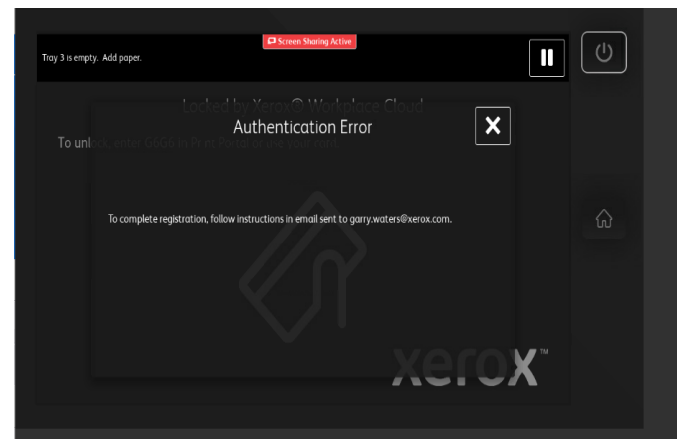


3. Enter your CoOp email address

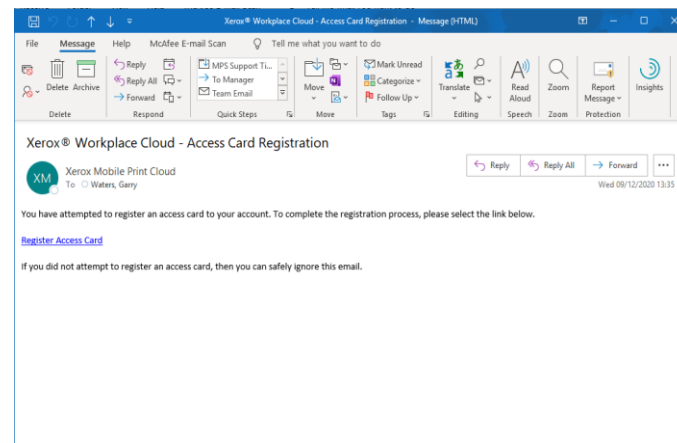




4. You will then be prompted with an Authentication Error. You will have been sent an email to the email address you entered in the previous screen.

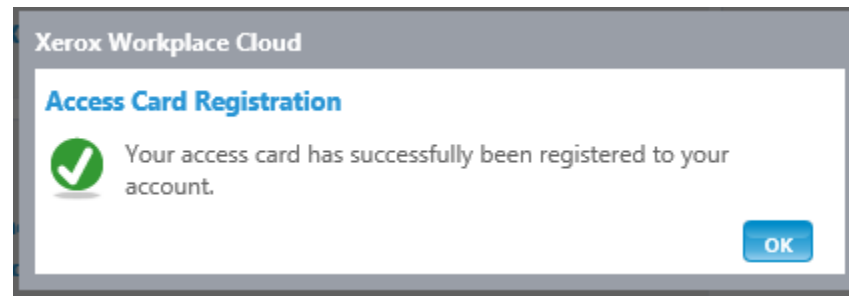


5. An email will be received from Xerox Workplace Cloud, where you will be required to click on the **Register Access Card** link provided – note: if you have not received this email, then please check your junk email folder





6. Clicking on the **Register Access Card** link will connect you to the Xerox Workplace Cloud web portal, where the message “Your access card has successfully been registered to your account” should be displayed. Once this message is displayed, please click on the OK button.



7. Once you have successfully completed registering the card, in the step above, you can then simply just swipe your card at the printer and the printer will recognise who you are (top left of this screenshot)

