Adding the Xerox Printers

1. First, make sure any old versions of the printers are deleted from "Devices and Printers" (Control Panel\Hardware and Sound\Devices and Printers).

and the second s	
Correction of the second secon	- 4 Search Devices and Printers
<u>File Edit View Tools H</u> elp	
Add a device Add a printer	L • 0
Devices (5)	
HSL-CIRCB PNR PL2010MW TRAVELDRIVE USB NetVista Full USB Optical 005B Width Keyboard Mouse	
Adobe PDF EICR122-WC6400 x on print1 EICR124-WC5150 Fax Microsoft XPS Document Writer Send To OneNote 2010	
11 items	

2. Navigate to <u>https://printing.creighton.edu/</u> and have the user login using their Blue username and password. THIS IS THE ONLY WAY TO GET VALID PRINTER ADDRESS SPECIFIC TO THE USER.

	🕫 🗙 🏟 EveryonePrint - Login 🛛 🗙	
<u>File Edit View Favorites Tools</u>	Help 🗙 🍕 Convert 👻 🔂 Select	
👍 🧃 Creighton University Heal 🚸 🛙	EveryonePrint - Login 🔃 Health Sciences Library 🧉 i	iCloud ゝ Proofpoint Protection Ser »
Creighton UNIVERSITY		
г	To sign in, please enter your username and password b Username: tag87615 Password: •••••••	ielow.
All logos, bra	EveryonePrint 3.4.0 © 2003-2014 Next Pri and product names may be registered trademarks or trademarks of t	int Solutions Aps heir respective holders and are hereby acknowledged.

3. Click on the "Driver Print" tab at the top of the page.



4. Click on the "Windows" link at the bottom of the following page.



5. Click on the "Advanced (3)" radio button and click "Continue" on the new page.



6. Click the "BW Master Queue" or "Color Master Queue" radio button.



7. Scroll down to item #5 under "Add Printer to your computer," and copy the printer address (this will be unique to the user that is currently logged in, so do not use the address listed below, and of course different for the Black and White option and the Color option).



 Scroll down to item #7 and take note of the printer model (should read "Xerox WorkCentre 5845 PCL6 www.xerox.com" for the Black and Whiter, and "Xerox Work Centre 7845 PCL6 - xerox.com" for the Color, as of 2/3/14).



9. Insert the printer driver flash drive, and navigate to it. You will see four printer installers – a 32bit and a 64bit installer for both the Color printer drivers and the Black and White Drivers.



10. Double click whichever installer is appropriate for your initial selection of Black and White or Color (step 6 on this instruction set) and your machine type (32bit or 64bit).

<u>File Edit View Tools H</u> elp		
Control Panel Home	View basic information	about your computer
🛞 Device Manager	Windows edition	
🔋 🚱 Remote settings	Windows 7 Enterprise	
🛞 System protection	Copyright © 2009 Microso	ft Corporation. All rights reserved.
Advanced system settings	Service Pack 1 System ————————————————————————————————————	
	Rating:	-3.3 Windows Experience Index
See also	Processor:	Intel(R) Core(TM)2 Duo CPU
Action Center	Installed memory (RAM):	3.00 GB
Windows Update	System type:	64-bit Operating System
Performance Information and	Pen and Touch:	No Pen or Touch Input is available for this Display
Tools	Computer name, domain, and	workgroup settings

a. To see if the machine is 32bit or 64bit, right-click on 'Computer' and select Properties.

11. Accept the "License Agreement".



12. Click the "Install" button on the following screen.

\$ >	Kerox Software	Installation	x		
,	kerox 🏐	The Printer Driver files will be extracted to: "C:\Xerox\WC58XX_5.295.13.0_PCL6_x64_Driver.inf"	^		
		After the files are extracted, the "Add Printer Wizard" will open.			
		 Select the printer port, or create a new one, click "Next". Select your printer model and continue to click "Next", following prompts, then "Finish". 			
////		NOTE: If this is a 32-bit system, the driver will just be extracted for use in cross-architecture installations.			
		Destination folder			
		C:\Xerox Browse			
		Installation progress			
		Install			

13. Click "Yes" if you get a "User Account Control" pop-up warning.

😗 User Account (Control		<u> </u>
Do you want to allow the following program to make changes to this computer?			
۲	Program name: Verified publisher: File origin:	Xerox Windows Elevated Privileges Executable Xerox Corporation Hard drive on this computer	
Show <u>d</u> etails	i	Yes No]
		Change when these notifications appe	ar

14. Click "Add a network, wireless, or Bluetooth printer" at the "Add Printer" window.



15. Click "The printer that I want isn't listed" at the bottom of the next screen, regardless of what is listed above; you don't even need to wait for the list to fill.

3	🖶 Add Printer	1	Sint ?	×
	Select a printer			
	Printer Name	Address		*
	SOM-OME-Savin on PRINTSERVE2	School of Medicine		=
	IPF-LexmarkC532 on PRINTSERVE2	Campion House IPF		
	FM-LJP1006 on PRINTSERVE2	Facilities		
	DoIT-Webteam-4100 on PRINTSERVE2	Old Wareham		
	CME-CLJ2600 on PRINTSERVE2	CME		
	IMPULMSVNMN on PRINTSERVE2			-
	ccas savin on PRINTSERVE2			*
			Search again	
	The printer that I want isn't listed			
			<u>N</u> ext C	ancel

16. Select the radio button next to "Select a shared printer by name," paste the printer address you copied in step 7 of these instructions, and hit the "Next" button.

🕒 🖶	dd Printer	
Find	d a printer by name or TCP/IP address	
© <u>E</u> i	nd a printer in the directory, based on location or feature	
<u>۵ ک</u> و	elect a shared printer by name	
	http://147.134.13.163:631/ipp/r/4fcbc42563713/8F0F3D8D	B <u>r</u> owse
	Example: \\computername\printername or http://computername/printers/printername/.printer	
_ A _	dd a printer using a TCP/IP address or hostname	
		Next Cancel

17. "Window Printer Installation" will open with an activity bar as the drivers are installed locally – this can take a while – and the "Add Printer Wizard" will open; but instead of searching for your printer, hit the "Have Disk" button at the bottom of the "Add Printer Wizard" window.

Windows Printer Installation
Connecting to http://1:631/ipp/r/4fcbc42563713/8F0F3D8D
Cancel

Add Printer Wizard	<u>ନ୍</u>		
Select the manufa an installation disk printer documenta	cturer and model of your printer. If your printer came with , click Have Disk. If your printer is not listed, consult your tion for a compatible printer.		
Manufacturer Adobe Brother Canon Epson Fuil Xerov	Printers Adobe PDF Converter Version: 9.5.0.0 [8/19/201 Adobe PDF Converter Version: 9.6.0.0 [4/18/201 Adobe PDF Converter Version: 9.8.0.0 [3/25/201		
Inis driver is digitally signed. <u>Tell me why driver signing is important</u> OK			

18. Click the "Browse" button in the next window, navigate to the "C" drive:



19. Look for and open the "Xerox" folder, then the "WC58XX_5.295.13.0_PCL6_x64_Driver.inf" for Black and White, "WC78XX_5.295.18.0_PCL6_x64_Driver.inf" for the Color printer.

Locate File	×	Locate File
Look in: 🚨 Windows (C:) 👻	G 🤌 📂 🛄 -	Look in: Kerox
Name Antix	Date modified T ₃ 6/19/2013 7:11 PM Fi	Name
MSOCache PanoptoRecorder PerfLogs Program Files Program Files (x86) ProgramData	1/5/2012 9:41 AM Fi 11/7/2012 4:22 PM Fi 3/21/2013 11:06 PM Fi 1/23/2014 1:54 PM Fi 2/3/2014 1:54 PM Fi 2/3/2014 1:200 AM Fi	WC58XX_5.295.13.0_F
Session Users Windows Xerox	3/21/2013 11:06 PM Fi 12/2/2013 9:19 PM Fi 1/24/2014 6:18 PM Fi 2/3/2014 9:14 PM Fi	
<	4	
File name: •inf	✓ Open	File name: ntprint.inf_ar
Files of type: Setup Information (*.inf)	Cancel	Files of type: Setup Inform



20. Select the single visible file and click "Open", then click "OK" on the "Install From Disk" window.

Locate Fi	le		x
Look in: 🔋	₩C58XX_5.295.13.0_PCL6_x64_Dri 👻	3 🌶 📂 🖽	
Name	*	Date modified	ту
x2DLU	MX	1/10/2013 10:10 AM	Se
			- 1
			- 1
			- 1
			- 1
•	III	_	•
File <u>n</u> ame:	x2DLUMX	✓ <u>O</u> pen	
Files of type:	Setup Information (*.inf)	- Cancel	



21. You will see a list of printers – select the printer you noted in step 8 of this instruction set and click "OK" – and you will once more see the "Window Printer Installation" window with an activity bar.

Add Printer Wizard		Add Printer Wizard	? ×
Select the manufacturer and model of your printer. If your printer came with an installation disk, click Have Disk. If your printer is not listed, consult your printer documentation for a compatible printer.		Select the manufacturer and model of your printer. If your p an installation disk, click Have Disk. If your printer is not list printer documentation for a compatible printer.	rinter came with ied, consult your
Printers Xerox WorkCentre 5845 PCL6 Xerox WorkCentre 5855 PCL6 Xerox WorkCentre 5875 PCL6 Xerox WorkCentre 5875 PCL6 Xerox WorkCentre 5875 PCL6 This driver is digitally signed. Tell me why driver signing is important OK	OR COLOR	Printers Xerox WorkCentre 7830 PCL6 Xerox WorkCentre 7835 PCL6 Xerox WorkCentre 7845 PCL6 Xerox WorkCentre 7855 PCL6 This driver is digitally signed. Tell me why driver signing is important OK	Have Disk
ſw	/indows Printer Installation		
THEN	Connecting to http://1:631/ipp/r/4fcbc4	42563713/8F0F3D8D	

- 22. You should see an announcement indicating your success if all went well.
 - a. Click "Next" to see an option to set the new printer as the default.
 - b. Click "Finish" after making the above decision.

🛞 🕅 Add Printer		S Add Printer			
You've successfully added BW Master Queue on http://147.134.13.163:631		You've successfully added BW Master Queue on http://147.134.13.163:631			
Printer name: BW Master Queue on http://147.134.13.163:631					
This printer has been installed with the Xerox WorkCentre 5845 PCL6 driver.		Set as the default printer			
BLACK AND	WHIT	E PRINTER			
		To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.			
Net Cancel	THEN	Finish Cancel			
Add Printer		Ityl Add Printer			
You've successfully added Color Master Queue on http://147.134.13.163:631		You've successfully added Color Master Queue on http://147.134.13.163:631			
Printer name: Color Master Queue on http://147.134.13.163:631					
This printer has been installed with the Xerox WorkCentre 7845 PCL6 driver.		Set as the default printer			
COLOR PRINTER					
		To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.			
Next Cancel	тысы	Einish Cancel			



23. Go back to "Devices and Printers" to verify the addition of the new printer or printers.

- 24. Turn off 'Job Notification' in order to avoid misleading messages after each print job.
 - a. Right Click on either of the new printers and click 'Printer properties' to open the properties screen.



b. Click on the 'Administration' tab, and, if 'Job Notification' is 'Enabled', set it to 'Disabled'.

👼 BW Master Qi	P BW Master Queue on http://147.134.13.163:631 Properties 🗾 🗾						
General	Sharing	Ports	Advanced	Color Management			
Security	Device S	Settings	Configuration	Administration			
Administ Conf Conf L S D A E A Help	 Administration Settings Configuration File Generate a Configuration File Configurations Language: Use System Language Secure Print Only: Disabled Secure Print via Login Name: Disabled Document Tray Remapping Apply Application Defaults: <u>After Pre-Configuration</u> Earth Smart Features: <u>Show Banner Pages Option</u> Access and Verification (CAC/PIV): <u>Disabled</u> Notification Iob Notification: Enabled Help Help Enabled 						
	OK Cancel Apply						

c. Repeat for the remaining printer.