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).
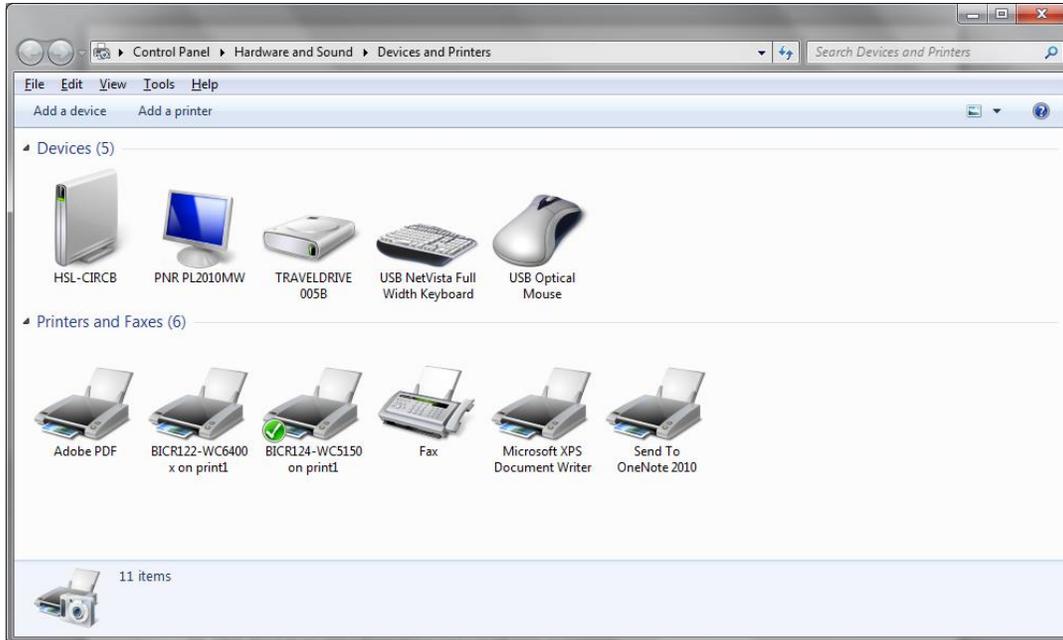
2. Navigate to https://printing.creighton.edu/ and have the user login using their Blue username and password. THIS IS THE ONLY WAY TO GET VALID PRINTER ADDRESS SPECIFIC TO THE USER.
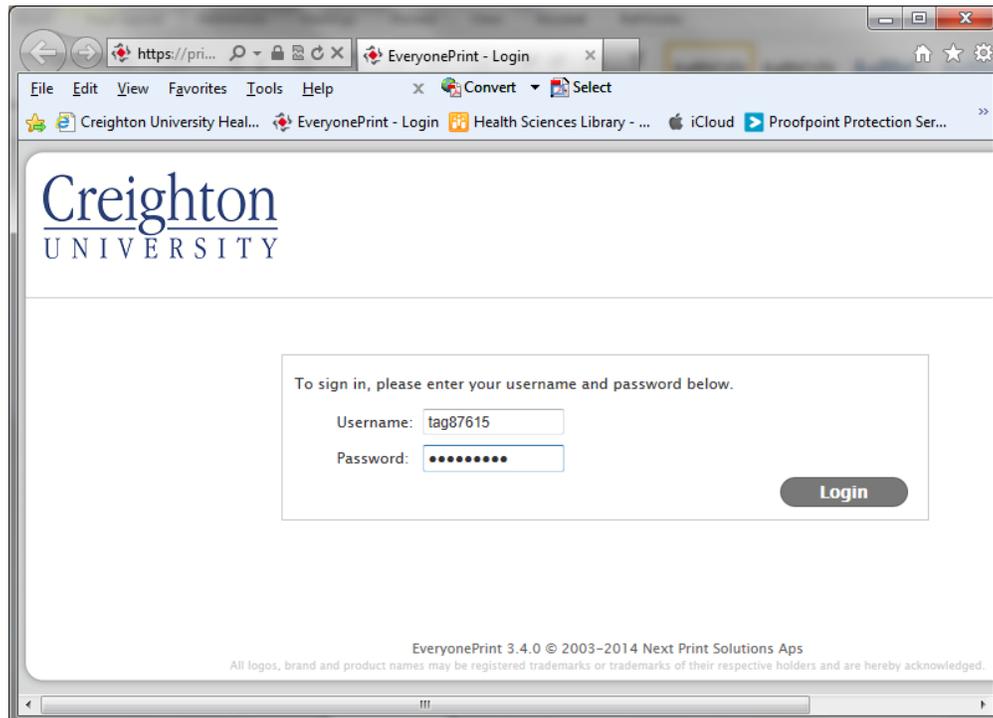
3. Click on the "Driver Print" tab at the top of the page.
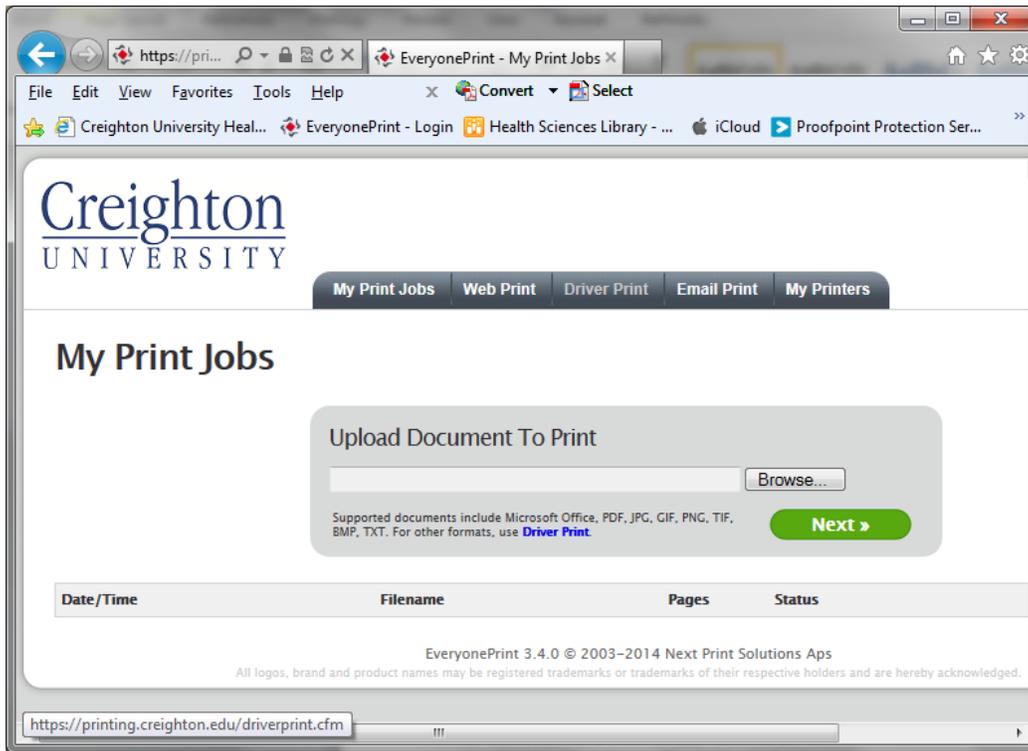
4. Click on the "Windows" link at the bottom of the following page.
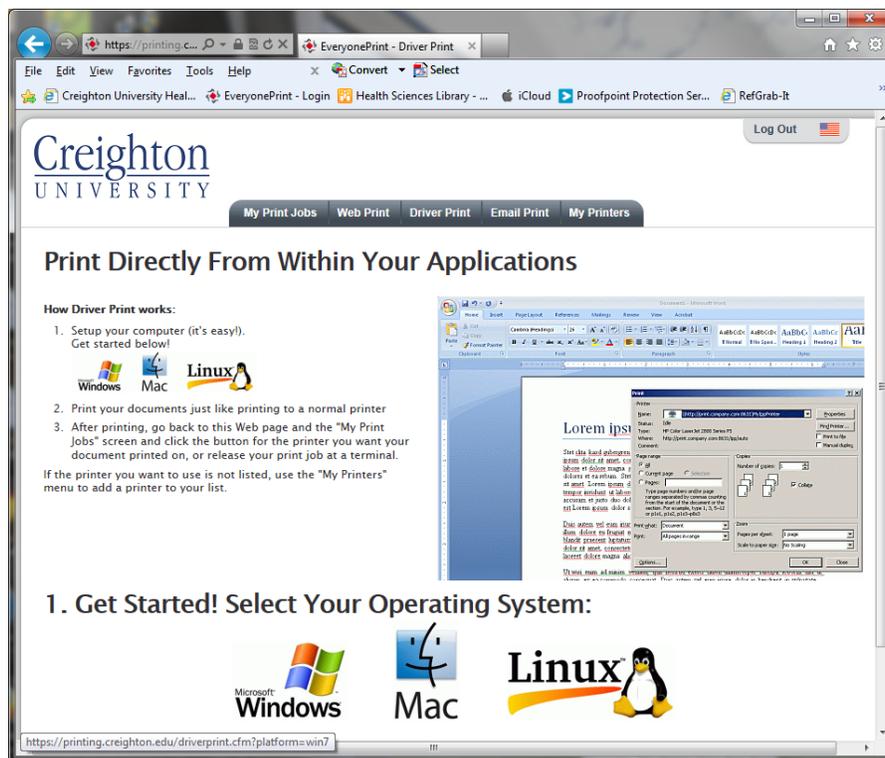
5. Click on the "Advanced (3)" radio button and click "Continue" on the new page.
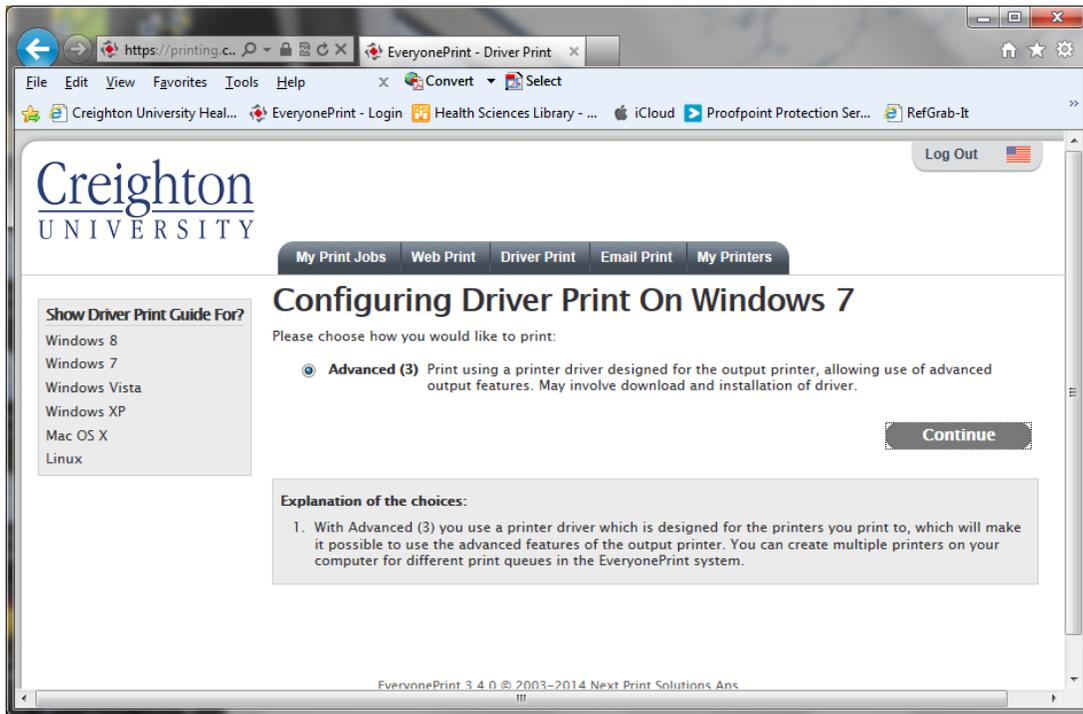
6. Click the "BW Master Queue" or "Color Master Queue" radio button.
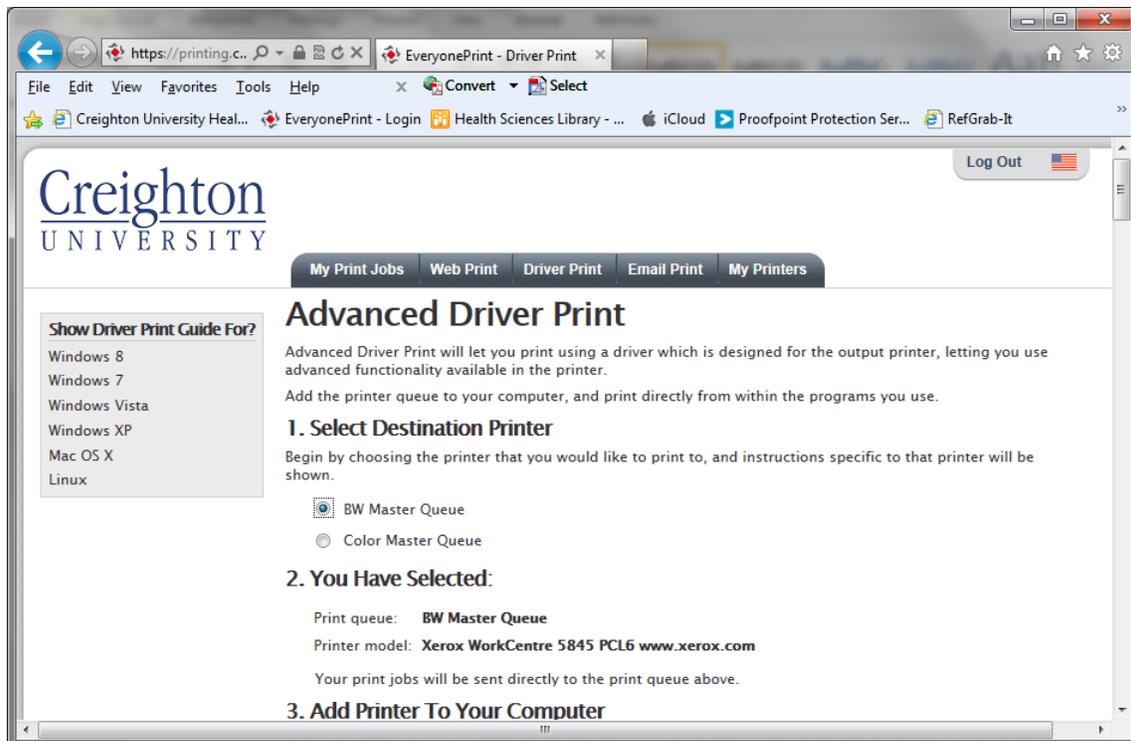
7. Scroll down to item #5 under "**Add Printer to your computer**," and copy the printer address (this will be unique to the user that is currently logged in, so do not use the address listed below, and of course different for the Black and White option and the Color option).
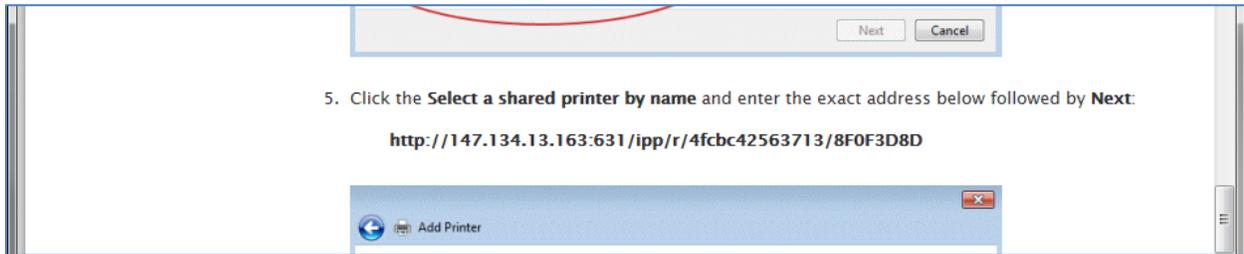
8. Scroll down to item #7 and take note of the printer model (should read "Xerox WorkCentre 5845 PCL6 www.xerox.com" for the Black and Whiter, and "Xerox Work Centre 7845 PCL6 - xerox.com" for the Color, as of 2/3/14).
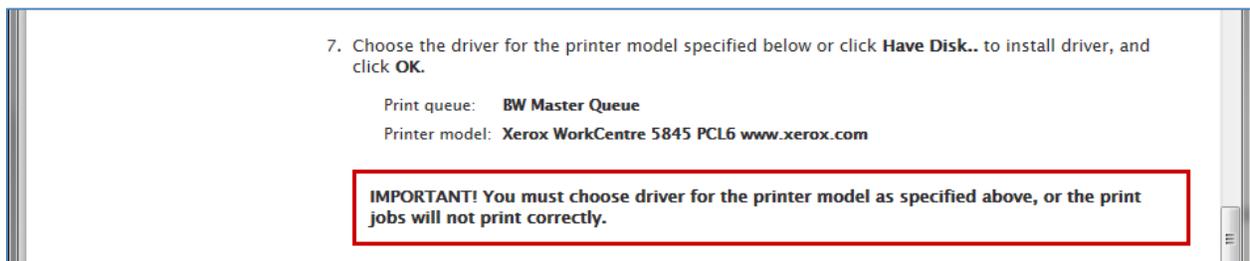
9. Insert the printer driver flash drive, and navigate to it. You will see four printer installers – a 32bit and a 64bit installer for both the Color printer drivers and the Black and White Drivers.
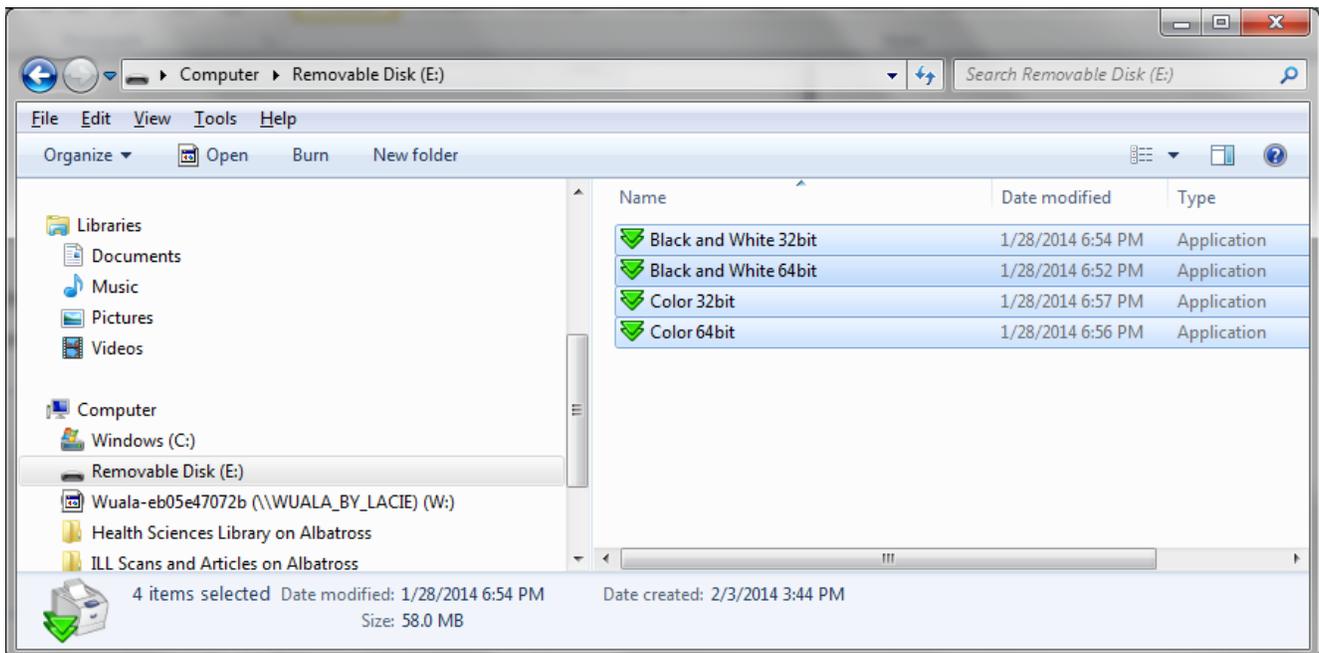
10. Double click whichever installer is appropriate for your initial selection of Black and White or Color (step 6 on this instruction set) and your machine type (32bit or 64bit).
    a. To see if the machine is 32bit or 64bit, right-click on 'Computer' and select Properties.
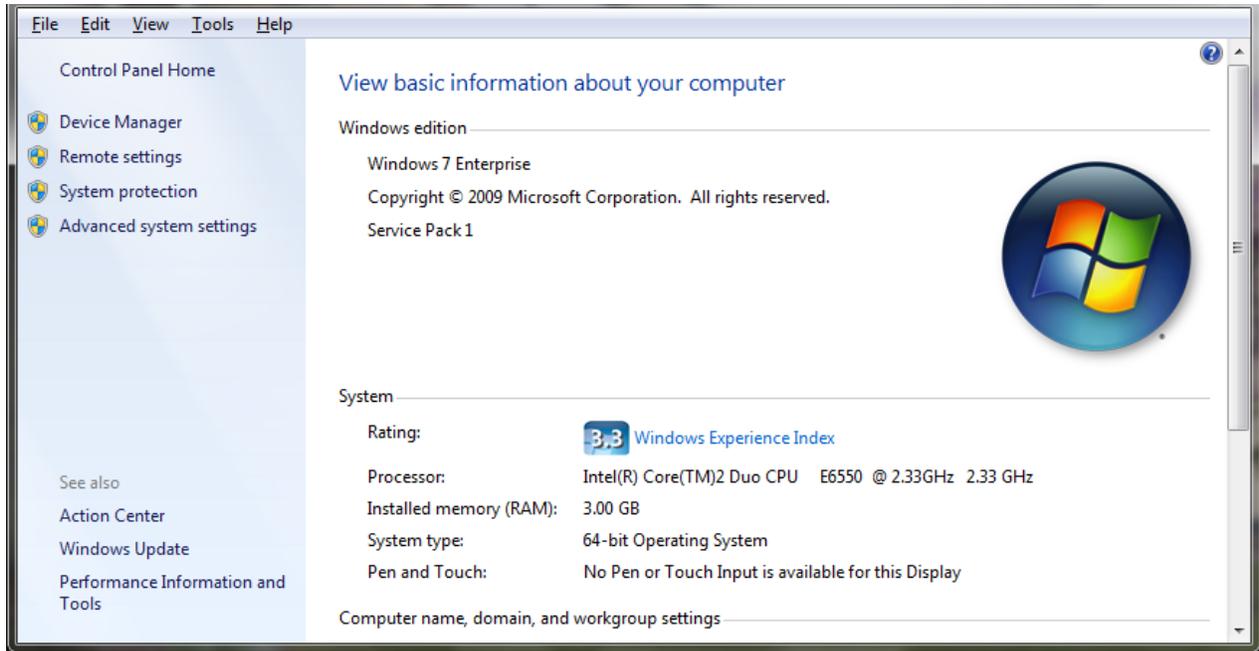
11. Accept the "License Agreement".
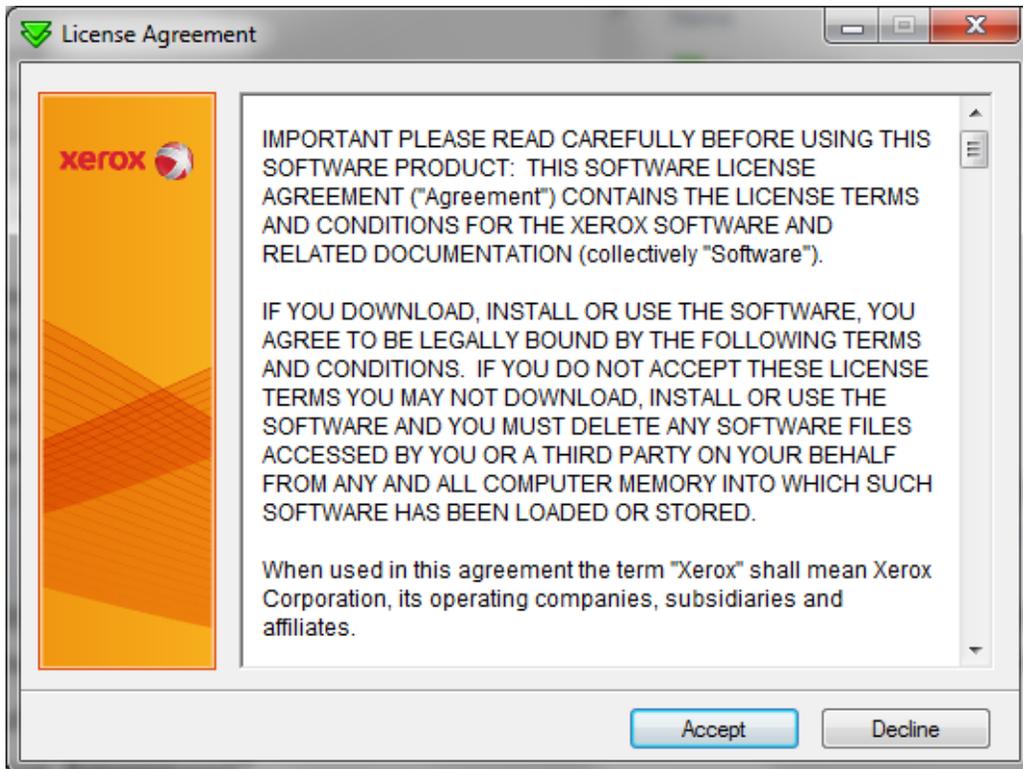
12. Click the "Install" button on the following screen.
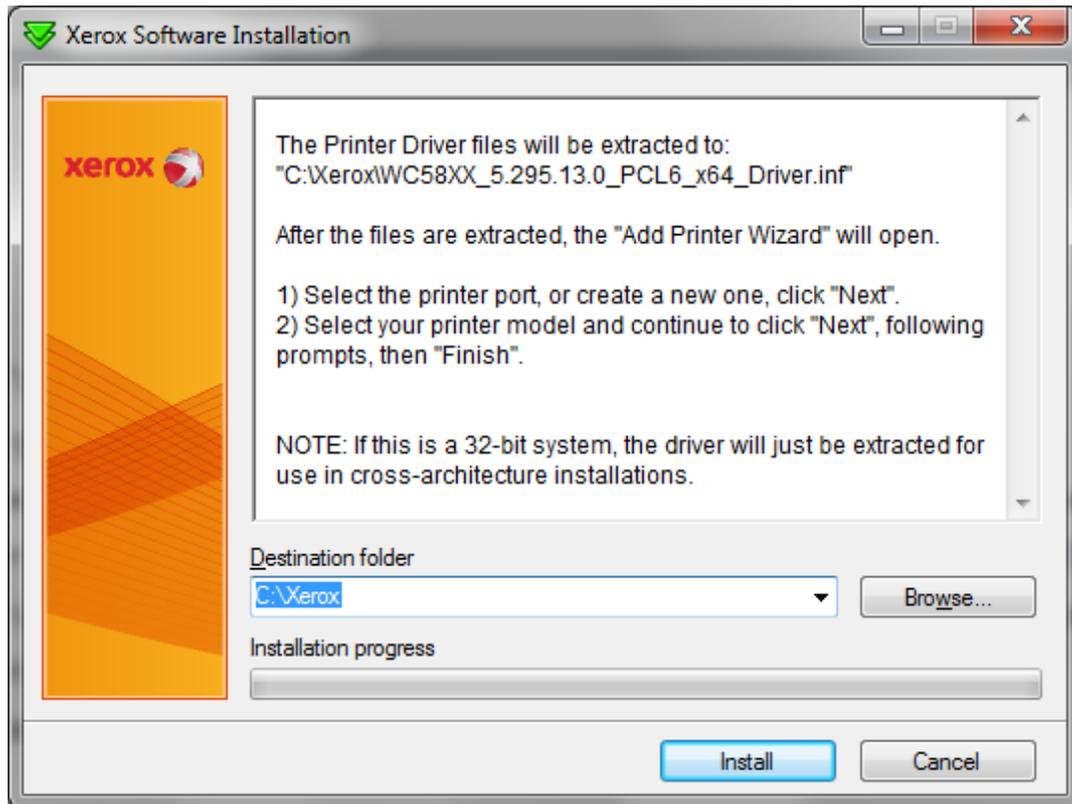
13. Click "Yes" if you get a "User Account Control" pop-up warning.
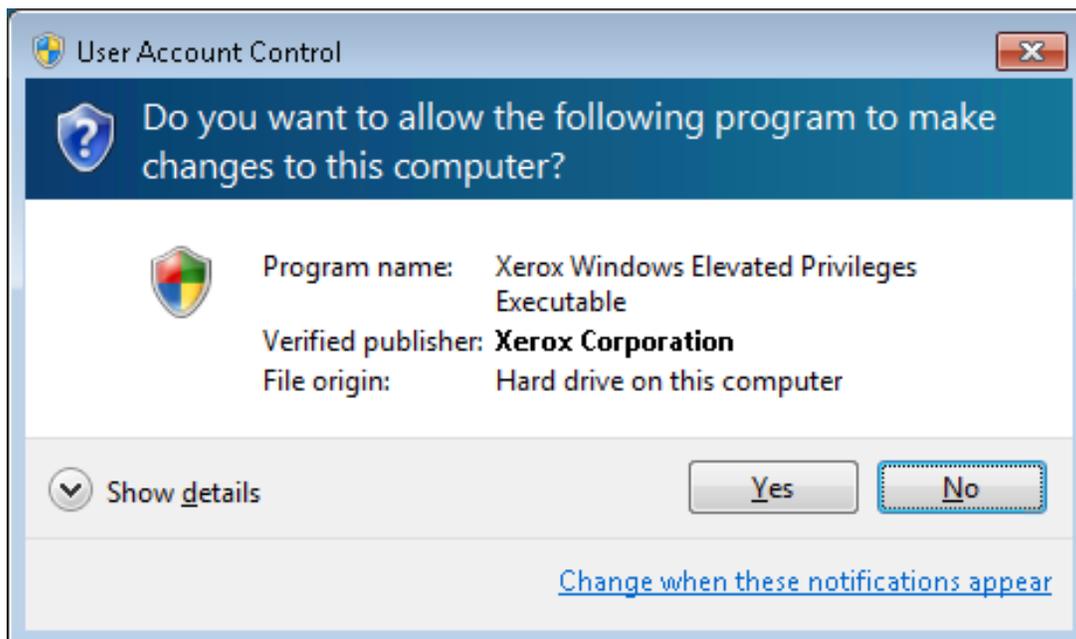
14. Click "Add a network, wireless, or Bluetooth printer" at the "Add Printer" window.
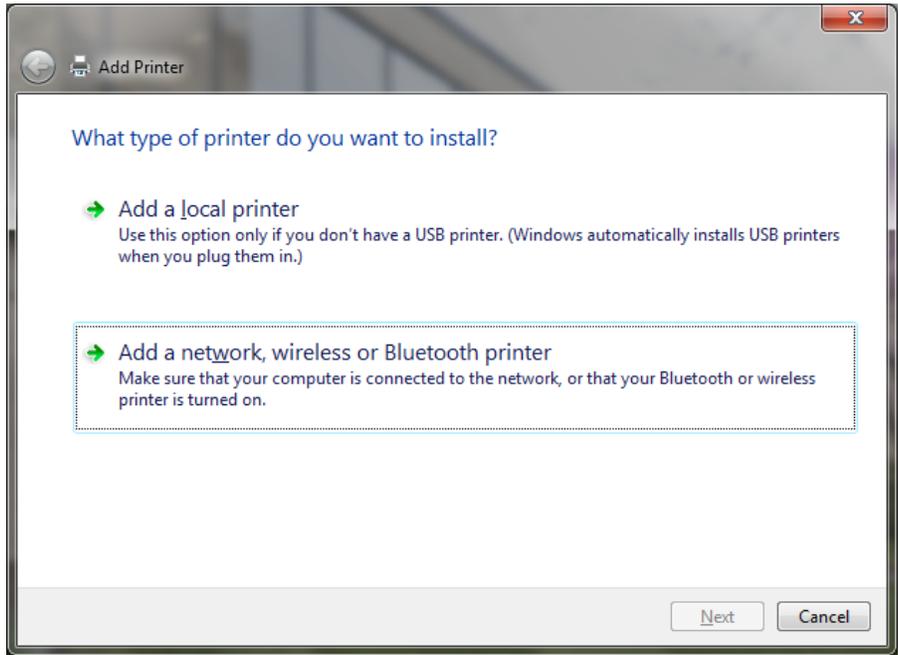
15. Click "The printer that I want isn't listed" at the bottom of the next screen, regardless of what is listed above; you don't even need to wait for the list to fill.
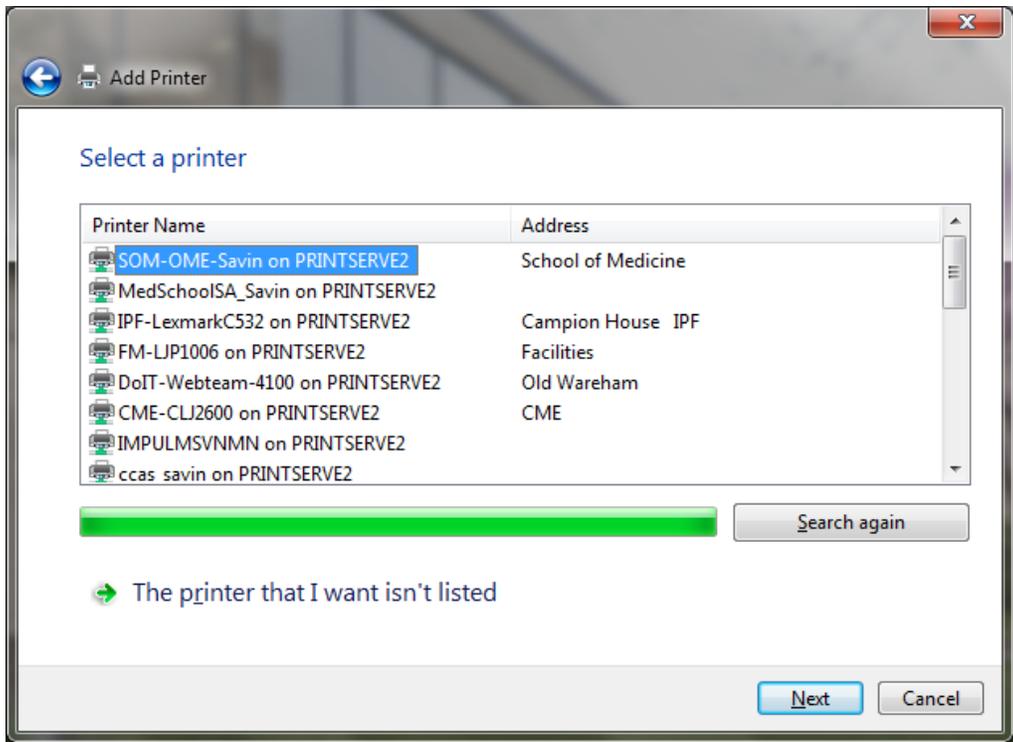
16. Select the radio button next to "Select a shared printer by name," paste the printer address you copied in step 7 of these instructions, and hit the "Next" button.
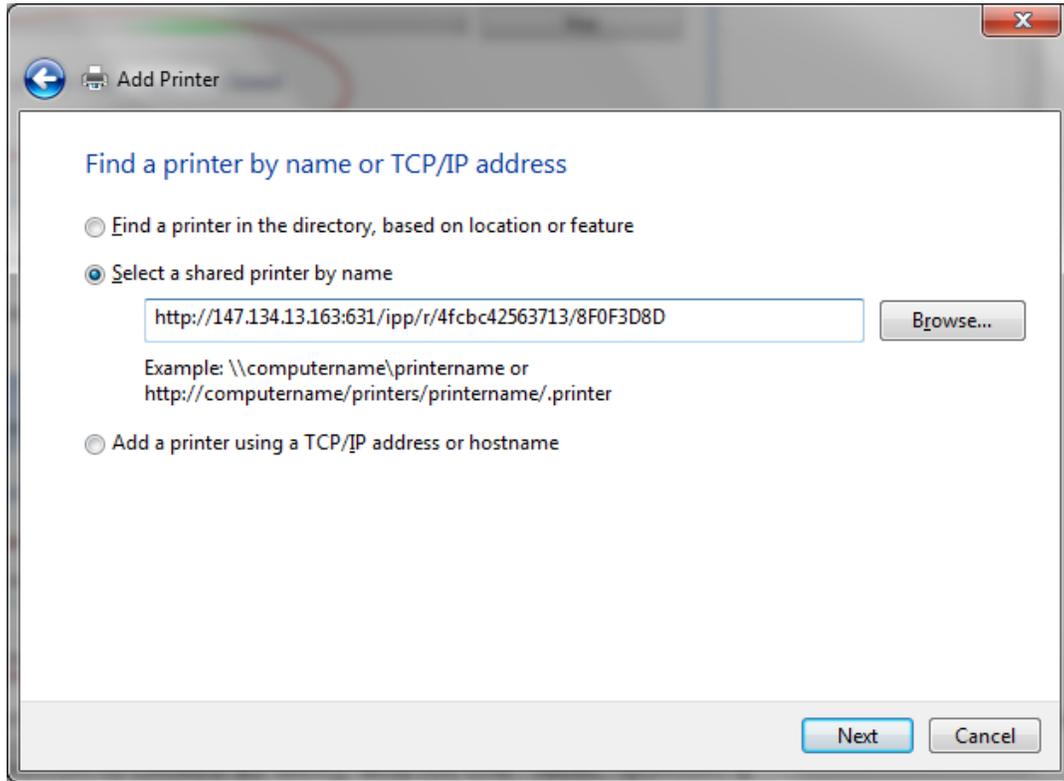
17. "Window Printer Installation" will open with an activity bar as the drivers are installed locally – this can take a while – and the "Add Printer Wizard" will open; but instead of searching for your printer, hit the "Have Disk" button at the bottom of the "Add Printer Wizard" window.
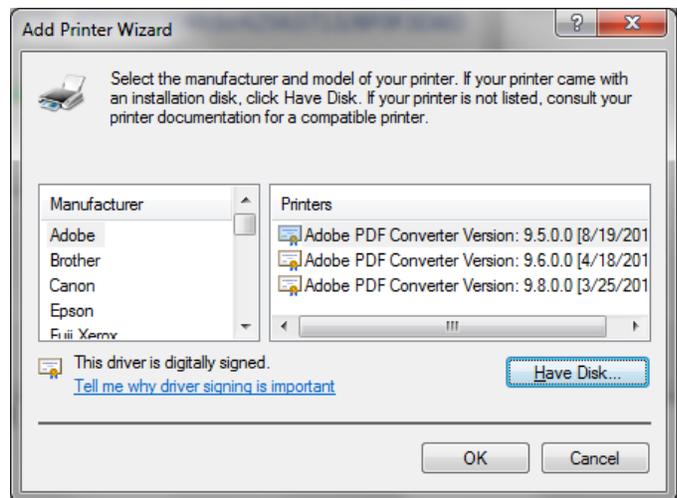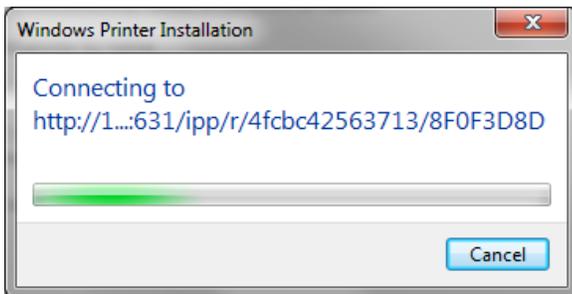
18. Click the "Browse" button in the next window, navigate to the "C" drive:
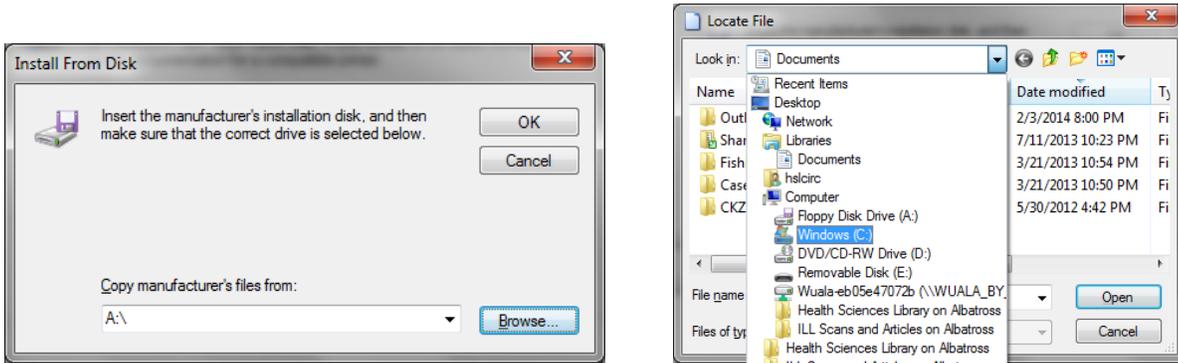
19. Look for and open the "Xerox" folder, then the "WC58XX_5.295.13.0_PCL6_x64_Driver.inf" for Black and White, "WC78XX_5.295.18.0_PCL6_x64_Driver.inf" for the Color printer.
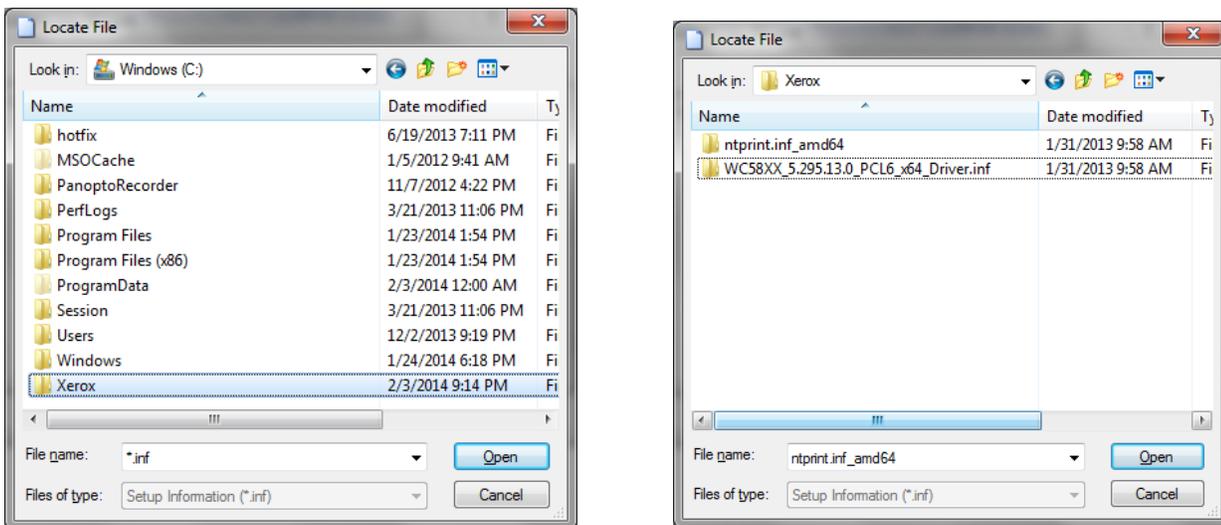
20. Select the single visible file and click "Open", then click "OK" on the "Install From Disk" window.
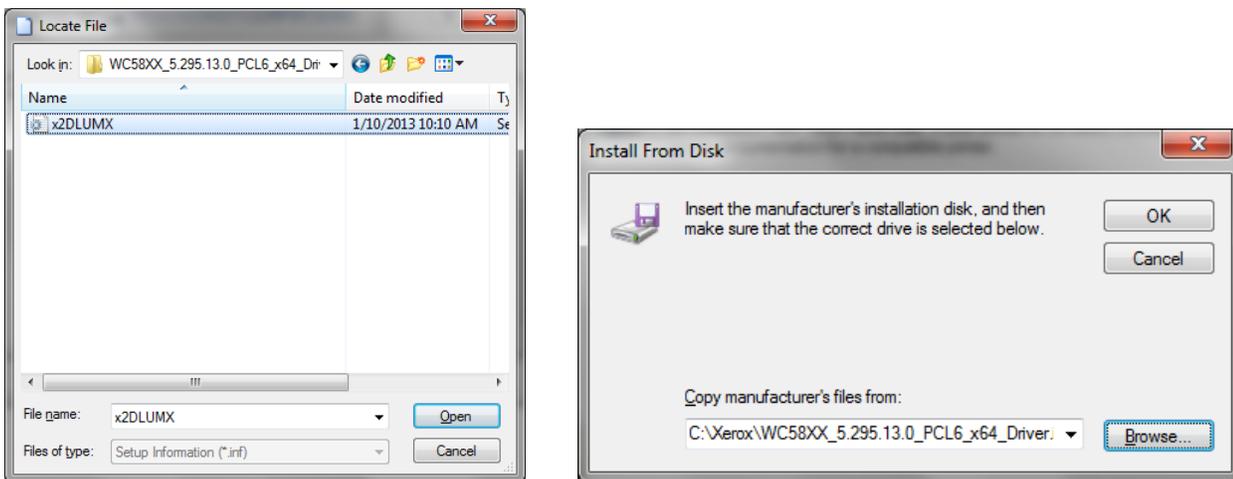
21. You will see a list of printers – select the printer you noted in step 8 of this instruction set and click "OK" – and you will once more see the "Window Printer Installation" window with an activity bar.

OR COLOR →
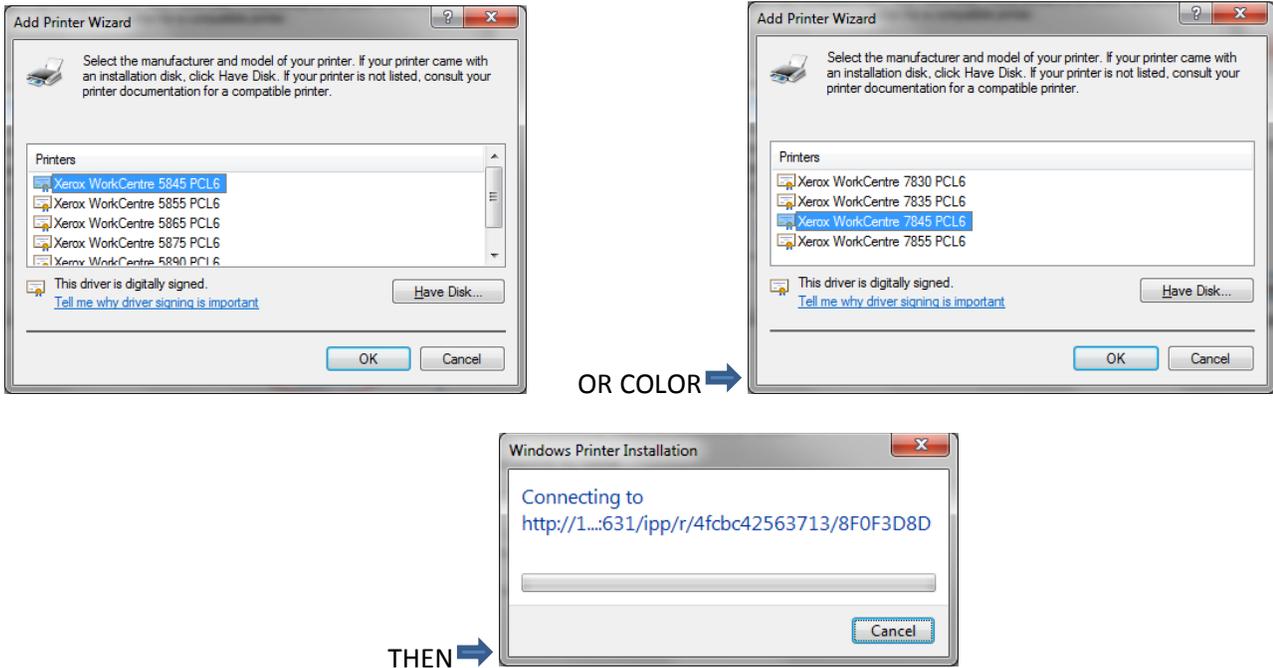
THEN →

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.

BLACK AND WHITE PRINTER

THEN
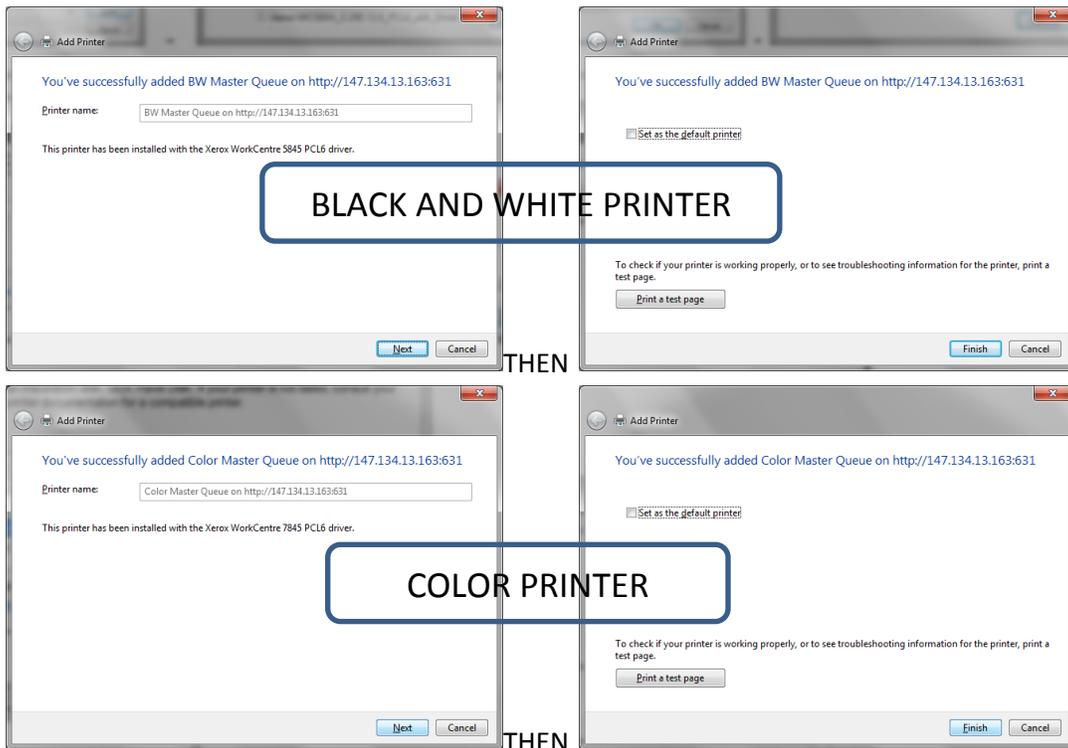
COLOR PRINTER

THEN

23. Go back to "Devices and Printers" to verify the addition of the new printer or printers.
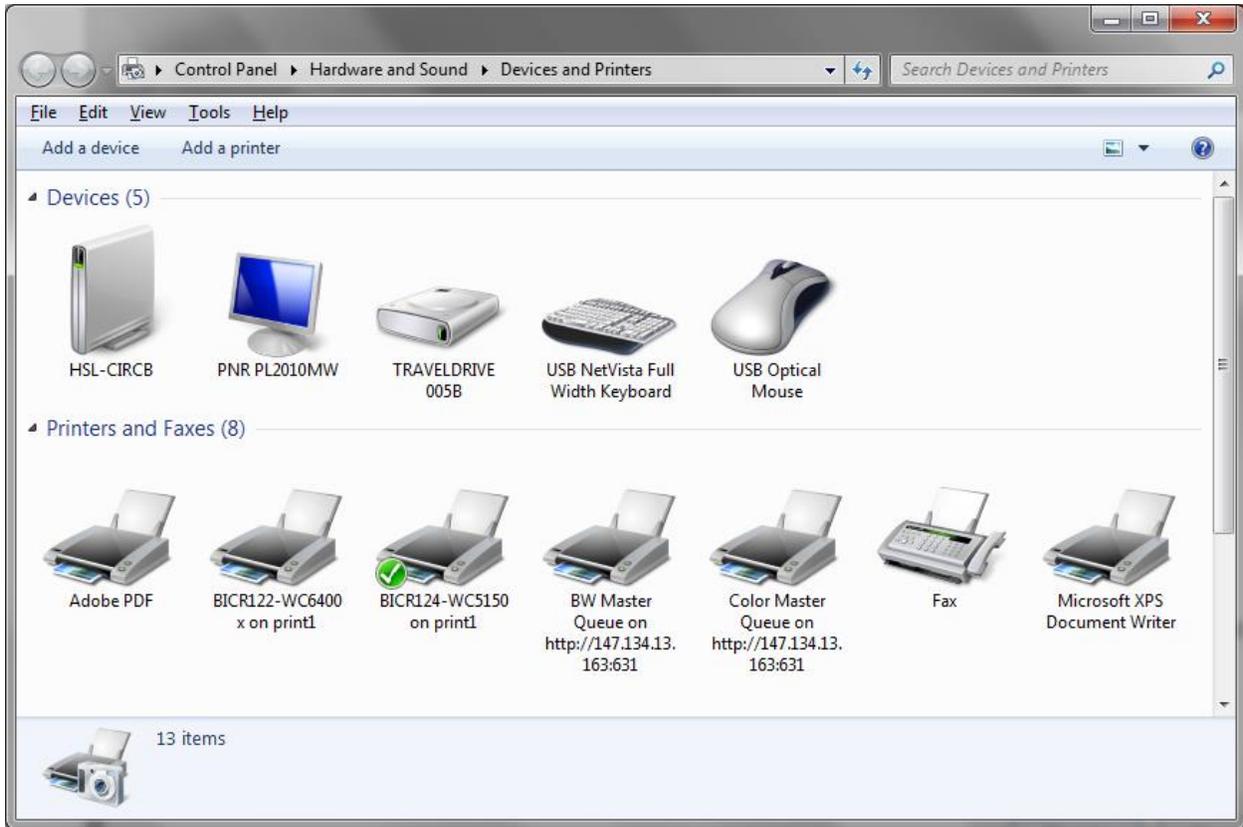
24. Turn off 'Job Notification' in order to avoid misleading messages after each print job.
   a. Right Click on either of the new printers and click 'Printer properties' to open the properties screen.
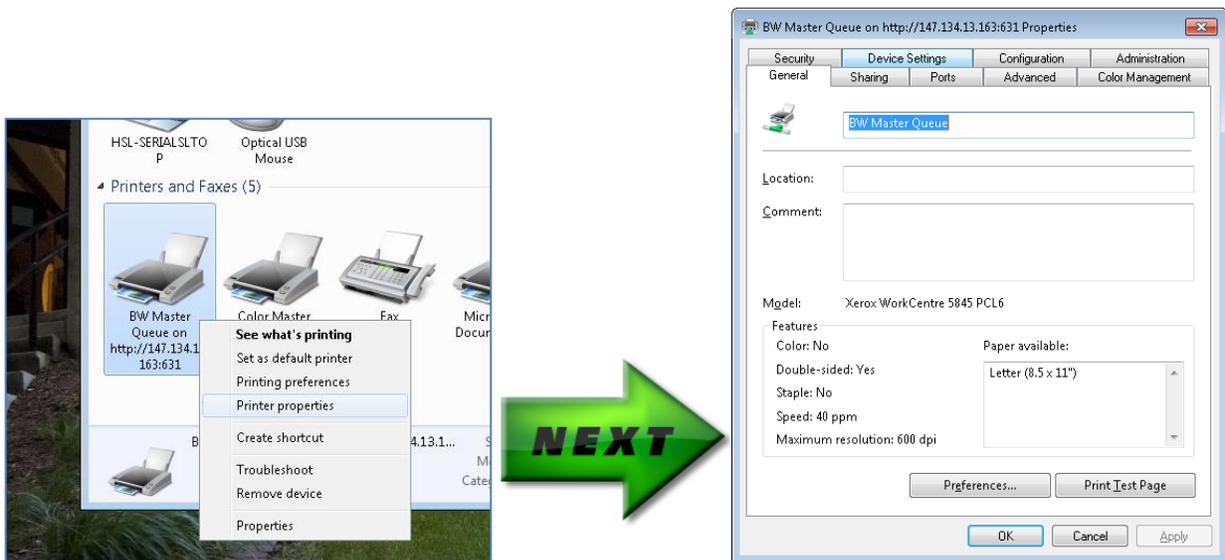
b. Click on the 'Administration' tab, and, if 'Job Notification' is 'Enabled', set it to 'Disabled'.
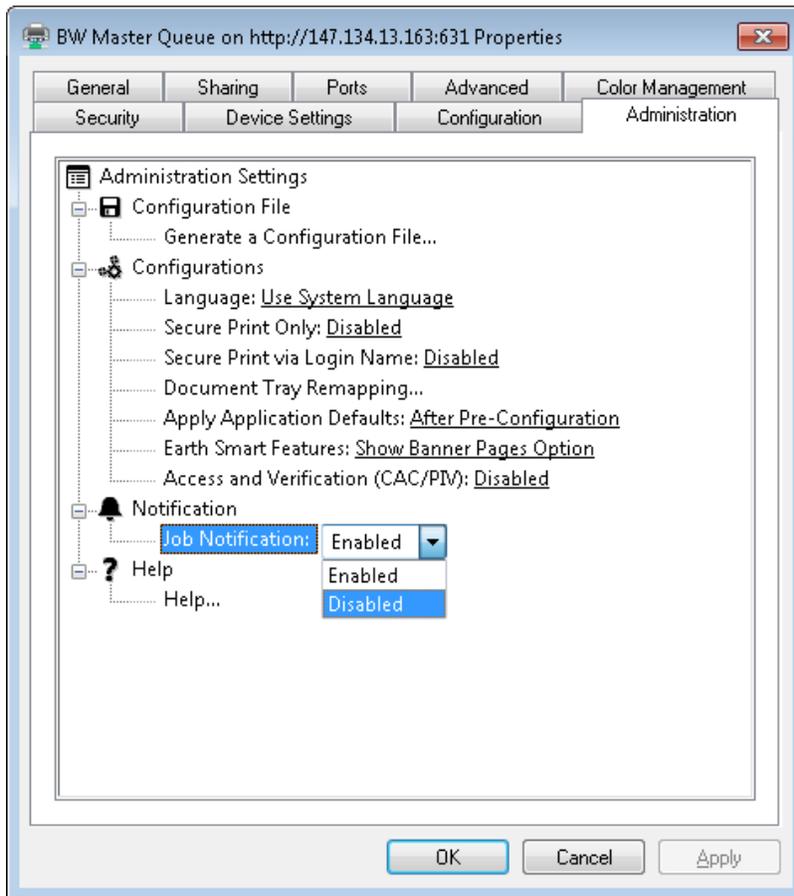
c. Repeat for the remaining printer.