Installing the Xerox WorkCentre 265 Pro Printer/Copier located in C102 PBB

Microsoft Windows Guide (using Windows XP Pro SP2)

Before you begin: Locate and download the driver for your Windows OS from http:// printing.uiowa.edu/webprint/support/drivers.asp

After downloaded, extract the file to your hard drive.

Note: There are both PostScript and PCL drivers available.

Begin the installation by clicking Start -> Printers and Faxes to open the Printers and Faxes window. Click to Add a Printer under Printer Tasks on the left side of the window.





Click Next.

Add Printer Wizard
Local or Network Printer The wizard needs to know which type of printer to set up.
Select the option that describes the printer you want to use: <ul> <li><u>Local printer attached to this computer</u></li> <li><u>Automatically detect and install my Plug and Play printer</u></li> <li>A network printer, or a printer attached to another computer</li> </ul> To set up a network printer that is not attached to a print server, use the "Local printer" option.
< <u>B</u> ack <u>N</u> ext > Cancel

Click Local Printer attached to this computer. Click Next.

Add Printer Wizard
Select a Printer Port Computers communicate with printers through ports.
Select the port you want your printer to use. If the port is not listed, you can create a new port.
OUse the following port: LPT1: (Recommended Printer Port)
Note: Most computers use the LPT1: port to communicate with a local printer. The connector for this port should look something like this:
⊙ <u>C</u> reate a new port:
Type of port: Standard TCP/IP Port
< <u>B</u> ack <u>N</u> ext > Cancel

Click Create a new port:, then select Standard TCP/IP Port. Click Next.

Add Standard TCP/IP Printer Port Wizard		×
	Welcome to the Add Standard TCP/IP Printer Port Wizard	
	You use this wizard to add a port for a network printer.	
	Before continuing be sure that: 1. The device is turned on. 2. The network is connected and configured.	
	To continue, click Next.	
	< <u>B</u> ack Next > Cance	:

Click next on the Add Standard TCP/IP Printer Port Wizard to begin.

Add Standard TCP/IP Printer Port Wizard 🛛 🔀		
Add Port For which device do you want to add a port?		
Enter the Printer Name or IP ad	dress, and a port name for the desired device.	
Printer Name or IP <u>A</u> ddress:	128.255.244.133	
<u>P</u> ort Name:	IP_128.255.244.133	
	< <u>B</u> ack <u>N</u> ext >	Cancel

Type the address 128.255.244.133 into the Printer Name or IP Address field. The Port Name field will be filled in for you, this is fine. Click Next.

Add Standard TCP/IP Printer Port Wizard 🛛 🔀			×
	Completing the Add Standard TCP/IP Printer Port Wizard You have selected a port with the following characteristics.		
	SNMP: Protocol: Device: Port Name: Adapter Type:	Yes RAW, Port 9100 128.255.244.133 IP_128.255.244.133 Xerox WorkCentre	
	To complete th	nis wizard, click Finish.	
		< <u>B</u> ack Finish Cancel	

Click Finish.

Add Printer Wizard	
Install Printer Software The manufacturer and model	determine which printer software to use.
Select the manufacturer an disk, click Have Disk. If you compatible printer software.	d model of your printer. If your printer came with an installation ur printer is not listed, consult your printer documentation for
Manufacturer 🔥	Printers 🔼
Varityper	Xerox WorkCentre Pro 275
Wang Winro ePerinherals	Xerox WorkCentre Pro 265
Xante	Xerox 3006
Xerox	💞 Xerox 4505 👽
This driver is not digitally s Tell me why driver signing is imp	signed! <u>W</u> indows Update <u>H</u> ave Disk portant
	< <u>B</u> ack <u>Next</u> > Cancel

Click Have Disk.

Install F	rom Disk	
<b>I</b>	Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.	OK Cancel
	Copy manufacturer's files from:	<u>B</u> rowse

Click Browse and Browse to the location on your hard drive that you extracted the printer driver to.

Locate File			? 🗙
Look in: ն	Release_wcp275_PCL_eng	💌 🔇 🥬	⊳ 🖽 ڬ
3xRWA75PC	CL.INF		
File <u>n</u> ame:	XRWA75PCL.INF	*	<u>O</u> pen
Files of <u>t</u> ype:	Setup Information (*.inf)	~	Cancel

In this caes, I am using the PCL driver and have located the file inside the folder I extracted. Click Open.

Install F	rom Disk	
	Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.	OK Cancel
	Copy manufacturer's files from:	Browse

Click OK.

Add Printer Wizard
Install Printer Software The manufacturer and model determine which printer software to use.
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 compatible printer software.
Printers
Xerox WorkCentre Pro 275 Xerox WorkCentre Pro 265
Image: This driver is not digitally signed!       Windows Update       Have Disk         Tell me why driver signing is important       Image: Tell me why driver signing is important       Image: Tell me why driver signing is important
< <u>B</u> ack <u>N</u> ext > Cancel

Select Xerox WorkCentre Pro 265, and Click Next.

Add Printer Wizard
Name Your Printer You must assign a name to this printer.
Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.
<u>P</u> rinter name: Xerox WorkCentre Pro 265
Do you want to use this printer as the default printer?
OYes
⊙ No
< <u>B</u> ack <u>N</u> ext > Cancel

Allow the default name of the printer, or type in a new one. You may want to add something referring to C102 PBB Copy Center to this name. Also, if you would like this to be your default printer, select this now. Click Next.

Add Printer Wizard
Printer Sharing You can share this printer with other network users.
If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.
Do not share this printer
O <u>S</u> hare name:
< <u>B</u> ack <u>N</u> ext > Cancel

Select whether or not to share this printer. Click Next.

Add Printer Wizard
Print Test Page To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
O⊻es
< <u>Back</u> <u>Next</u> Cancel

Choose No here for printing a test page. We will do this after setting up the Accounting feature.



## Click Finish.

Hardwar	re Installation
<u>.</u>	The software you are installing for this hardware: Printers has not passed Windows Logo testing to verify its compatibility with Windows XP. (Tell me why this testing is important.) Continuing your installation of this software may impair or destabilize the correct operation of your system either immediately or in the future. Microsoft strongly recommends that you stop this installation now and contact the hardware vendor for software that has passed Windows Logo testing.
	Continue Anyway

Click Continue Anyway, then Click Finish.

At this point, the printer is setup, but needs some configuration to work with the accounting system. Back in Printers and Faxes where we started, locate the new printer icon and right click then click Properties. Or, alternatively click on Set Printer Properties on the menu on the left side of the window.

🌢 Xerox WorkCer	itre Pro 265 Pr	operties	X	
Security	Device Sr	ettings	Configuration	
General	Sharing	Sharing Ports Advanced		
	WorkCentre Pro 265	3		
Location:				
<u>C</u> omment:				
M <u>o</u> del: Xerox V	VorkCentre Pro 265			
Features				
Color: No	Pap	per available:		
Double-sided: Ye	3		<u>^</u>	
Staple: Yes				
Speed: 65 ppm				
Maximum resolutio	on: 600 dpi		~	
	Printing Prefe	rences	Print <u>T</u> est Page	
		ок	Cancel Apply	

Click on the Configuration tab.

💩 Xerox WorkCent	re Pro 265 Pr	operties	
General	Sharing	Ports	Advanced
Security	Device S	ettings	Configuration
Bi-Directional Com	nunication		
Bi-Directional con (job, machine, ins setup bi-direction	munication will all talled options). Se al communication.	ow you to rece lect the Bi-Dire	ive status information ctional button to
Bi-Di	rectional Setup		
- Installable Options-			
Select the Installable Options button to select the options that are installed on your system.			
Inst	allable Options		
Accounting Select the Accou	nting button to set	up accounting	for your system.
	Accounting		
About	]		
		ок	Cancel Apply

Click the Accounting button.

Accountin	9	×
	Accounting System:	
	None	~
	If this printer requires accounting, select the type of accounting system.	
(	OK Cancel Help	

Under Accounting System:, click to select Xerox Standard Accounting or Auditron.

Accounting
Accounting System: Xerox Standard Accounting or Auditron
Prompt for Every Job
Save Accounting Codes
Mask User ID (***)
Mask Account ID (***)
OUse Default Accounting Codes
Default User ID:
Defectly Assessed Transi
Default discoupt ID:
OK Cancel Help

Leave Prompt for Every Job selected, and choose if you would like to Save Accounting Codes, Mask User ID and Mask Account ID based on personal preference. If you only have one User ID, then you may wish to have the accounting codes saved so you won't have to type them in each time. If you use different codes, you may still leave them saved, but change them when necessary to charge different accounts for specific print jobs. If you are concerned you will forget to change the User ID for billing correctly, uncheck the Save Accounting Codes box so you will have to type it in every time.

The Mask User ID and Account ID are your preference. If masked, they will not be protected from shoulder surfers. This is the recommendation.

💩 Xerox WorkCen	tre Pro 265 Pr	operties		×
General	Sharing	Ports	Advanced	
Security	Device Se	Device Settings Configuration		
- Bi-Directional Com	munication			_
Bi-Directional co (job, machine, in setup bi-directior	mmunication will all stalled options). Se ial communication.	ow you to rece lect the Bi-Dire	eive status information ectional button to	
Bi-C	irectional Setup			
Installable Options				5
Select the Instal installed on your	Select the Installable Options button to select the options that are			
Ins	Installable Options			
Accounting Select the Acco	unting button to set	up accounting	) for your system.	
	Accounting			
About				
		ок	Cancel Apply	y

Click OK.

Click Apply. Click the General tab.

Security	Device	e Settings	Configuration
General	Sharing	Ports	Advanced
	VorkCentre Pro	265	
ocation:			
omment:			
odel: Xerox W	/orkCentre Pro 2	265	
Features			
Color: No	1	Paper available:	
Double-sided: Yes			^
Staple: Yes			
Speed: 65 ppm			
Maximum resolutio	n: 600 dpi		~
	Printing Pr	eferences	Print Test Page

Click Print Test Page button.

Accounting
User ID:
Account Type:
Default Group Account
Account ID:
OK Cancel Help

Change Account Type: selection to Group Account.

Accounting
User ID:
Account Type:
Group Account
Account ID:
OK Cancel Help

Type in your User ID, and then Account ID. If you selected to Save Accounting Codes, you will only have to type this once, unless you need to use a different User ID to charge a different account.

The test page should print correctly if you have a valid User ID and Accounting ID.

At this point, if the test page printed correctly, you have completed the setup, and you may close out of the printer properties window by clicking OK.

See the Windows User Guide for further reference on printing to the Xerox WorkCentre 265 Pro with Accounting.

Contact <u>BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU</u> for questions or support issues. You may also contact the Copy Center in C102 PBB for immediate assistance at 335-0861.