

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

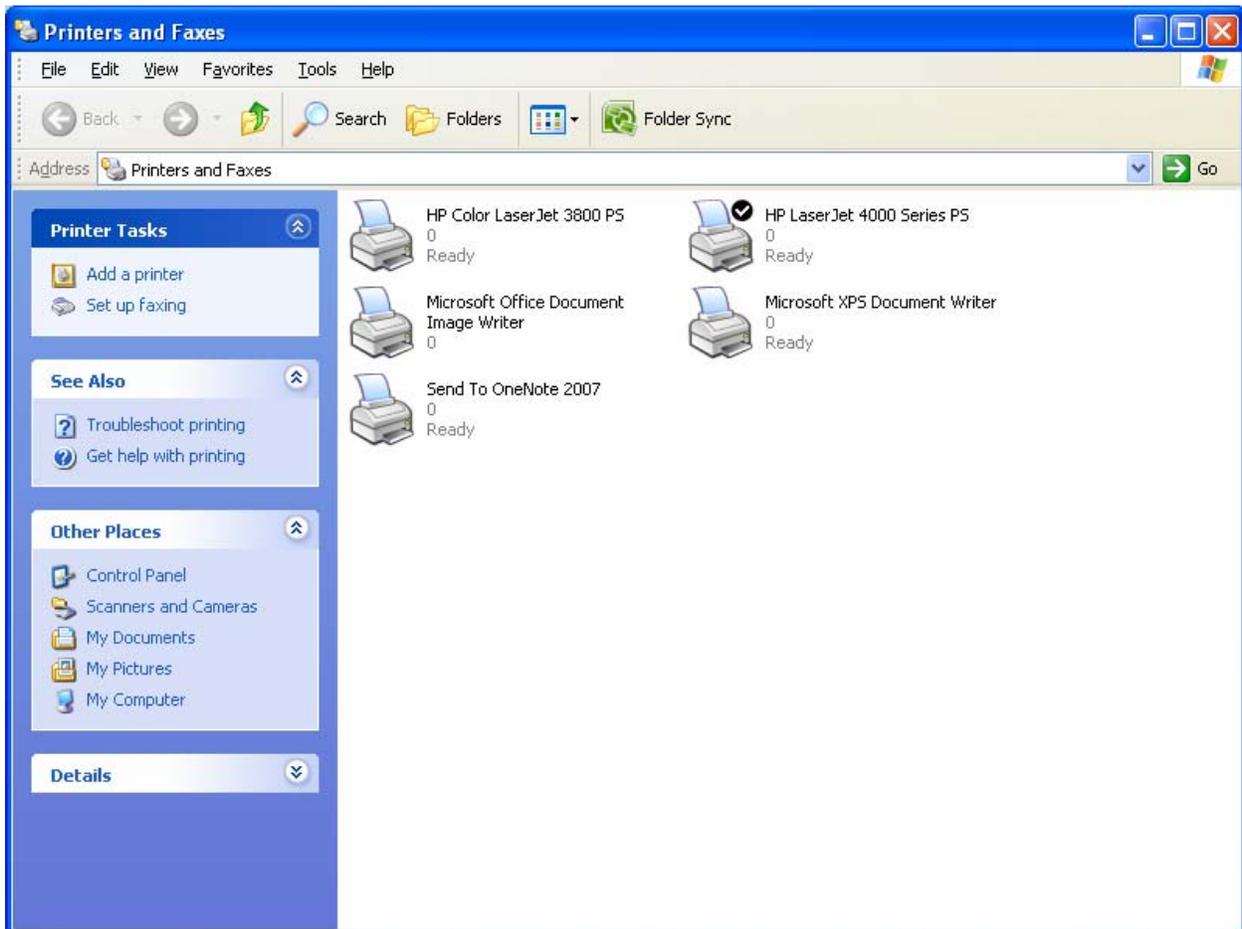
## Microsoft Windows Guide (using Windows XP Pro SP2)

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.

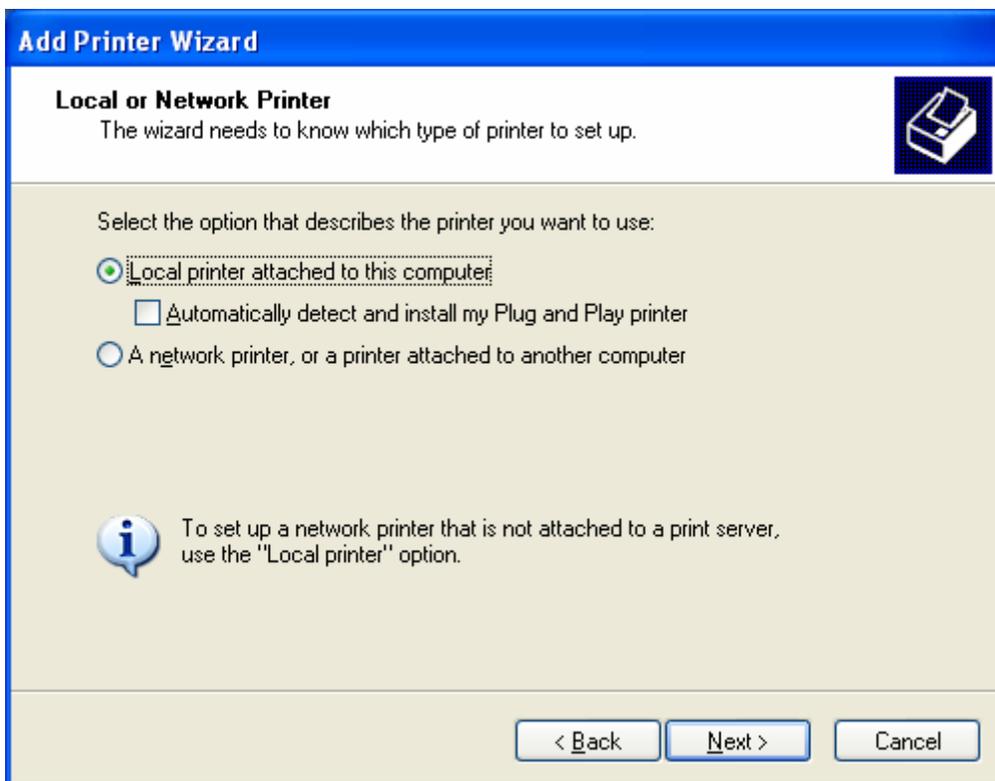
Note: There are both PostScript and PCL drivers available.

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.

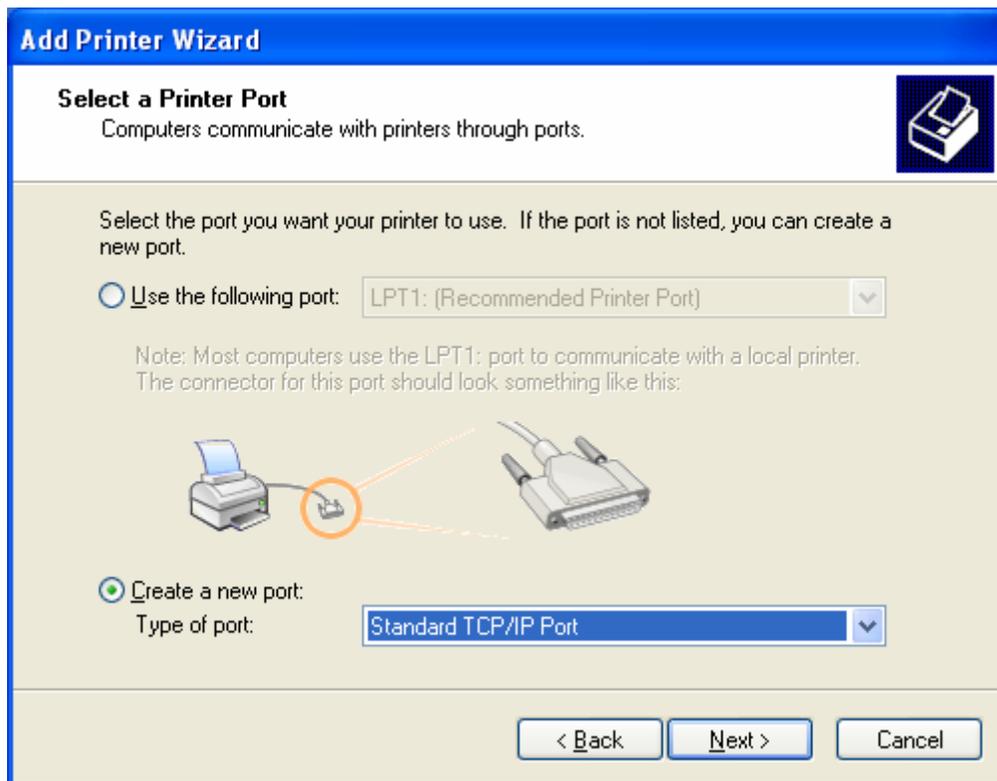




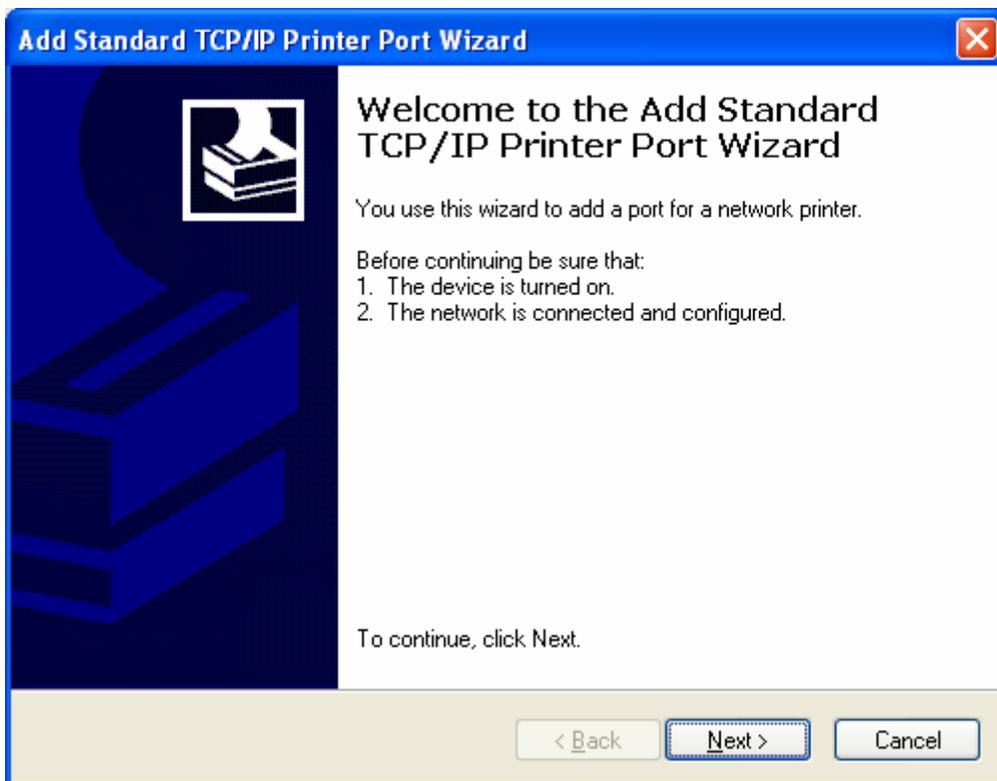
Click Next.



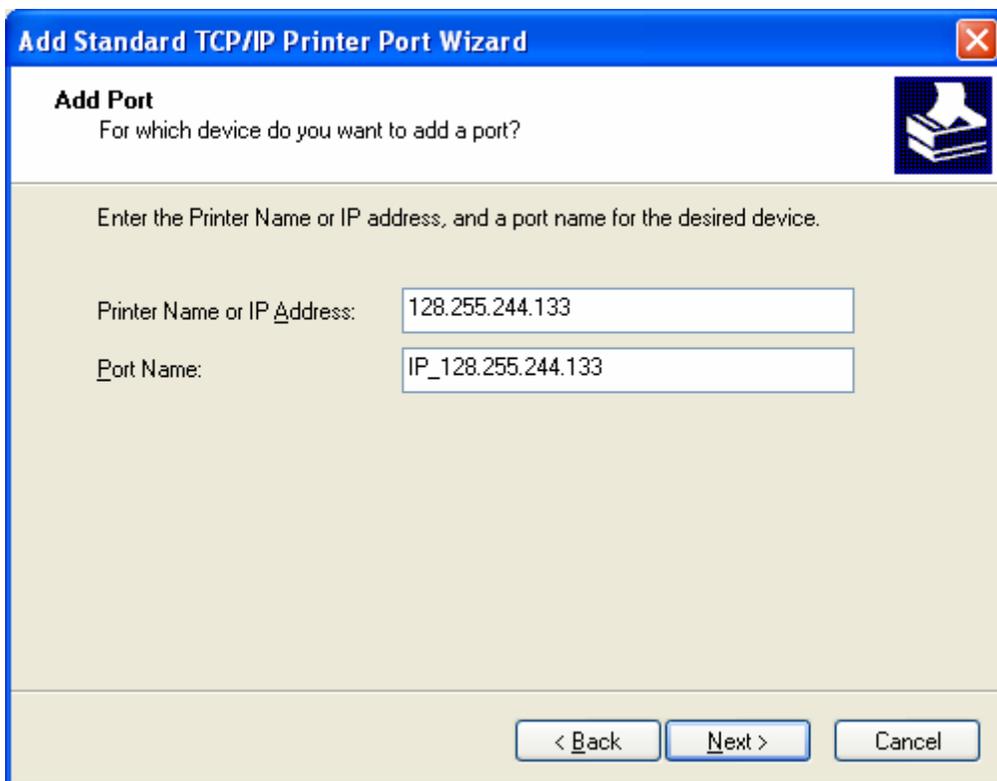
Click Local Printer attached to this computer. Click Next.



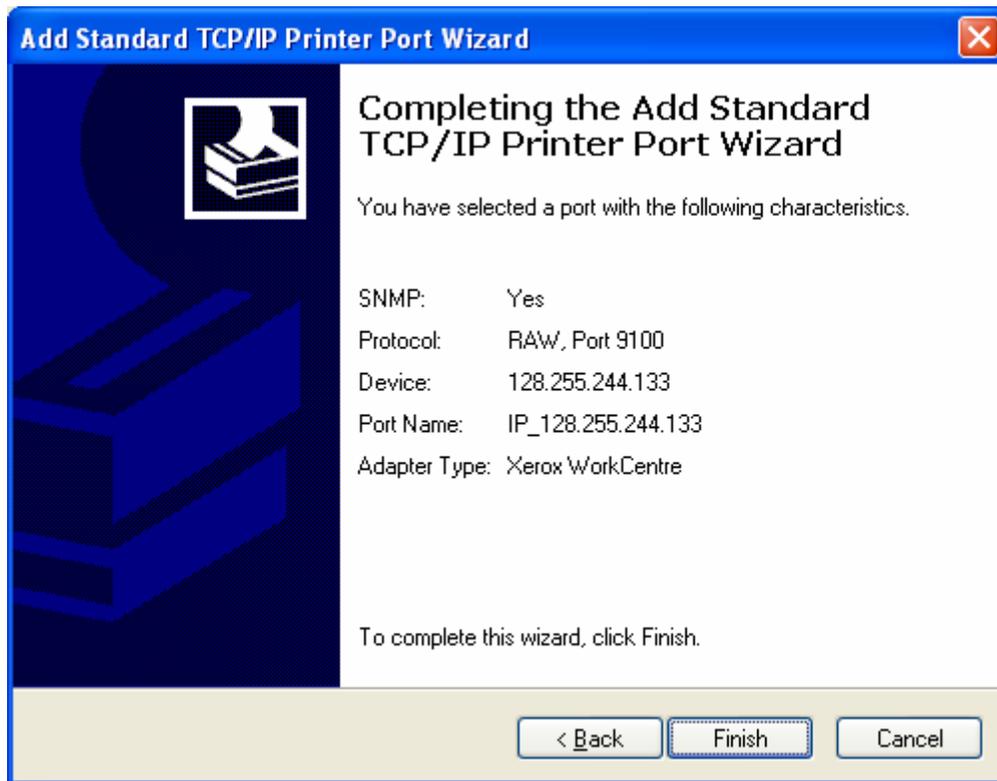
Click Create a new port;, then select Standard TCP/IP Port. Click Next.



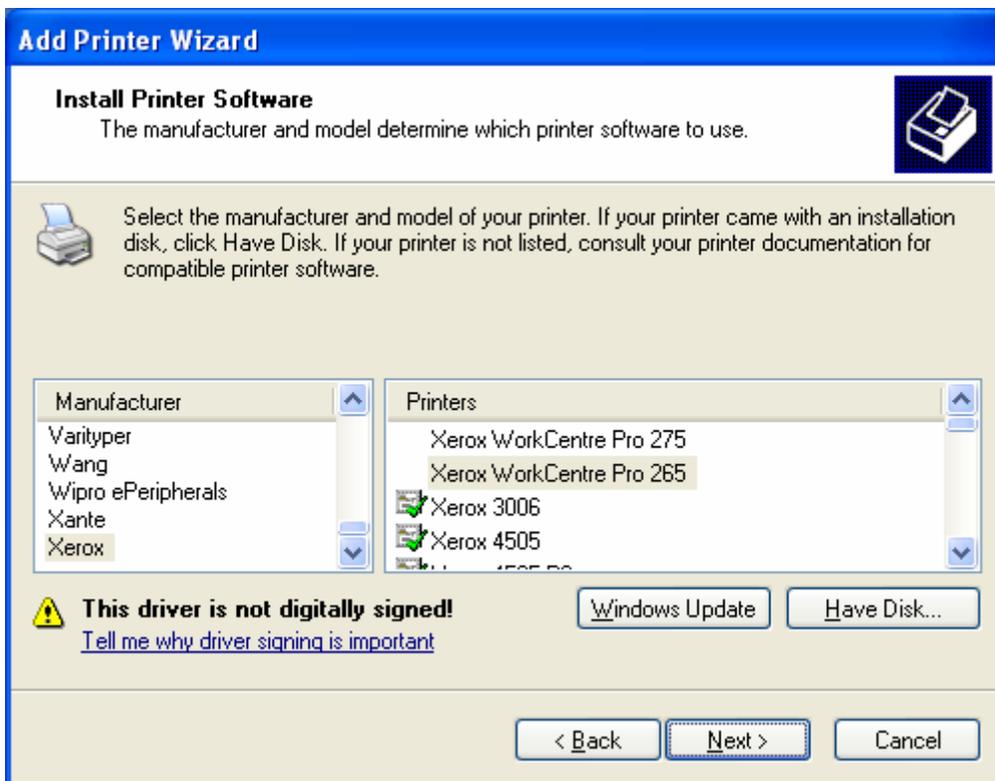
Click next on the Add Standard TCP/IP Printer Port Wizard to begin.



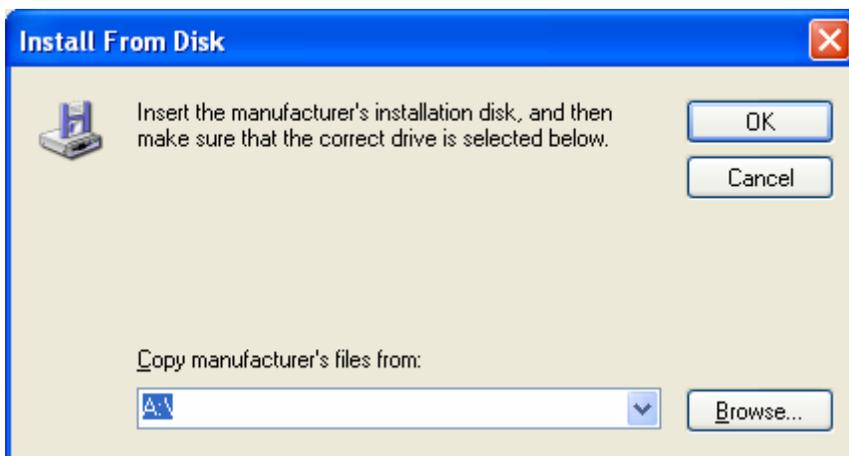
Type the address 128.255.244.133 into the Printer Name or IP Address field. The Port Name field will be filled in for you, this is fine. Click Next.



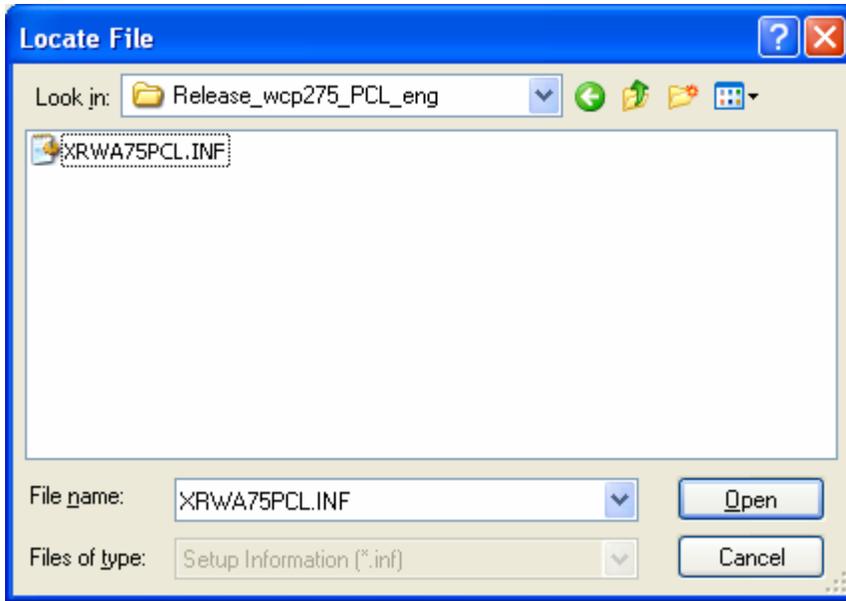
Click Finish.



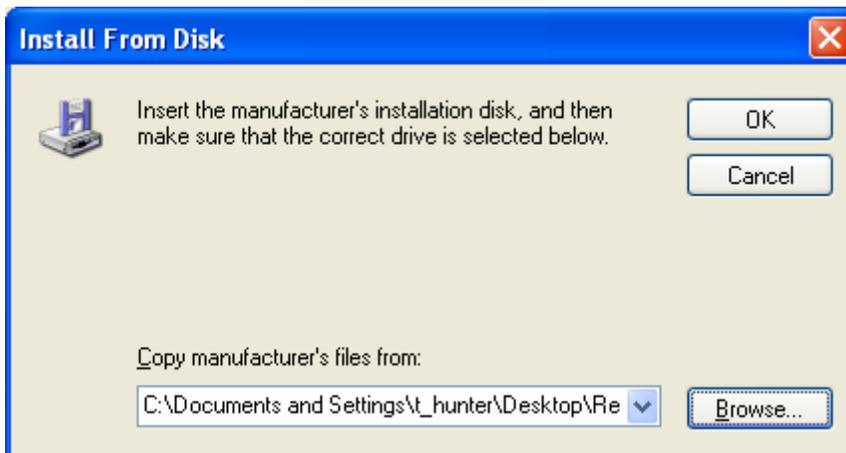
Click Have Disk.



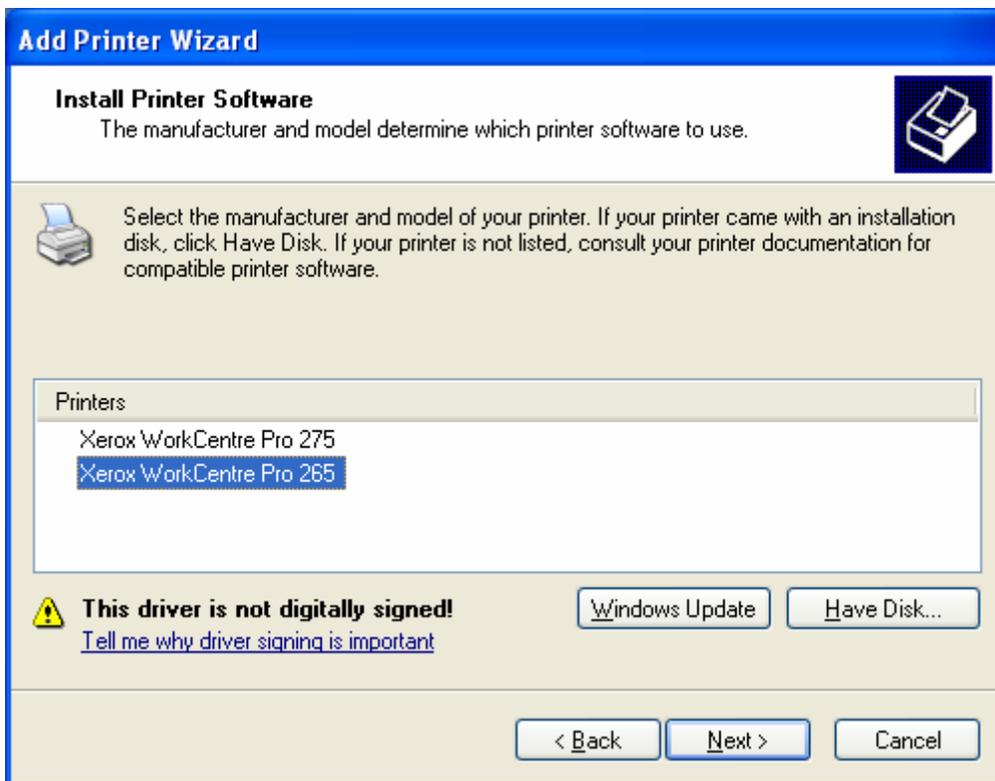
Click Browse and Browse to the location on your hard drive that you extracted the printer driver to.



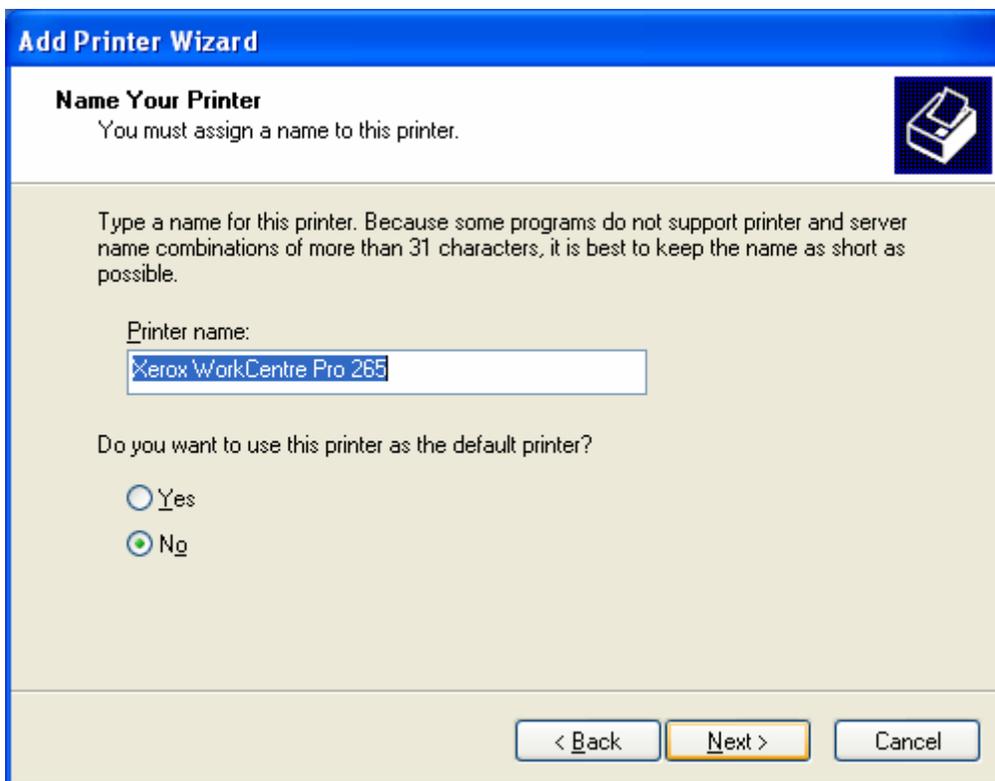
In this case, I am using the PCL driver and have located the file inside the folder I extracted. Click Open.



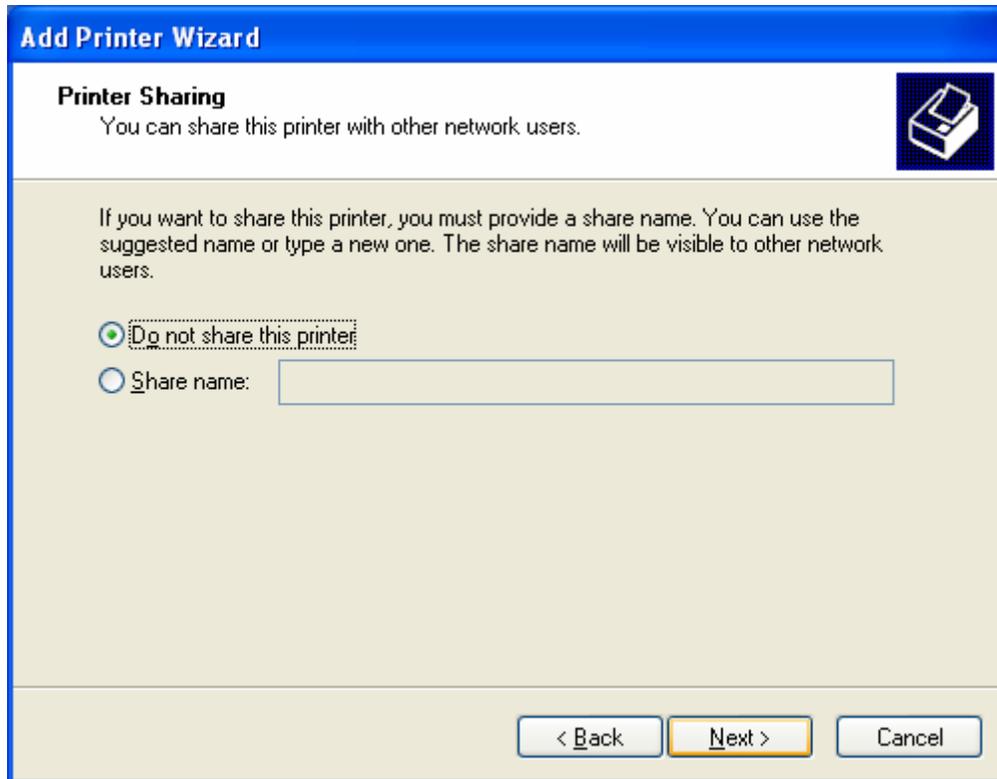
Click OK.



Select Xerox WorkCentre Pro 265, and Click Next.

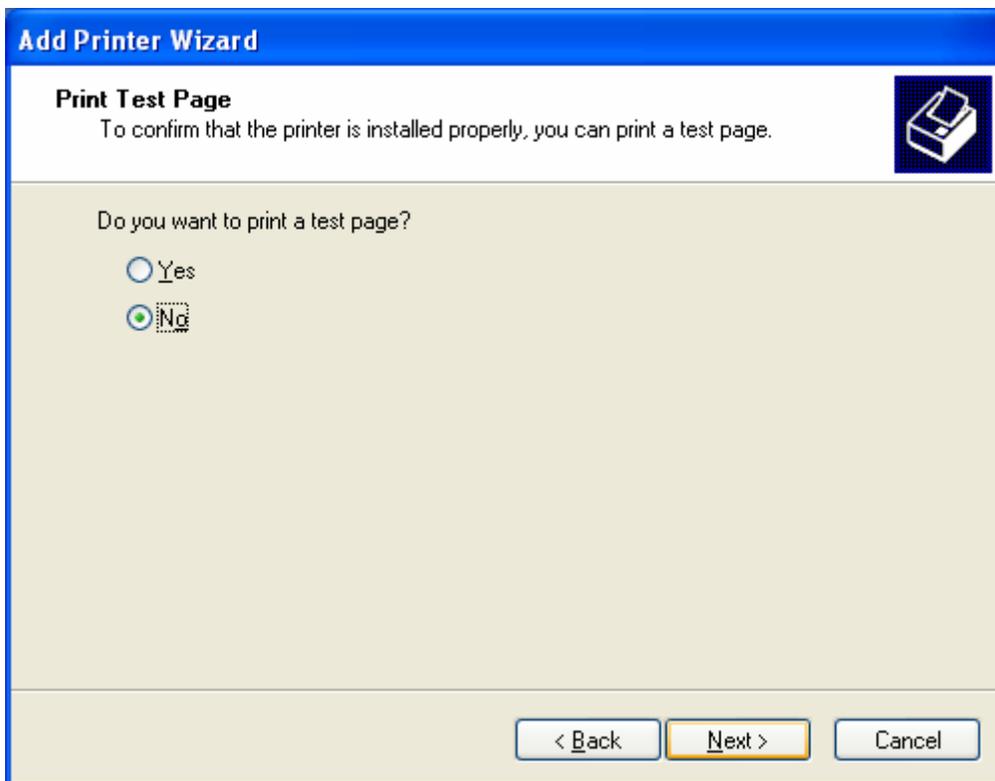


Allow the default name of the printer, or type in a new one. You may want to add something referring to C102 PBB Copy Center to this name. Also, if you would like this to be your default printer, select this now. Click Next.

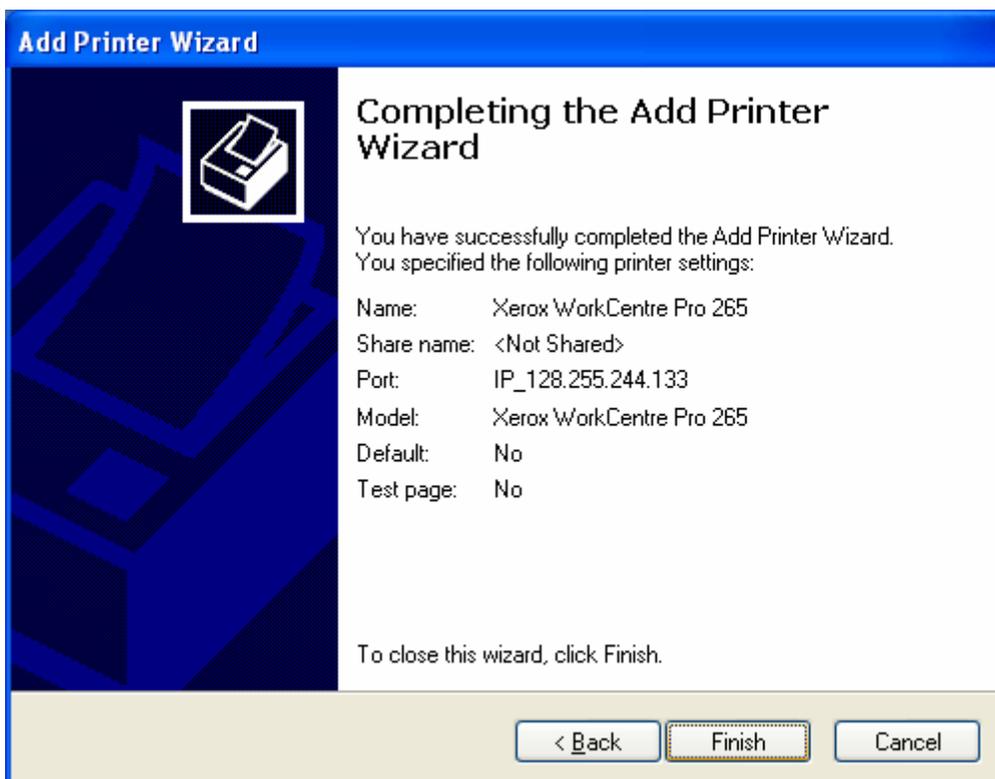


The image shows a screenshot of the 'Add Printer Wizard' dialog box, specifically the 'Printer Sharing' step. The window has a blue title bar with the text 'Add Printer Wizard'. Below the title bar, the text 'Printer Sharing' is displayed in bold, followed by the subtitle 'You can share this printer with other network users.' To the right of this text is a small icon of a printer. The main area of the dialog contains the following text: '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.' Below this text are two radio button options: 'Do not share this printer:' (which is selected) and 'Share name:' (which is unselected). The 'Share name:' option is followed by an empty text input field. At the bottom of the dialog, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a yellow border.

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



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

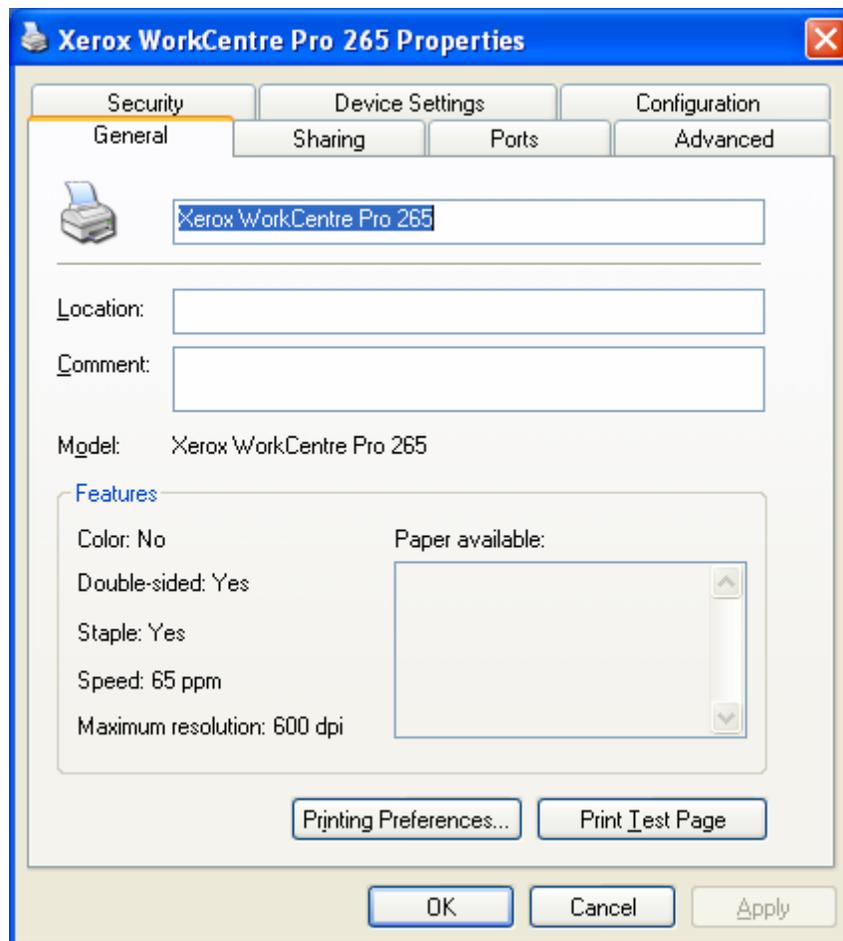


Click Finish.

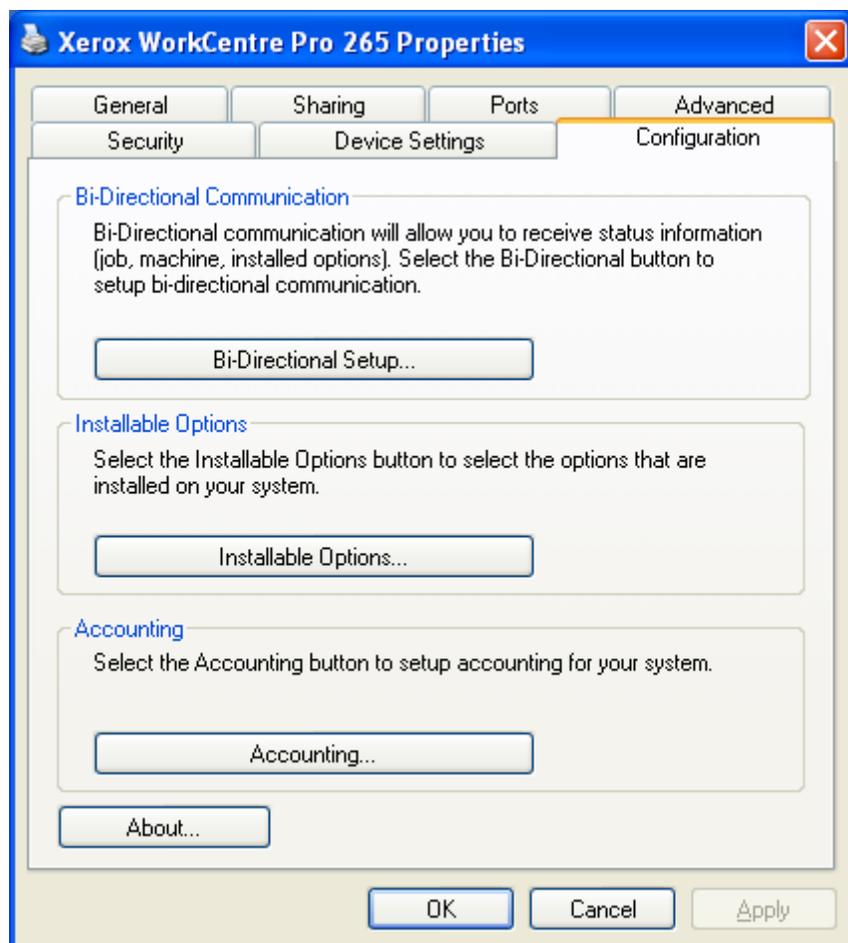


Click Continue Anyway, then Click Finish.

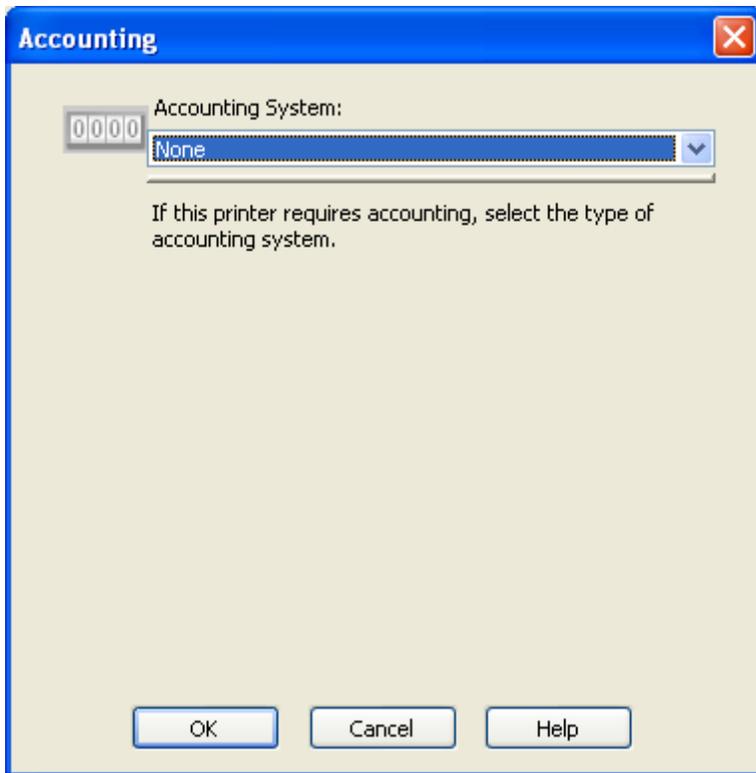
At this point, the printer is setup, but needs some configuration to work with the accounting system. Back in Printers and Faxes where we started, locate the new printer icon and right click then click Properties. Or, alternatively click on Set Printer Properties on the menu on the left side of the window.



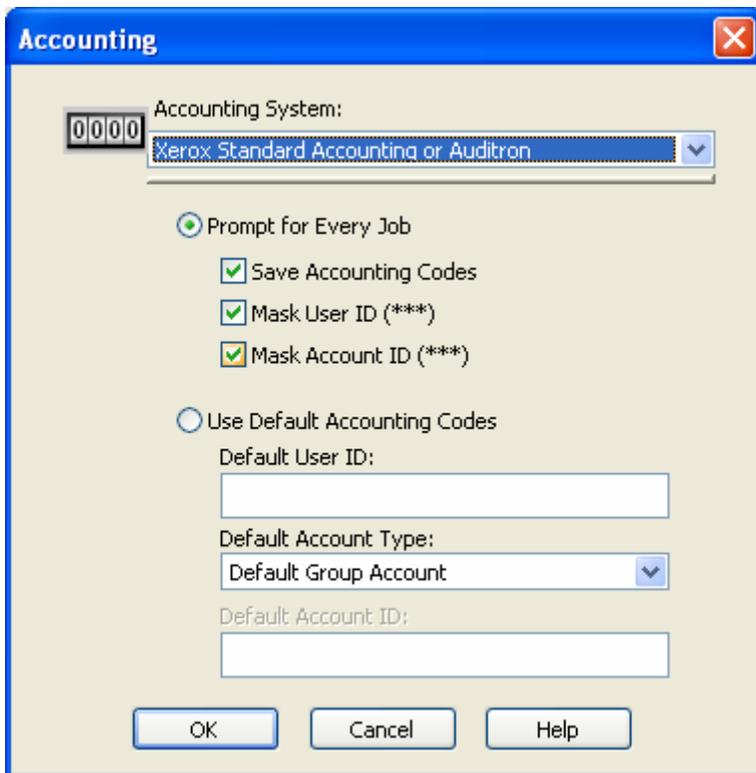
Click on the Configuration tab.



Click the Accounting button.



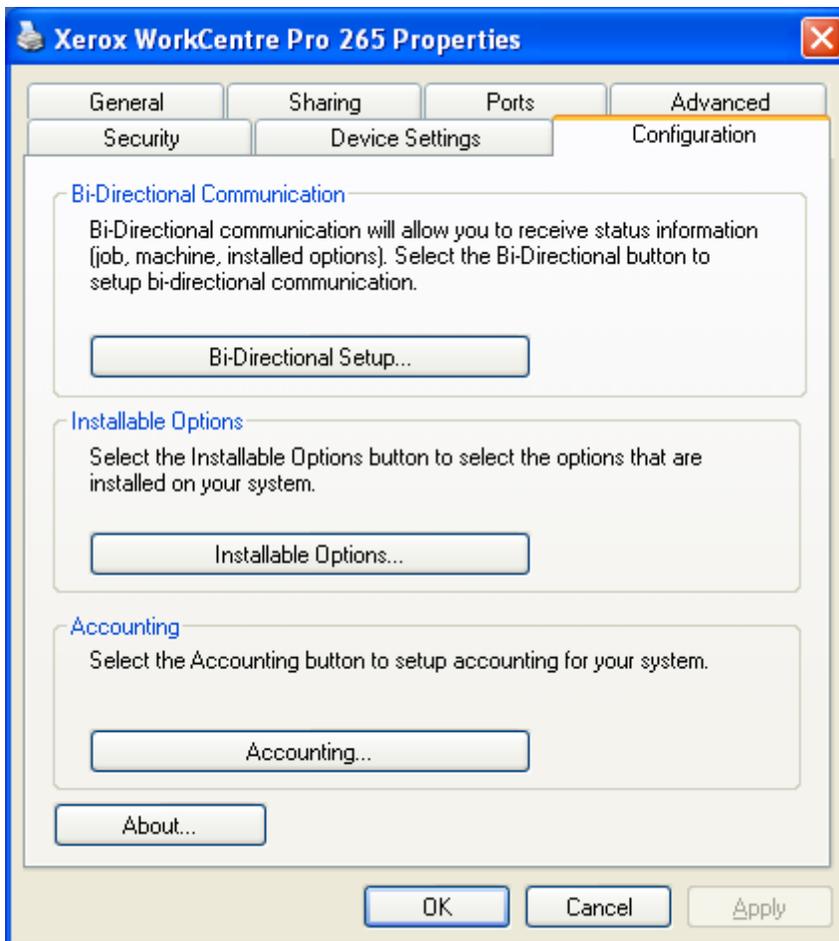
Under Accounting System:, click to select Xerox Standard Accounting or Auditron.



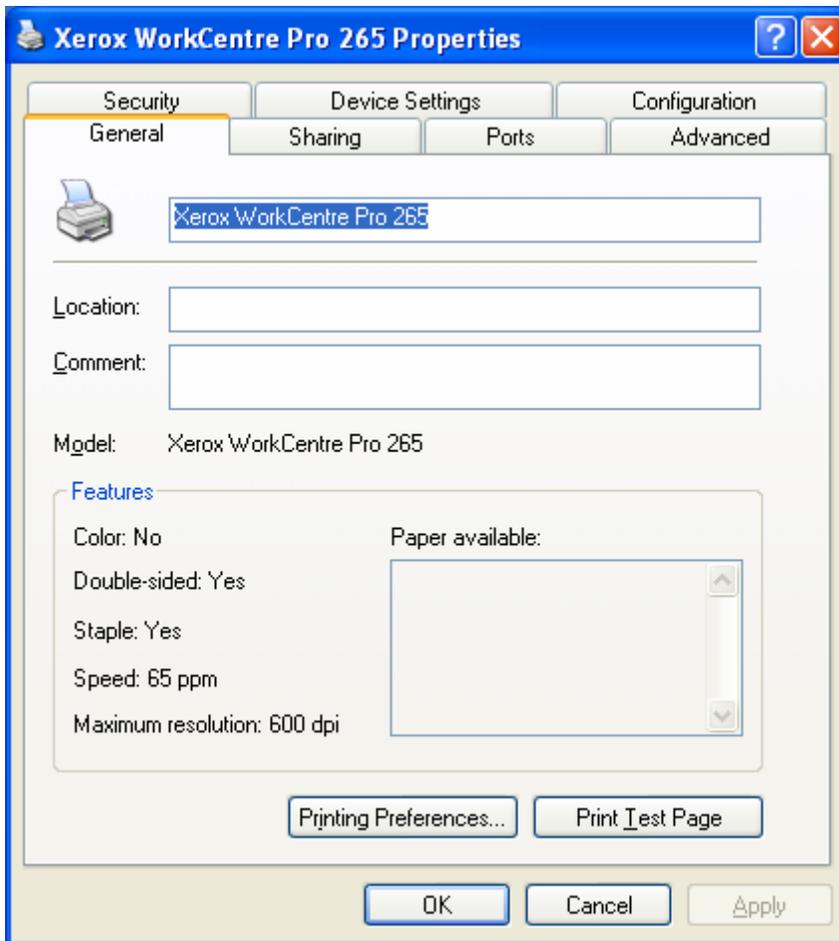
Leave Prompt for Every Job selected, and choose if you would like to Save Accounting Codes, Mask User ID and Mask Account ID based on personal preference. If you only have one User ID, then you may wish to have the accounting codes saved so you won't have to type them in each time. If you use different 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.

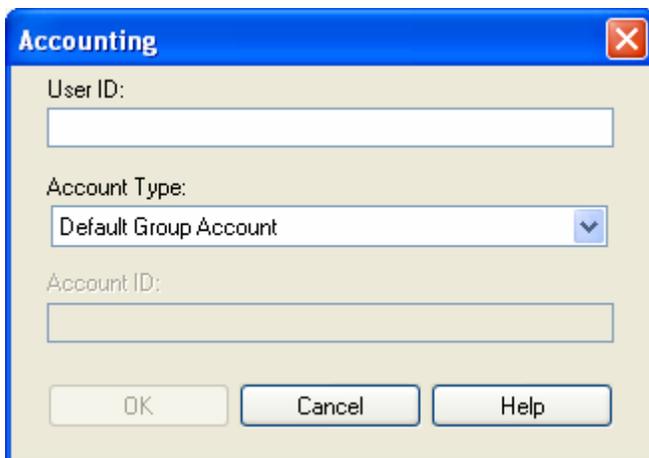
Click OK.



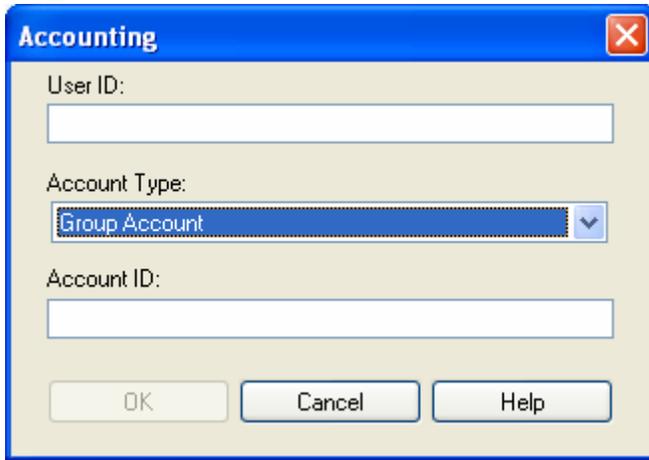
Click Apply. Click the General tab.



Click Print Test Page button.



Change Account Type: selection to Group Account.

A screenshot of a Windows dialog box titled "Accounting". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light beige and contains three input fields: "User ID:" with an empty text box, "Account Type:" with a dropdown menu showing "Group Account", and "Account ID:" with an empty text box. At the bottom, there are three buttons: "OK", "Cancel", and "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 [BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU](mailto:BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU) for questions or support issues. You may also contact the Copy Center in C102 PBB for immediate assistance at 335-0861.