

Printing Instructions for Windows 10

Each DKICP student is allotted 500 prints and 50 copies per machine, per semester. You must bring your own paper. For general questions, see Kristy Nakamura in Modular A, Room 130 or contact her by phone at 933-7664 or by email at kristyna@hawaii.edu. For technical questions, please contact DKICP ITS office at copito@hawaii.edu.

- 1) Determine whether your operating system is 32-bit or 64-bit by following these instructions:
Navigate to the Windows Start Menu on the bottom left corner of the screen, right click and select System. Your Operating System version will appear under "System type".

Go to: <http://www.support.xerox.com/support/workcentre-4265/downloads/engbhtml>

Verify that the appropriate Operating system is displayed under the "Operating System" drop down box. For 32-bit versions, only the Operating system name will be displayed (Example Windows 10 = Windows 10 32-bit). Double check this before downloading.

Scroll down to "**PCL6 Driver [32 or 64]-bit - Xerox User Interface - Microsoft Certified**" and click on the title, then "Accept" on the next screen.

- 2) Click "Save" and save to the desktop.

Create a new folder on the desktop and call it "Xerox". Click on the file that was saved on the desktop and extract the files to the folder "Xerox". An "Add Printer" window will appear, continue to Step 5. If the "Add Printer" window does not appear, continue to Step 3.

- 3) Click on the Start Menu located on the bottom left corner of the screen and select "Settings". In the "Settings" window, click on "Devices". Under "Related settings", select "Devices and printers".
- 4) Click on "Add a printer". Windows will search for printers. Scroll down the list of printers and select one of the copy machine printers:
 - WorkCentre 4265 (Xerox) 132.160.53.81
 - WorkCentre 4265 (Xerox) 132.160.53.82
 - WorkCentre 4265 (Xerox) 132.160.53.83

If not found, click "The printer that I want isn't listed".

- 5) Click "Add a printer using a TCP/IP address or hostname." Click on Next. Change the "Device Type" to "TCP/IP Device". Enter IP Address. UNCHECK "Query the printer and automatically select the driver to use." Click Next.

In the "Install the printer driver" window, click on [Have Disk]. Browse to the "Xerox" folder on the desktop. Browse to PCL6 folder and choose that .inf file. Double-click on the .inf file and click [ok] to confirm. Select "Xerox WorkCentre 4265 PCL6" from the list of printer drivers. Click on Next.

Type in printer name "Xerox WorkCentre (x)" (note: x=81, 82, or 83 selected), Click on Next.

Uncheck "Set as the default printer" if this is not your default printer. Click on Finish.

Repeat the process from step #4 for the other two printers.

- 6) You can delete the downloaded zip file and folder created in step 2.

When you print from your computer, select one of the three printers and enter your "User ID" number (this is the same as your UH ID Number) when prompted, and click "OK".