

Printing Instructions for Windows 7 or XP

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 UHH CoP ITS office at copito@hawaii.edu.

1) **PCs** – Determine whether your operating system is 32-bit or 64-bit by following these instructions:

<http://support.microsoft.com/kb/827218>

Your Operating System version should be auto-detected and will appear under “Automatic version detection results”.

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 7 = Windows 7 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) Windows XP and Windows 7: 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 6. If the “Add Printer” windows does not appear, continue to Step 3.

3) Windows XP: Go to Start > Printers and Faxes. Windows 7: Go to Start > Devices and Printers.

4) Windows XP and Windows 7: Click on “Add a printer”. If you have a Windows XP computer, go to the step 5. If you have a Windows 7 computer, go to step 6.

5) Windows XP: At the “Welcome to the Add Printer Wizard” screen, click [next].

Select “Local printer attached to this computer”. Click [next].

Select “Create a new port”. From the “Type of port” menu, select “Standard TCP/IP Port”. Click [next] at the next 2 screens.

At the “Add port” screen, type in “132.160.53.81” for 1st printer (“132.160.53.82” for 2nd printer, and “132.160.53.83” for 3rd printer) for “Printer Name or IP Address”. Click [next]. Click [finish].

At the “Install Printer Software” screen, click [have disk].

At the “Install from disk” screen, click [browse].

At “Locate File” screen, select “Desktop” from the “Look in” menu. Double-click on “Xerox” folder.

In the “Locate File” screen, double-click on the file (e.g. x2wcasx) listed in the window. Click [ok].

At the “Install Printer Software” screen, click on “Xerox WorkCentre 4265 PCL6” from the list of printers. Click [next]. If prompted, select “Keep existing driver [recommended]” and [next].

At “Name Your Printer” type in “Xerox WorkCentre 4265 PCL6 132.160.53.81” (or “132.160.53.82” or “132.160.53.83”). Click [next] at the next 3 screens. Click [finish].

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

6) Windows 7: Click on “Add a network, wireless or Bluetooth 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”

Then click “Add a printer using a TCP/IP address or hostname”. 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. Double-click on the .inf file and click [ok] to confirm.

Select “Xerox WorkCentre 4265 PCL6” from the list of printer drivers.

Type in printer name “Xerox WorkCentre 4265 PCL6 (x)” (note: x=81, 82, or 83 selected)

DO NOT share printer.

Uncheck “Set as the default printer” if this is not your default printer.

When completed, click "Finish" and repeat the process from step #4 for the other two printers.

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

When you print from your computer, simply 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".