Printing Instructions for Windows 8, 8.1

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:
   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 8 = Windows 8 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) Go Devices and Printers. (Swipe in from the right edge of the screen, and then tap Search. Enter Devices and Printers in the search box, tap or click Settings, and then choose 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." 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.
   Type in printer name "Xerox WorkCentre 4265 PCL6 (x)" (note: x=81, 82, or 83 selected)
   Allow Windows to make changes to this computer. 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.

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".