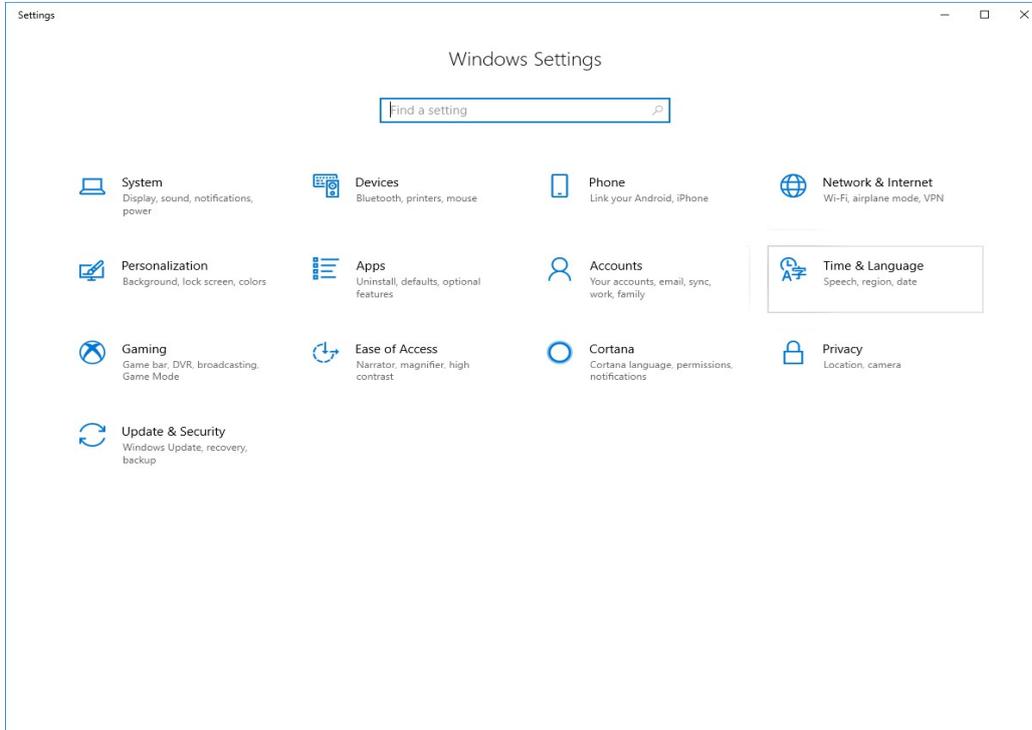
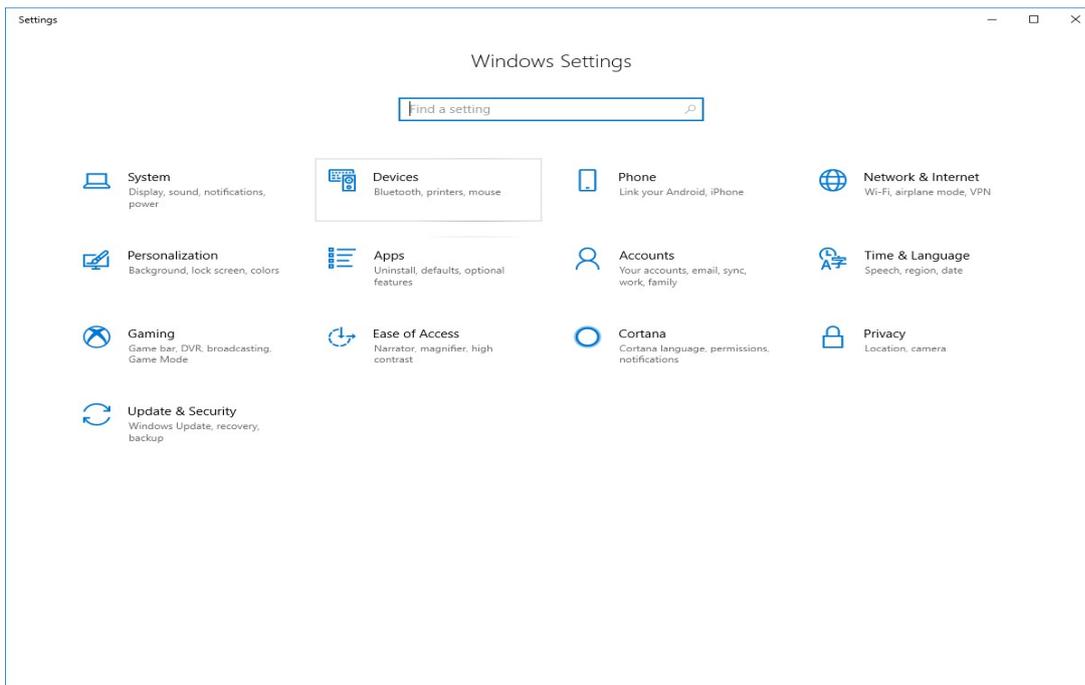


Instructions for installing Engineering Xerox printers, using 'Local Printer' method

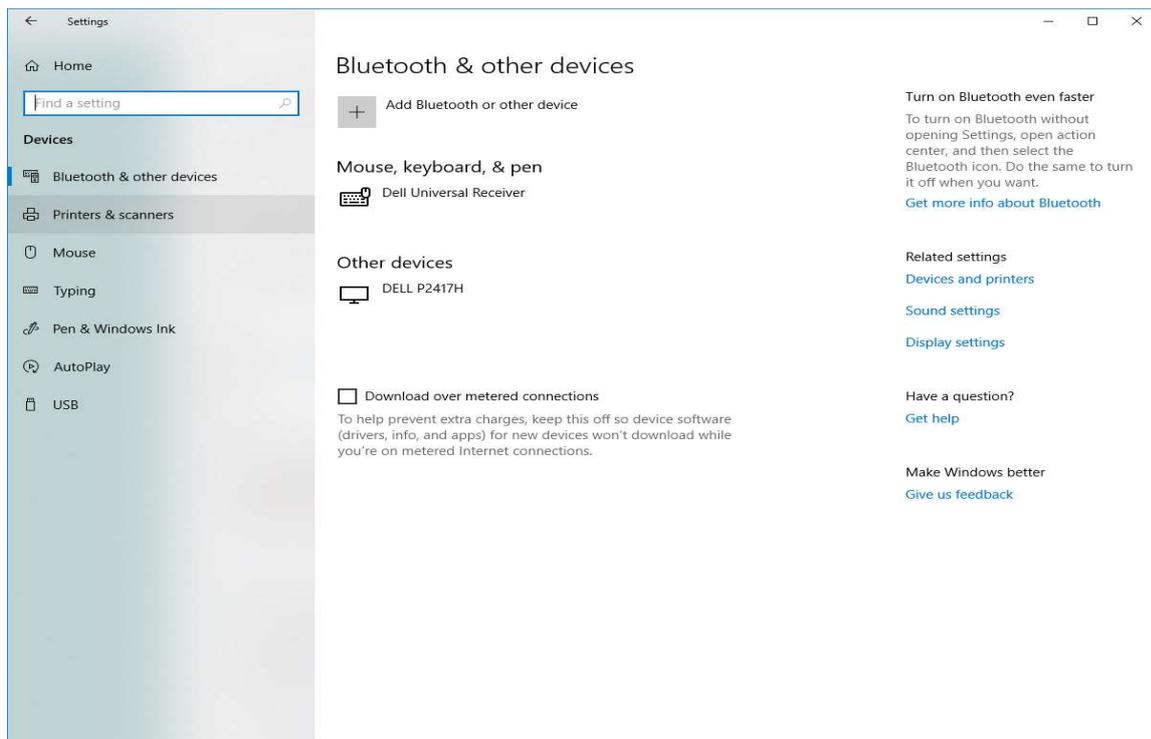
1. Click the Windows Start button (bottom left of screen) and select 'Settings' (the small 'cog' icon just above the power icon) :



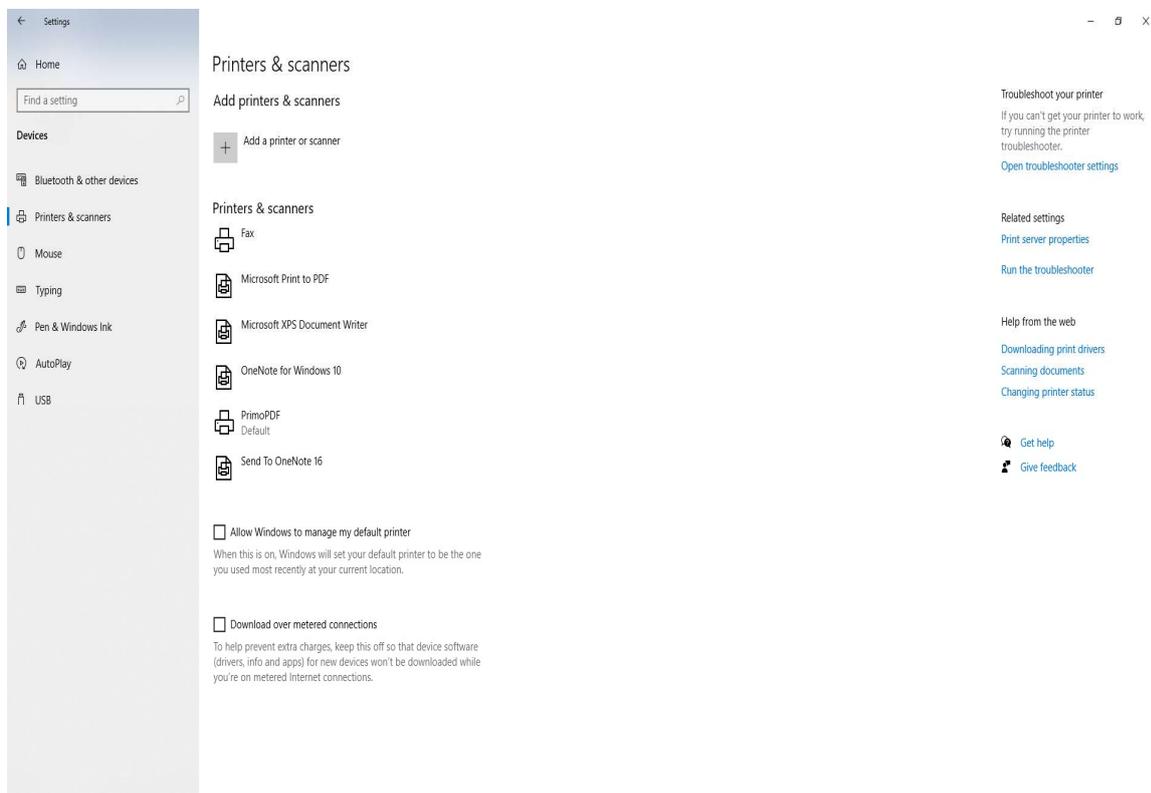
2. Select 'Devices' :



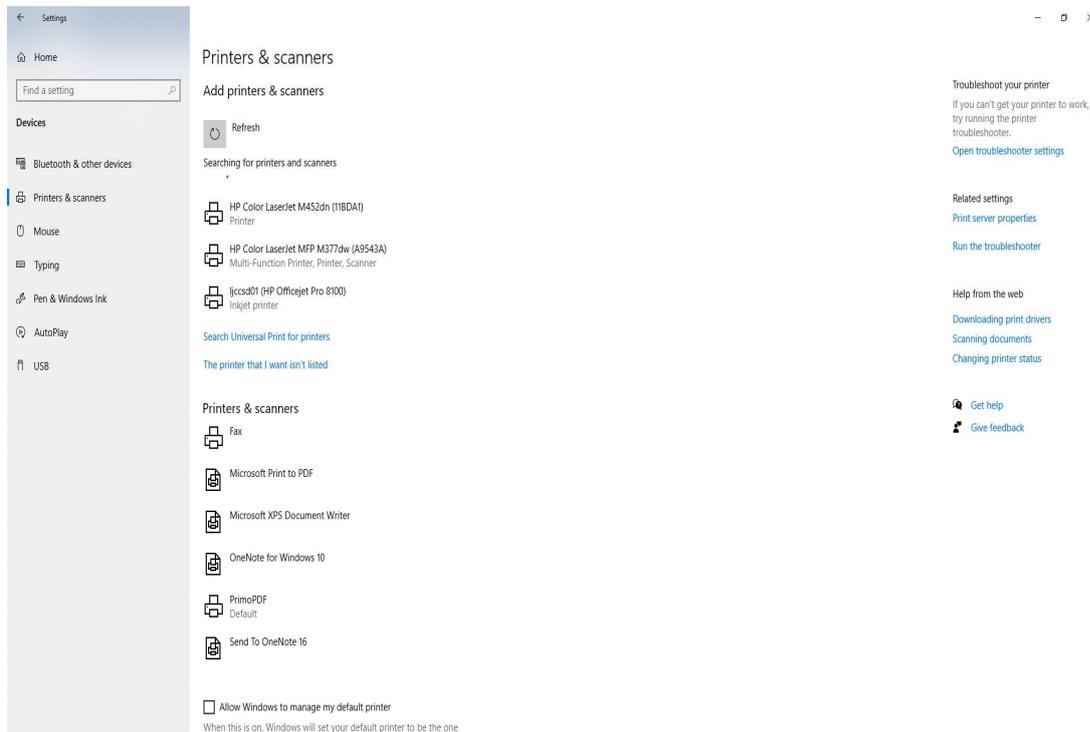
3. Select 'Printers & scanners' :



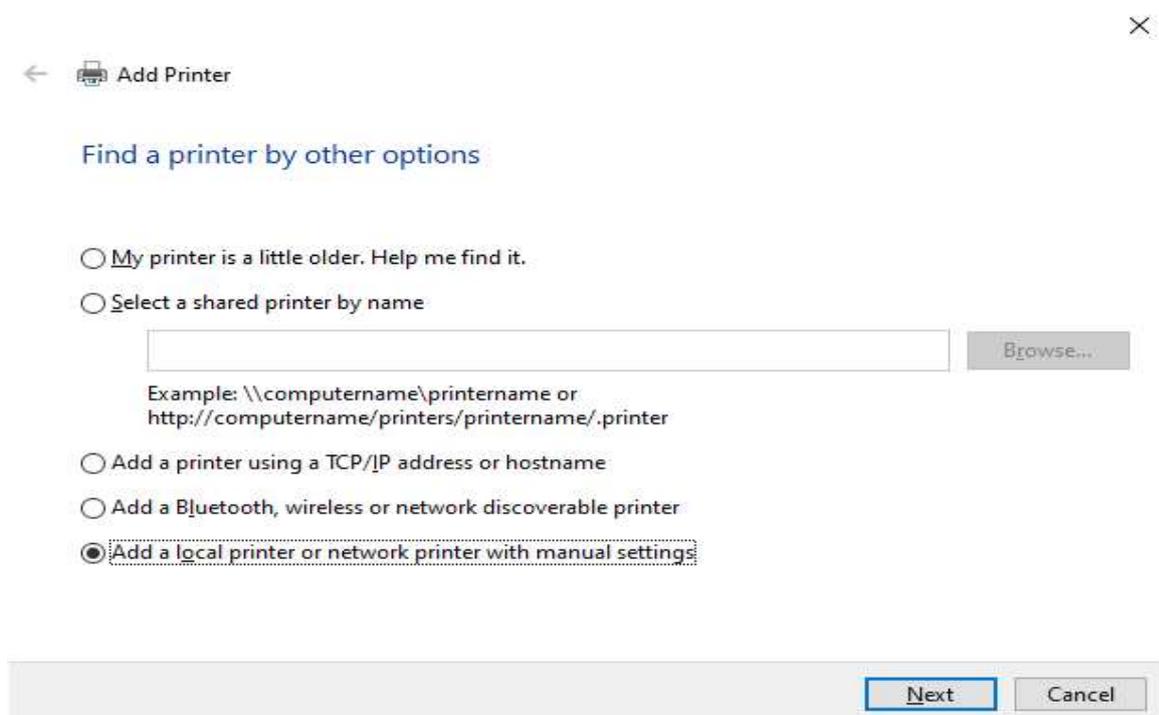
4. Select 'Add a printer or scanner' :



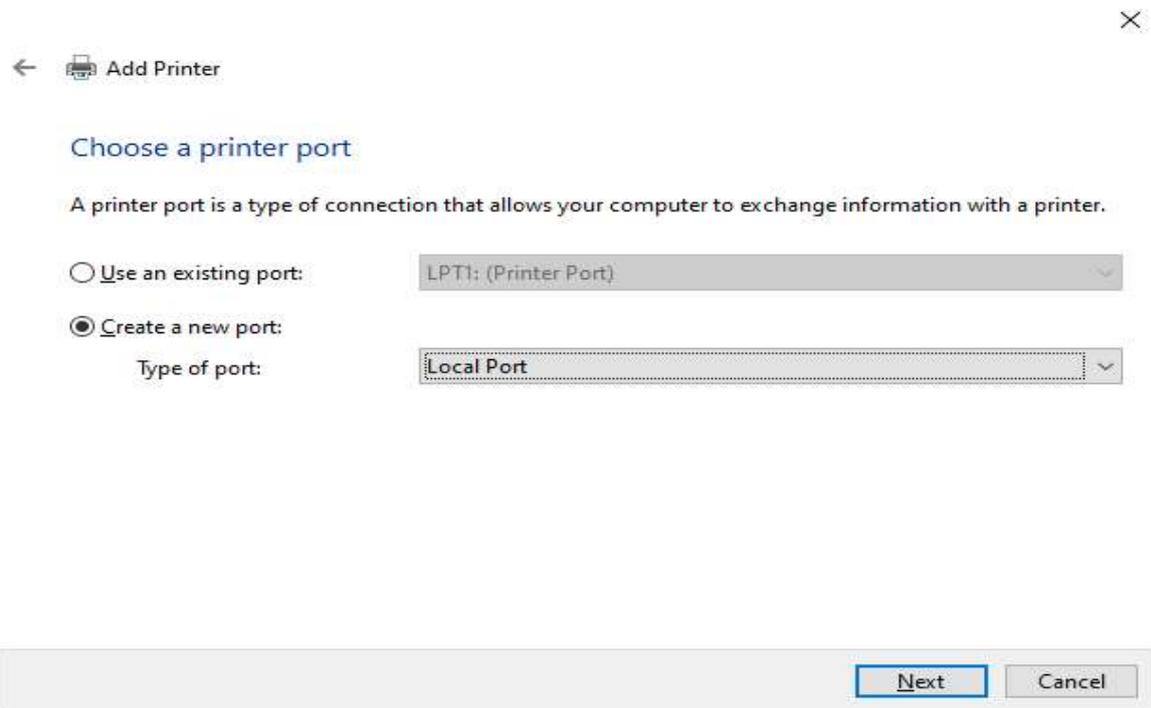
5. Windows will start searching for printers, and show any it finds, but, as soon as it appears, click ‘The printer that I want isn’t listed’ (in blue, under the list):



6. Select ‘Add a local printer or network printer with manual settings’, then ‘Next’:



7. Select 'Create a new port', for 'Type of port' select 'Local Port' then 'Next':

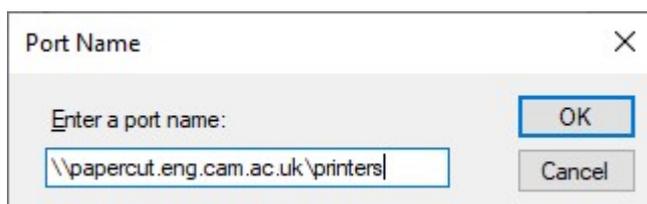


The screenshot shows the 'Add Printer' dialog box. At the top right is a close button (X). Below the title bar is a back arrow and the text 'Add Printer'. The main heading is 'Choose a printer port'. Below this is a descriptive sentence: 'A printer port is a type of connection that allows your computer to exchange information with a printer.' There are two radio button options: 'Use an existing port:' with a dropdown menu showing 'LPT1: (Printer Port)', and 'Create a new port:' which is selected. Below the selected option is a 'Type of port:' dropdown menu showing 'Local Port'. At the bottom right, there are 'Next' and 'Cancel' buttons.

8. In the 'Port Name' box, enter:

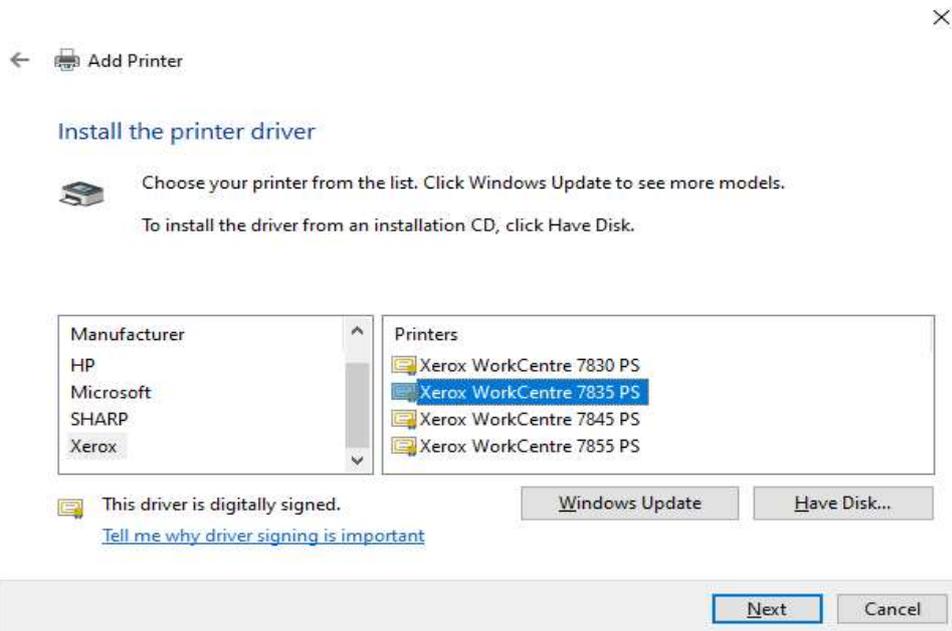
\\papercut.eng.cam.ac.uk\printers

... then click 'OK'

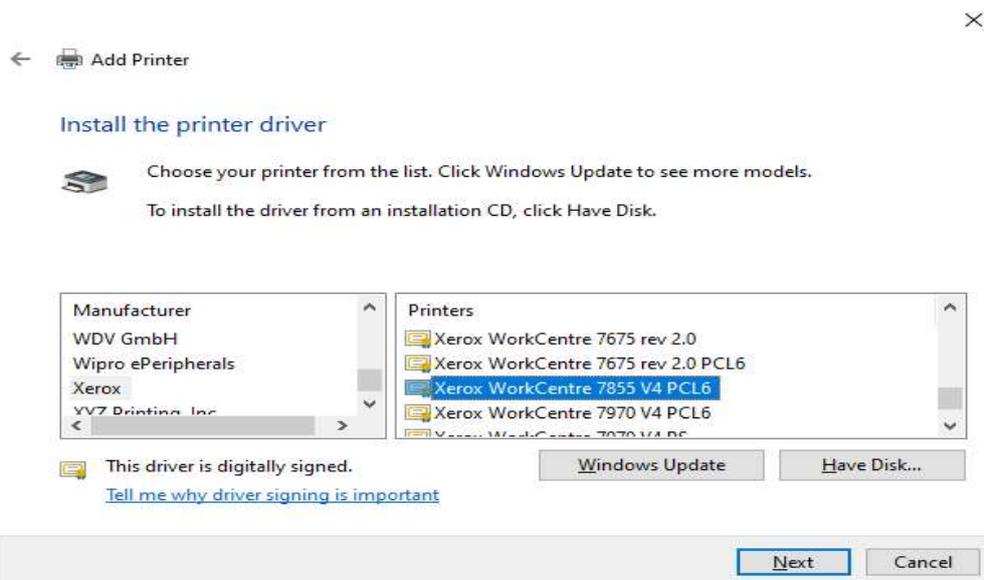


The screenshot shows the 'Port Name' dialog box. It has a title bar with 'Port Name' and a close button (X). The main area contains the text 'Enter a port name:' followed by a text input field containing the text '\\papercut.eng.cam.ac.uk\printers'. To the right of the input field are 'OK' and 'Cancel' buttons.

9. In the 'Install the printer driver' window, if the 'Manufacturer' column on the left already shows Xerox and the 'Printers' column already shows 'Xerox WorkCentre 7835 PS' select that option, then click 'Next':

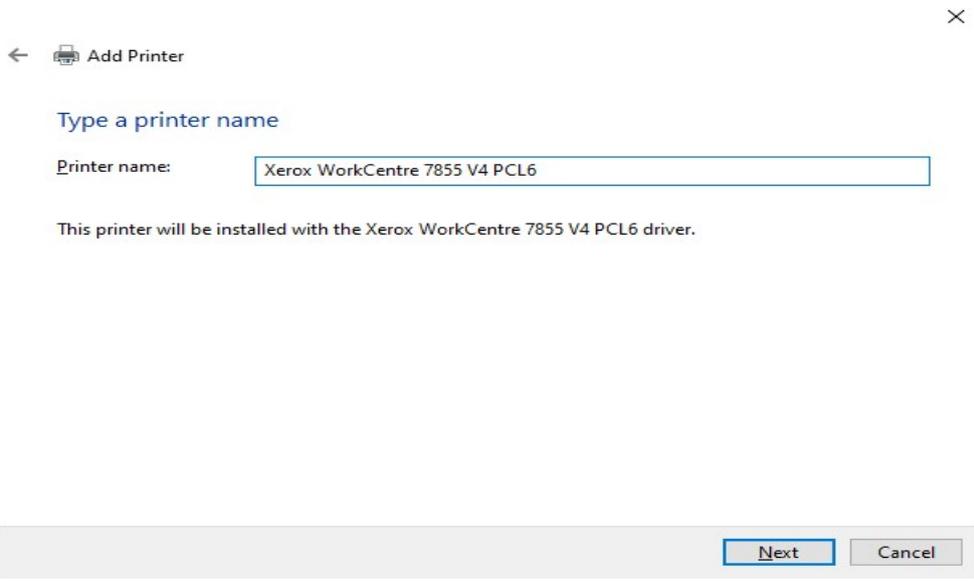


- If Xerox doesn't show in the 'Manufacturer' list, click 'Windows Update' and it will add more choices.
- It may still not show the Xerox WorkCentre 7835PS, in which case choose the nearest option shown, which will probably be the Xerox WorkCentre 7855 V4 PCL6 :

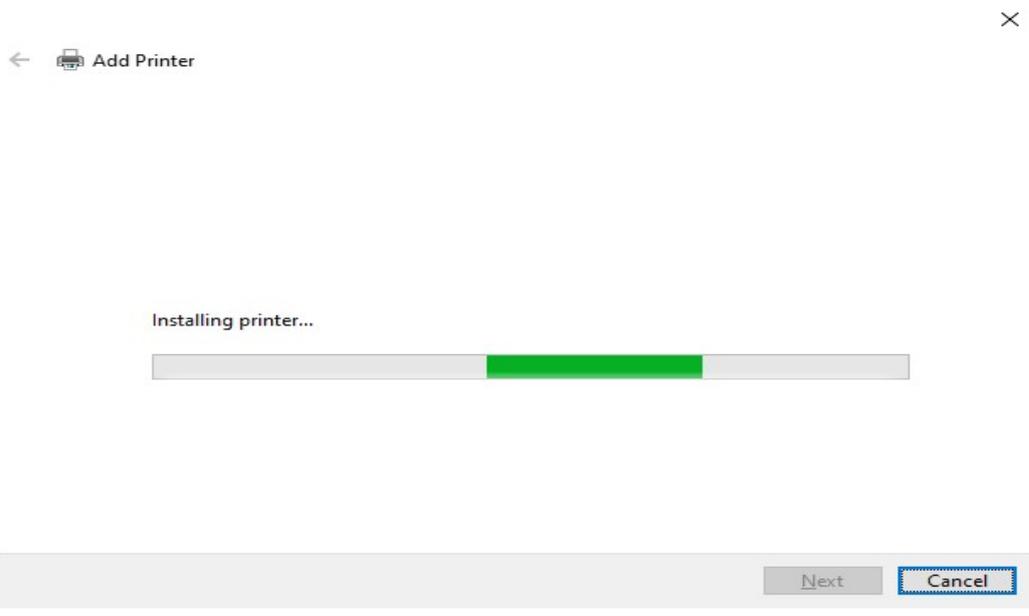


- Click 'Next'

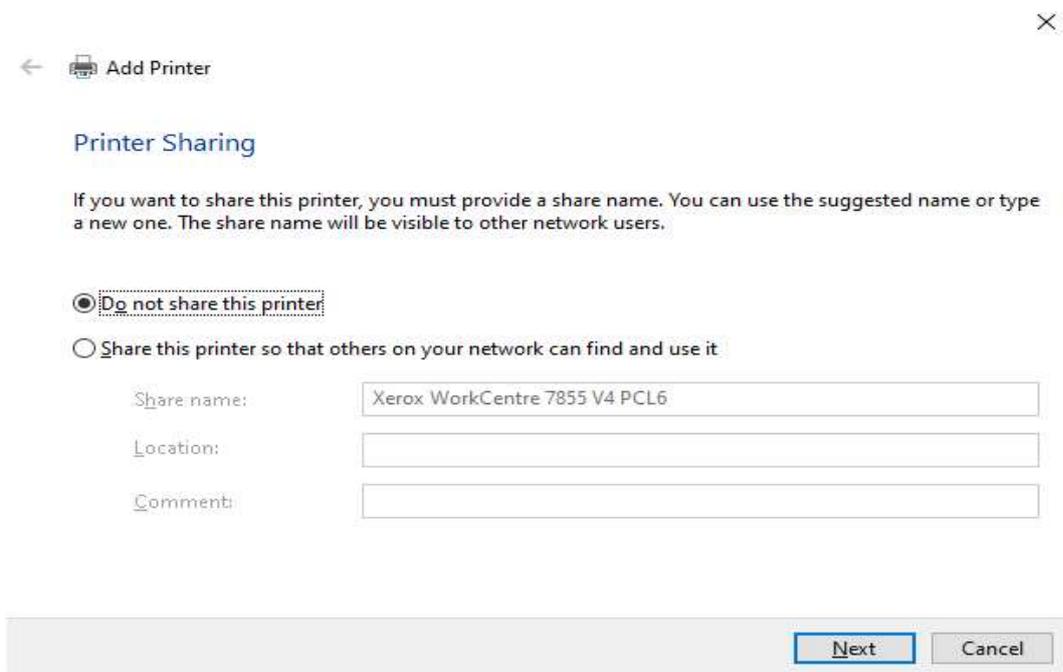
10.



- Click 'Next'



11.



← Add Printer

Printer Sharing

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

Share this printer so that others on your network can find and use it

Share name: Xerox WorkCentre 7855 V4 PCL6

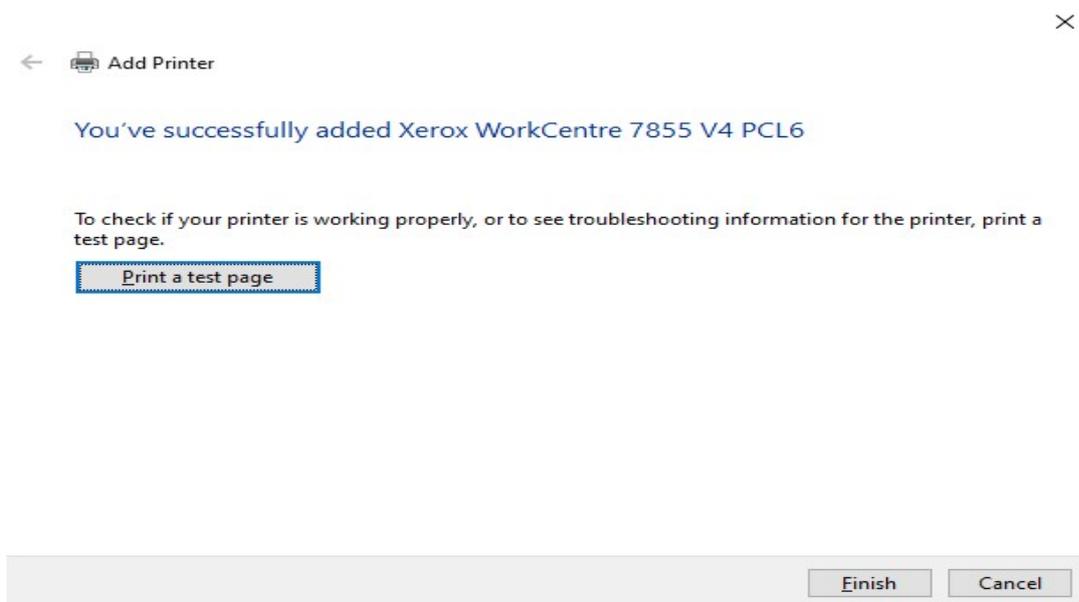
Location:

Comment:

Next Cancel

- Select 'Do not share this printer'
- Click 'Next'

12.



← Add Printer

You've successfully added Xerox WorkCentre 7855 V4 PCL6

To check if your printer is working properly, or to see troubleshooting information for the printer, print a test page.

Print a test page

Finish Cancel

- Click 'Finish'