

Music Faculty & Staff,

Below are instructions on how to get your computer set up to print to the new Xerox machines in the Dean's Suite Room 119, in Room 239 and in Room LL73. This setup installs new print drivers and will only need to be performed once on each computer. However, after the setup is complete, you will need to set up an Accounting process in the printer's Configuration menu because you will be required to enter your new copy code every time you print to one of the Xeroxes. The instructions on how to do that follow the setup instructions below.

Important Note: You **must** follow the **Copy Code Setup and Use** instructions at the bottom of this email or your print job will not print!

If you require assistance after trying the setup or copy code input yourself, please contact me at 852-3616.

Carolyn

First Step

1. Print this email to more easily follow the instructions.
2. Go to <http://www.louisville.edu/music/resources.html>
3. Under **Xerox WorkCentre 5645 & 5632 Installation Instructions** click on the **Driver File** link for your computer's operating system and the Xerox you want to connect to. When the download window appears, click on the **Save** button and save the file to your **Desktop**.
4. For Windows users, continue with these instructions. MAC users will need to unzip the print driver files and install a new network printer.
5. Before unzipping the driver files, create a new folder on your Desktop to unzip the files to. Do this by right-clicking on your Desktop, and then left -click on New/Folder. Name the folder **Xerox 5645** if you are connecting to one of the 5645 machines in Rooms 119 or 239, or name the folder **Xerox 5632** if you are connecting to the LL73 Xerox.
6. Double-click on the driver file you downloaded from the SOM Resources web page to unzip it. When WinZip opens, click on the **Extract** button, navigate to the **Xerox 5645** or **Xerox 5632** folder you created on your Desktop and select it in the Extract window. Then click on the **Extract** button in this window. The files will then unzip/extract into the **Xerox 5645** or **Xerox 5632** folder. Close WinZip.
7. Follow the next set of instructions below to install the printer and its print drivers.

Xerox Print Driver Installation for Windows Users

1. Click on Start/Printer and Faxes and click on **Add a Printer**, (**Windows 2000 Users** need to click on Start/Settings/Printers and then double-click on the Add Printer icon).
2. On the Welcome window, click **Next**.
3. On the next window, select to install a **Network Printer** and click **Next**.
4. On the next window, select "**Connect to a printer on the Internet or on a home or office network**", and then type <http://136.165.27.211> in the **URL** text box to set up a connection to print to the first floor Room 119 Xerox (or: enter <http://136.165.27.210> to set up a connection to print to the second floor Room 239 Xerox; enter <http://136.165.27.17> to set up a connection to print to the basement floor LL73 Xerox. You will need to follow these instructions multiple times to print to multiple Xeroxes.), and click **Next**.

- 4a. If you are a Windows 2000 user, you may get a message at this point that drivers need to be installed. If so, just click in agreement to allow the installation.
5. When the window appears to select the **Manufacturer** of the printer, click on the **Have Disk** button and then on the next window that appears, click on the **Browse** button and navigate to the **Xerox 5645** or the **Xerox 5632** folder you created on your Desktop - select the folder and click on the **Open** button in the printer window.
6. Select the .inf file that appears in the window and click the **Open** button. Then click the **OK** button.
7. In the next window, select the **Xerox WorkCentre 5645** (or select the **Xerox WorkCentre 5632** if you are connecting to the LL73 Xerox) and click **OK**. The Xerox printer drivers will then be installed. Wait until the **Default Printer** window appears.
8. Choose whether you want the Xerox to be your default printer or not and click **Next**.
9. Click the **Finish** button.
10. Repeat Steps 1 - 10 above to add the second Xerox, if desired.

Copy Code Setup and Use

Request your unique Copy Code from Paul Detwiler at pndetw01@louisville.edu

1. In order to print to the new Xerox WorkCentre 5645 or the Xerox WorkCentre 5632, you must enter a Copy Code unique to you for every job you print. To set up the Copy Code configuration, go to **Start/Printer and Faxes** and right-click on the Xerox printer, and then left-click on **Properties**.
2. Click on the **Configuration** tab and then on the **Accounting** button.
3. On the Accounting window, choose **Xerox Standard Accounting or Auditron** from the drop-down menu. Make sure the **"Prompt for Every Job"** radio button is selected and click **OK**.
4. Click **OK** on the printer window to close it. Repeat this process for the second Xerox if you have installed it.
5. Now each time you select the Xerox printer to print to it, it will request that you enter your unique copy code before it will print your job. On the **Accounting** window that appears when you send a job to print, enter your copy code in the **User ID** field and make sure **"Default Group Account"** shows under **Account Type**. The **Account ID** field is not required.