

College Mail Room Printer – Windows Instructions

Students who wish to print to this unit from their rooms may do so. You will need to first download and unzip the drivers to your computer. The drivers for this printer can be found at

<https://www.support.xerox.com/support/versalink-b7025-b7030-b7035/downloads/enza.html?operatingSystem=win10x64>

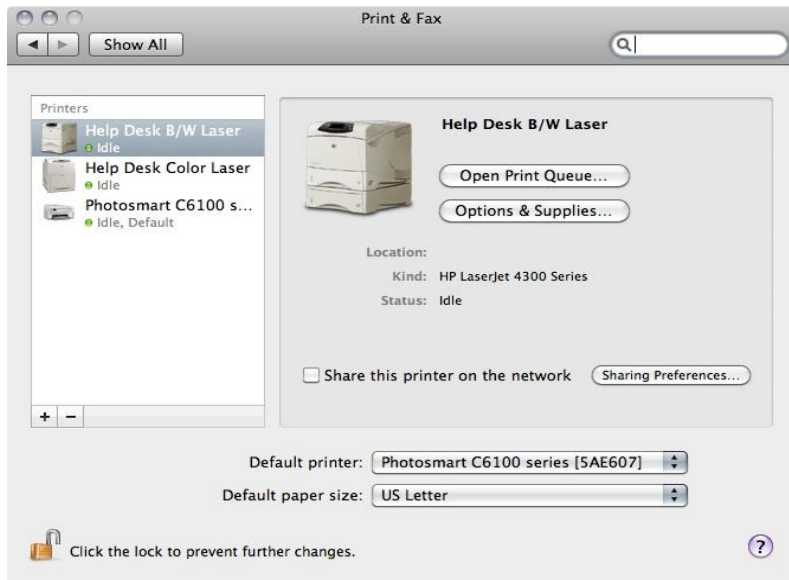
Once you click on this link, find the version of Operating System that you have on your computer. Choose the Xerox Smart Start – Driver Installer. This will download an .exe file. If your browser asks if you trust the file, say yes.

Once you open the file that you've downloaded it will ask you to accept the agreement and then install the driver.

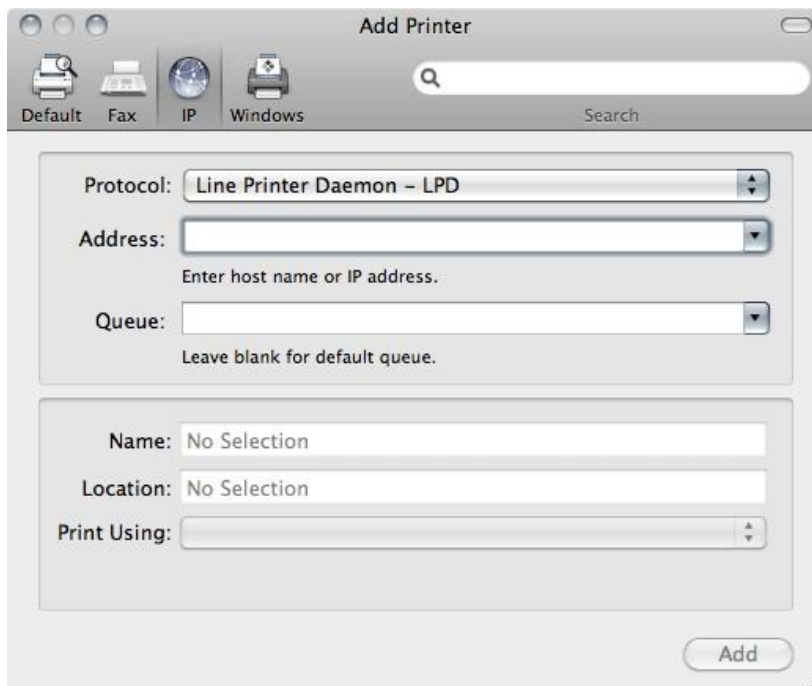
1. Select "Agree" to accept terms and conditions
2. The software will search for printers. It will most likely not find the printer so at the bottom you need to click "Don't see your printer?"
3. The next screen will give you the option to search for the printer again or to enter the printer's network address, you want to enter the IP address.
4. College Mail Room Printer IP address is 192.168.48.61 -> click Connect
5. Name the printer College Mail Room
6. Leave all the preset selections the way they are and hit install. The install will take a minute or two.
7. Windows security may pop up on your PC and ask if you would like to install this device software. Click "Install".
8. After this click Done on the Xerox set up and you are good to.

College Mail Room Printer – Mac Instructions

On your Mac (current instructions for Snow Leopard 10.6), go to the Apple logo on the top right of your computer, then, System Preferences, then Print & Fax icon. Open Print & Fax.



- 4) Unlock the permissions lock in the bottom of the page with your password if necessary.
- 5) click the + button. The "add printer" page will open.



- 6) click the IP tab on top of that page.
- 7) Leave protocol on Line Printer Daemon - LPD.
- 8) in the Address box, type in the full IP address for the Mail Room Printer 192.168.48.61

9) The page will often do a search for that printer as long as the driver is included within the Apple OS and find it and add it to the Print Using tab in the bottom.

10) If it cannot find it, it usually means that the driver is not loaded. in that case, you must go to the website of the printer company (i.e. HP, Dell, etc.) and download the driver and install it on your Mac.

11) once you add the printer, you may close the dialogue box. Your printer is installed. To test, send a page from any application to print and check to make sure it is printed.