Setting up the Copier on SOM 1st Floor on a PC

1. Get the proper driver from xerox.com
   a. Click “Support & Drivers”
   b. In the Search pane, type WorkCentre 7830 and hit Enter
   Support & Drivers
   Find ways to help with your product. Search for your product below for an FAQ, Docs, How To's, drivers, and downloads.
   Learn more here: Access the resources that Xerox Technical Support offers. See here you can do more with your Xerox products.

   Search or choose:
   - Printers
   - Multifunction & Fax
   - Copiers
   - Production Systems
   - Wide Format
   - Software & Platforms
   - Scanners & Duplexers
   - A-Z List of all products

   Xerox Scanners Update
   Find latest patches here – new patches released daily.
   - Learn More

   Search: WorkCentre 7845
   - Xerox Printers for iOS and Android
   - Print back to the printer you already have
   - From anywhere
   - Xerox Mobile Print Driver
   - Print to virtually any device
   - Xerox Mobile Express Driver
   - Download one, and it is ready to work on the go
   - Xerox Free Print Driver
   - Free, configure your printer's settings
   - Print to your choice

   a. Click on the Drivers & Downloads link
   b. Under the dropdown menu “Operating System” select the appropriate Operating System for your computer
   c. Select the first driver listed (Web-based Print Driver)
   d. At the bottom of the License Agreement, Click “accept”

2. Download the driver
   a. Click “save file”
   b. When the file has finished downloading, locate it and double-click it to open

3. Install the Driver
   a. Click “I Agree” when the License Agreement pops up

4. Install the printer
   a. Click the right box at the top (IP Address or DNS Name)
b. Type the printer name: copier-4294.lsu.edu

c. Click Search. The copier should appear (if it does not, contact musicit@lsu.edu)

d. Click "Next >"

e. Leave Postscript (recommended) checked and click Install

f. A printer installation screen with a progress bar should pop up. Let it run its course.

g. A Congratulations! screen should pop up when the installation is complete.

h. Click Finish.

5. If the Xerox Installation screen does not appear:
   a. Go to Control Panel/Devices and Printers
   b. Click Add a Printer
   c. Click on “Add a Local Printer”

   d. In the next screen, choose “Create a new port”
   e. Under “Type of Port:” select “Standard TCP/IP Port”
f. Click “Next”

g. In Hostname or IP Address, type the address: copier-4294.lsu.edu

h. Leave “Query the Printer” checked

i. Select the correct machine (Xerox WorkCentre 7830)

j. Click “Next”

k. Rename the Printer to SOM Copier if desired and click “Next”

l. Select “Do Not Share This Printer” and click “Next”

m. If desired, check “Set as Default Printer” and select “Finished”

6. Authentication