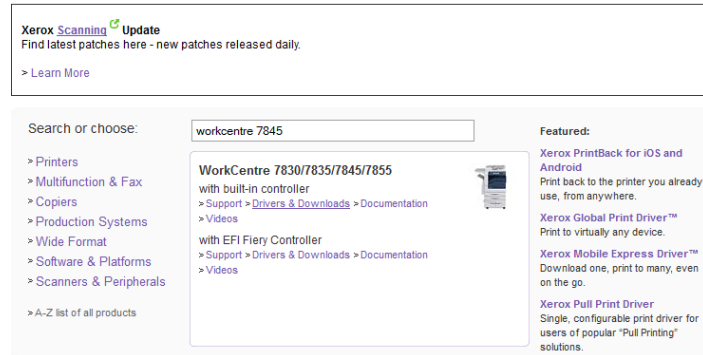


Setting up the Copier on SOM 1st Floor on a PC

1. Get the proper driver from xerox.com
 - a. Click “Support & Drivers”
 - b. In the Search pane, type WorkCentre 7830 and hit Enter

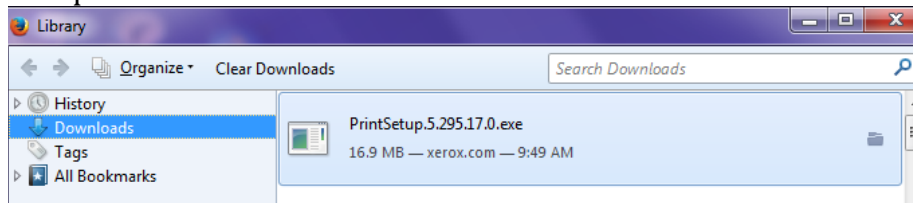
Support & Drivers

Find easy, instant, online assistance. Search for your product below for our knowledge base, FAQs, How Tos, drivers and documentation. [Learn more here.](#) Access the resources that Xerox Technical Service offers. See how you can do more with your Xerox products.

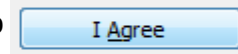


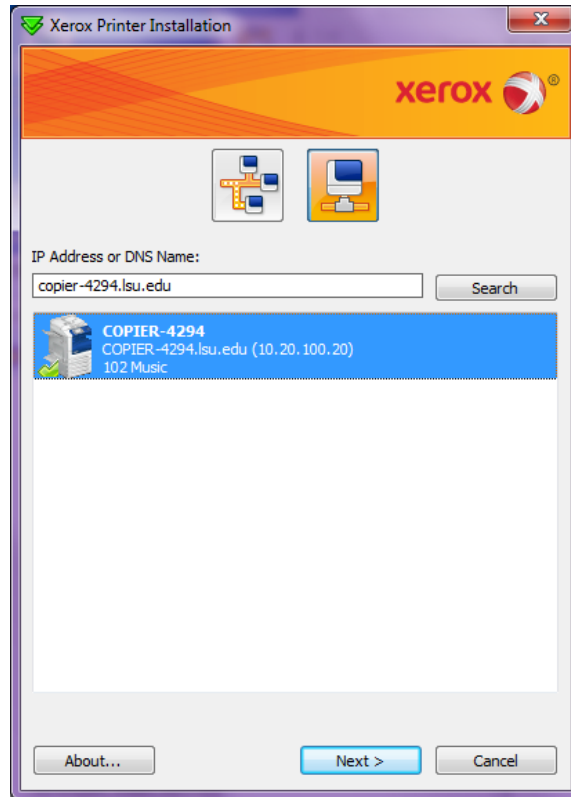
n/support/workcentre-7800-series/downloads/enus.html?associatedProduct=WorkCentre-78xx-built-in-controller

- c. Click on the Drivers & Downloads link
 - d. Under the dropdown menu “Operating System” select the appropriate Operating System for your computer
 - e. Select the first driver listed (Web-based Print Driver)
 - f. 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

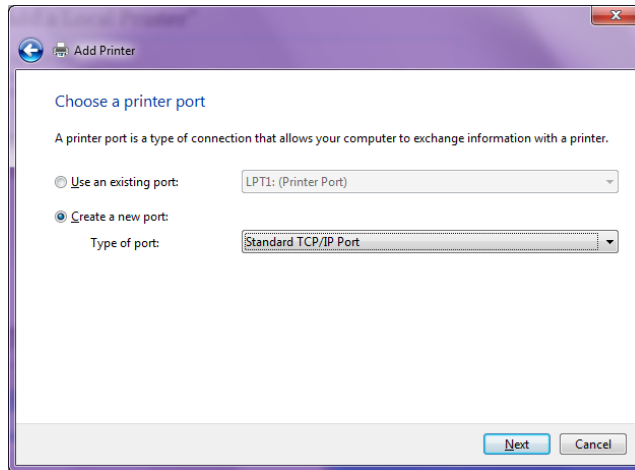


3. Install the Driver
 - a. Click “I Agree” when the License Agreement pops up
4. Install the printer
 - a. Click the right box at the top (IP Address or DNS Name)

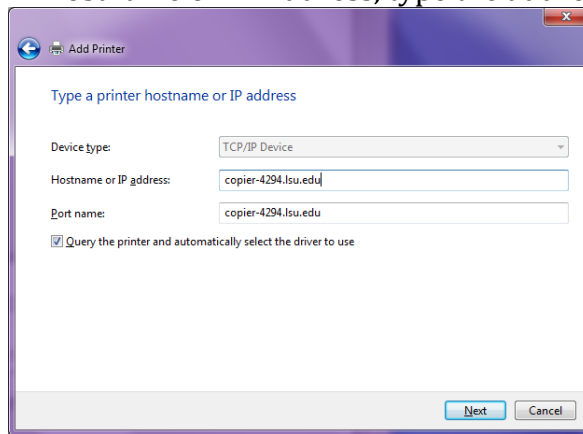




- b. Type the printer name: copier-4294.lsu.edu
 - c. Click Search. The copier should appear (if it does not, contact musicit@lsu.edu)
 - d. Click "Next >"
 - e. Leave Postscript (recommended) checked and click Install
-
- f. A printer installation screen with a progress bar should pop up. Let it run 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"
- ➔ Add a local printer
Use this option only if you don't have a USB printer. (Windows automatically installs USB printers when you plug them in.)
- 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