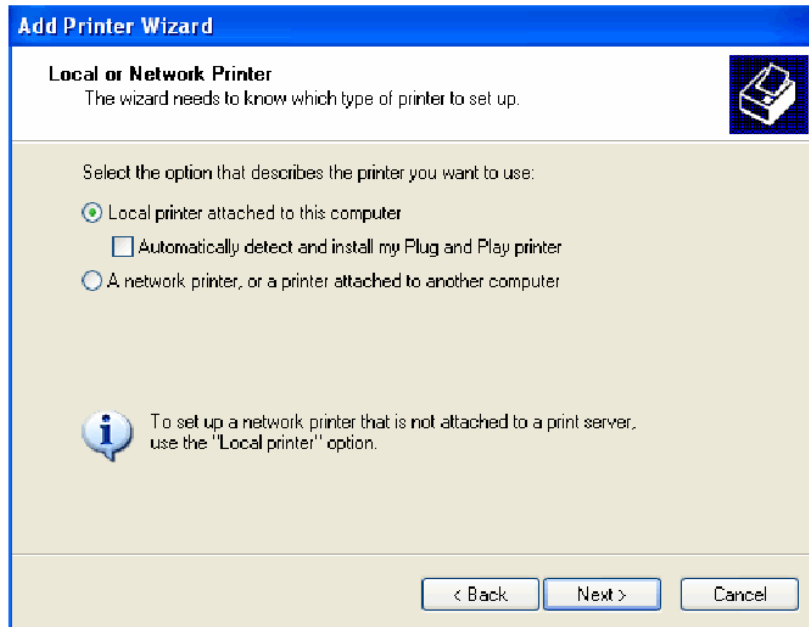


Please Contact your IT System Administrator for installation

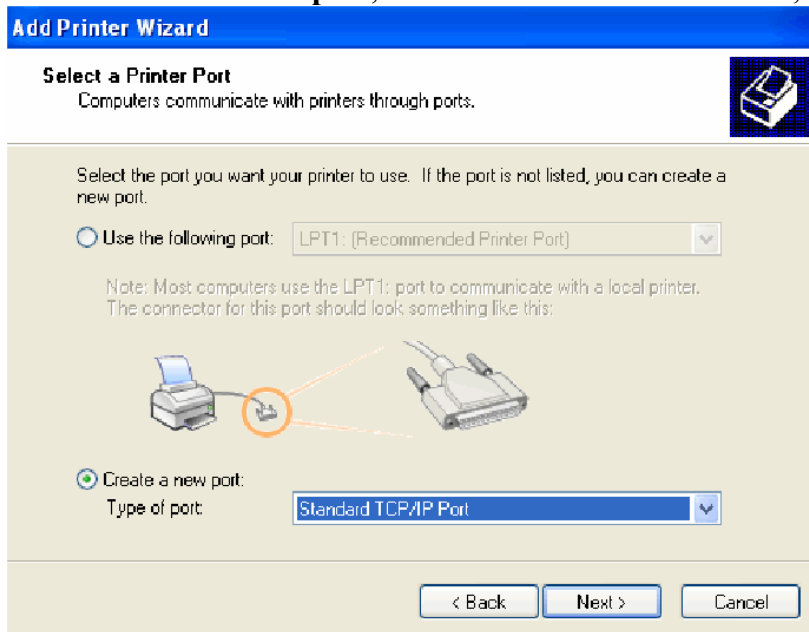
Copy Center 3 at PBB Xerox DocuTech 460 with accounting driver installation instructions

Prior to installation, drivers may be downloaded from
www.printing.uiowa.edu and extracted to hard drive

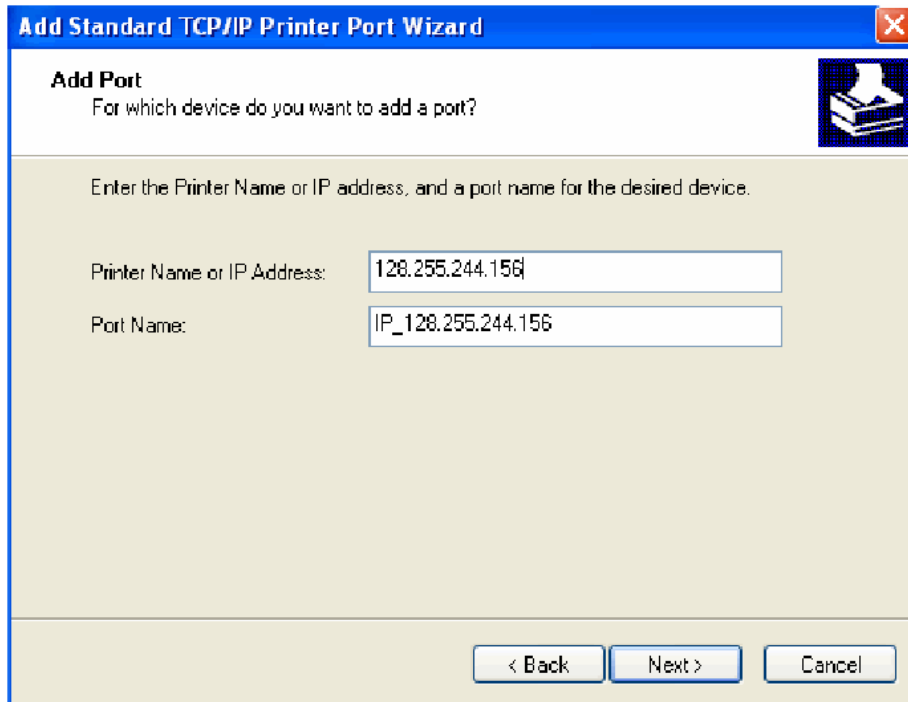
1. Click **Start**, select **Printers and Faxes**
2. On Printers and Faxes window, click **Add a printer**. Click **Next**
3. Select **Local printer attached to this printer** option. Click **Next**



4. Select **Create a new port**, choose **Standard TCP/IP Port**, click **Next**. Click **Next**



5. Enter IP Address **128.255.244.156** to Printer Name or IP Address field. Click **Next**, then **Finish**



Add Standard TCP/IP Printer Port Wizard

Add Port
For which device do you want to add a port?

Enter the Printer Name or IP address, and a port name for the desired device.

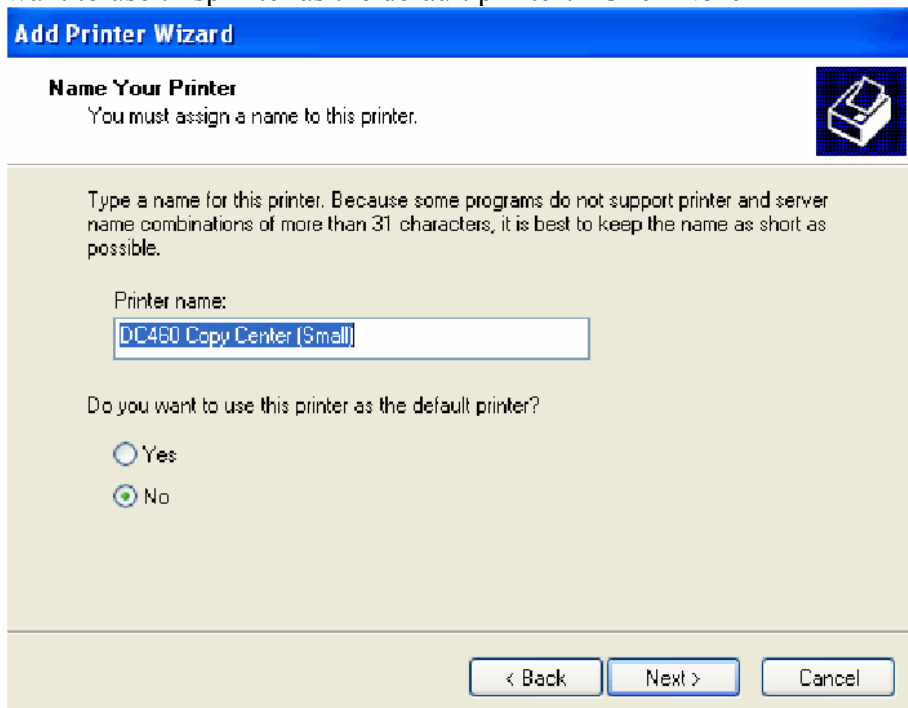
Printer Name or IP Address: 128.255.244.156

Port Name: IP_128.255.244.156

< Back Next > Cancel

6. Click **Have Disk...** and browse to the folder you extracted the downloaded driver files to, click **Open**. Click **OK**, then **Next**.

7. Enter **DC460 Copy Center (Small)** for Printer name field. Answer **No** to “Do you want to use this printer as the default printer?” Click **Next**



Add Printer Wizard

Name Your Printer
You must assign a name to this printer.

Type a name for this printer. Because some programs do not support printer and server name combinations of more than 31 characters, it is best to keep the name as short as possible.

Printer name:
DC460 Copy Center (Small)

Do you want to use this printer as the default printer?

Yes
 No

< Back Next > Cancel

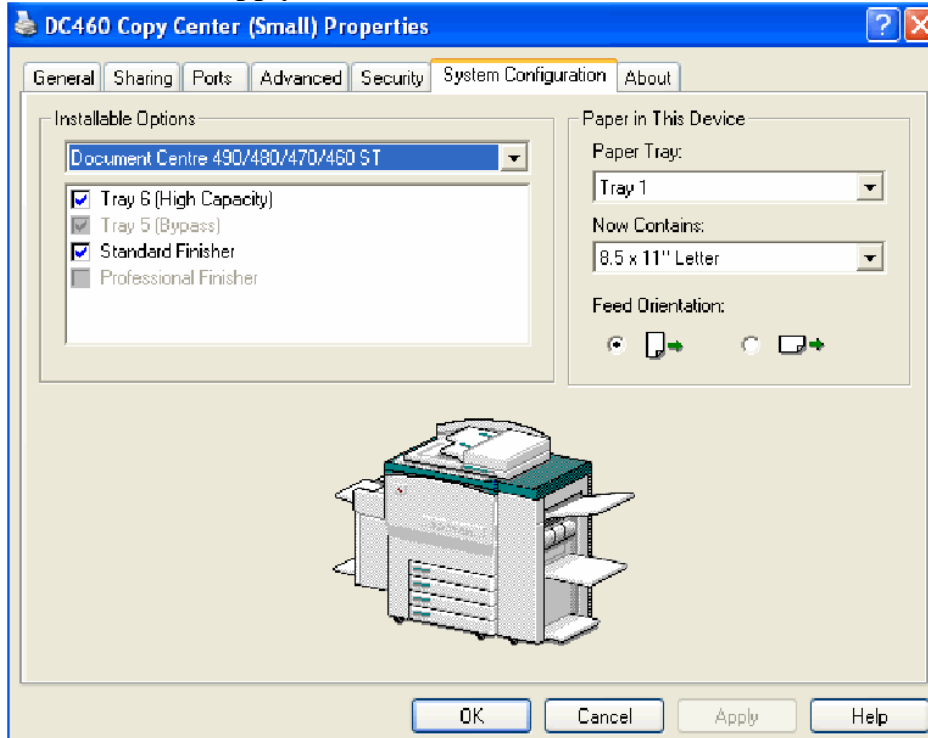
8. Select **Do not share this printer**. Click **Next**

9. Answer **No** to “Do you want to print a test page?” question. Click **Next**

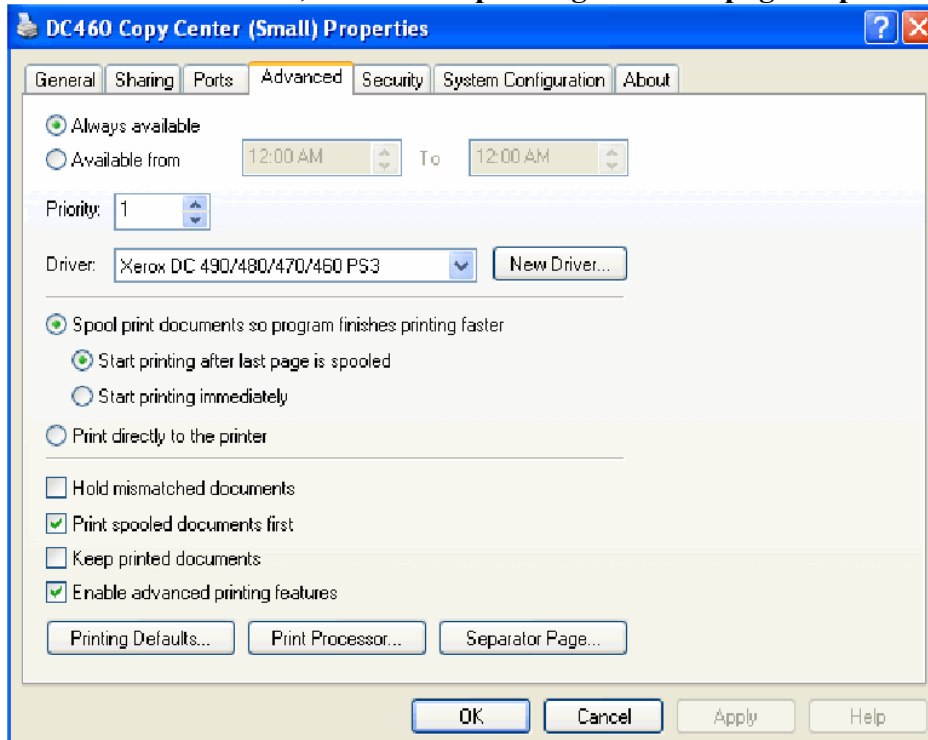
10. Click **Finish**. Select **Continue Anyway** to ignore Windows Logo testing. Windows will install driver files.

11. Open Printers and Faxes window (**Start** > **Printers and Faxes**), right-click on DC460 Copy Center (Small), choose **Properties**.

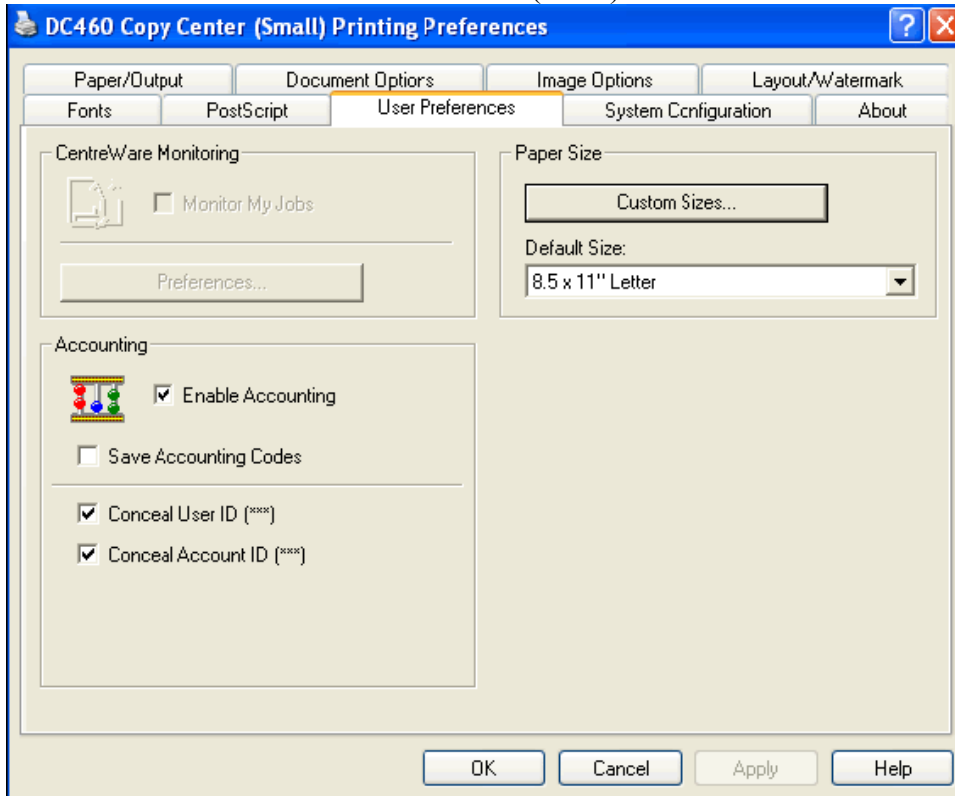
a. Click on **System Configuration** tab, check **Tray 6 (High Capacity)** and **Standard Finisher**. Click **Apply**



b. Click **Advanced** tab, check **Start printing after last page is spooled**. Click **Apply**



- c. Click **General** tab, click **Printing Preferences...** at bottom
- i. Click **System Configuration** tab, make sure **Tray 6 (High Capacity)** and **Standard Finisher** options are checked
- j. Click **User Preferences** tab, check **Enable Accounting** option, also check **Conceal User ID** and **Conceal Account ID**. Click **OK** (twice)



- k. It is necessary to do step **j** again for the **Enable Accounting** option to be saved: right-click DC 460 Copy Center (Small), select **Properties**. Click **Printing Preferences...**, click **User Preferences** tab, check **Enable Accounting** option again, and click **OK**. Click **OK** again to finish