

# Installing a Copy Center Printer On Windows XP

## Reference Guide

This guide helps you install any of the 10 new Copy Center printers installed throughout MDC and in MDN 1040. **Note that each printer has a unique identifying number that must be entered correctly during installation of each printer.** These printers are listed at the end of this document. Double-check to make sure you're entering the number for the printer you want.

### 1. Obtain the zipped driver file from the 'Download' location –

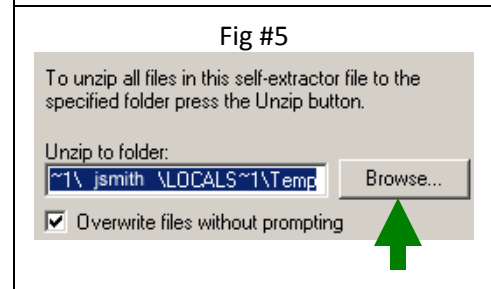
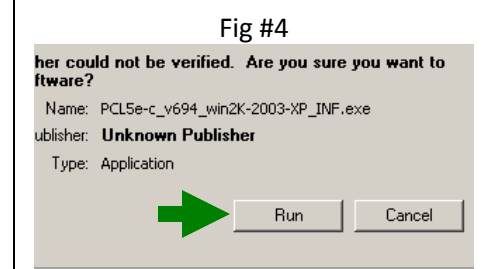
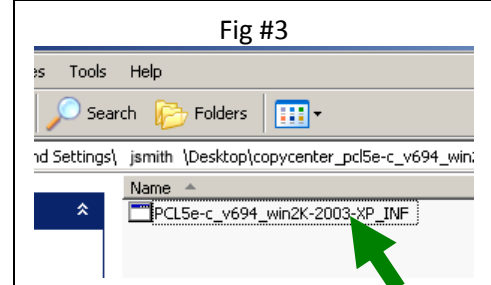
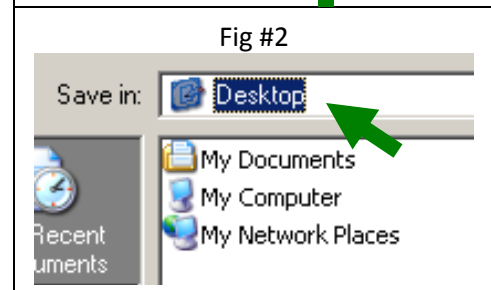
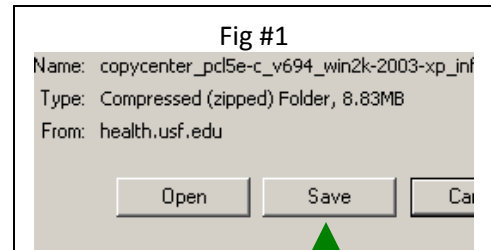
From the Information System's Download page (<http://health.usf.edu/is/download/copycenter.htm>), click on the 'Printer Driver' link to download the driver file. At the 'File Download' window, click 'Save' (Fig. #1), then change the 'Save As' destination to your **desktop** (Fig. #2). Choose the 'Close' option and **minimize** your web browser.

### 2. Un-Zip the folder to your desktop -

Now that you have obtained the zipped "copycenter" file from the Download page, **Double-click** on the file on your desktop. A folder window will appear with the application file "PCL5e-c\_v694\_win2k-2003-XP\_INF" (Fig. #3). **Double-click** on this file and another window outlining a 'warning' will appear (Fig. #4). This is OK - Click 'Run'.

A Winzip window will appear (Fig. #5). Click **Browse, scroll up** and change the intended folder to the **Desktop**, click **OK**. Then click **Unzip**. Another window appears to inform you of a successful extraction, click **OK**. **Close** all Winzip windows. A new folder, "pcl5e\_5c", has appeared on your Desktop.

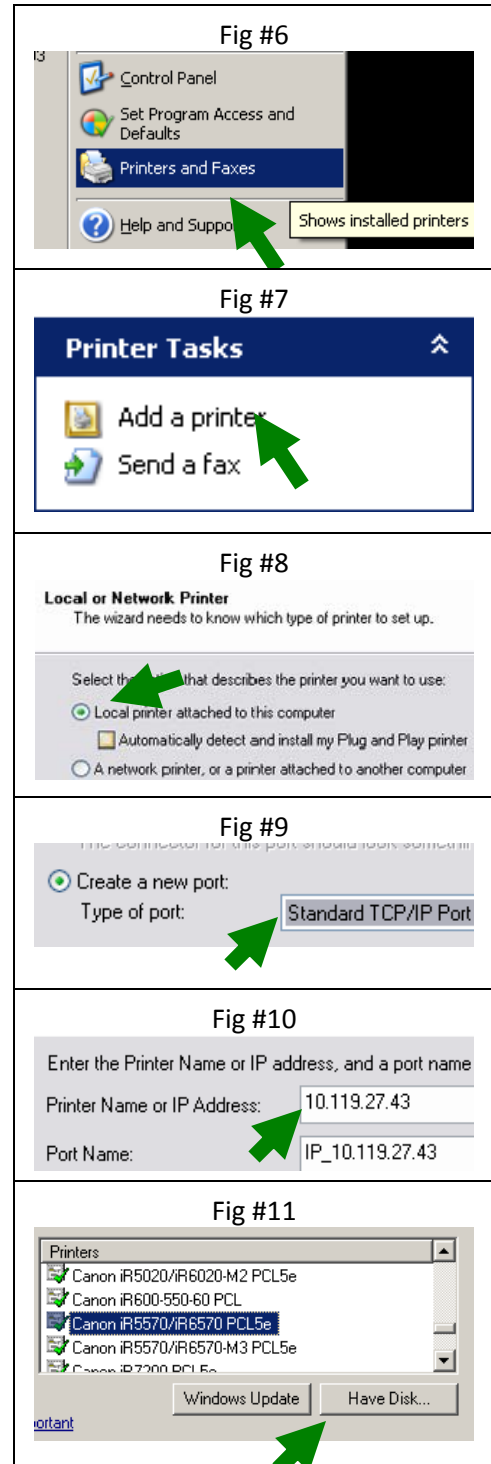
You are now ready to install the printer drivers.



With steps #1 & #2 complete, you can now proceed to install the printer drivers. **REMEMBER: These steps must be repeated for every printer you intend to use.** A full list of all printers is at the back of this document for your use.

### Installing Printer Drivers:

3. Click **Start > Printers and Faxes** (Fig. #6).
4. In the Printers window (Fig #7), click **Add a printer** and a 'Add Printer Wizard' window appears. Click **Next**.
5. Choose **Local printer attached to this computer** (Fig. #8). **Uncheck** the box that says **Automatically detect and install my Plug and Play printer**. Click **Next**.  
  
Click **Create a new port**. In the "type of port" drop-down list, choose **Standard TCP/IP Port** (Fig #9). Click **Next**.
6. The Printer Installation Wizard will start. (Click **Next**).  
  
Carefully type the information specific to the printer you need to install. Choose from among the printers below and type the **IP address** exactly as shown, including periods (Fig #10). Type the number in the top field and the bottom field will fill in automatically. Click **Next**. To complete the Wizard, click **Finish**.
7. A new dialog will pop up in which you will install the printer drivers you downloaded. Click **Have Disk** option (Fig. #11). The Install From Disk screen pops up.



### Installing Printer Drivers (cont.):

8. Click **Browse** to go to the **Desktop** and the folder “**pcl5e\_5c**” that was created when you unzipped the files (Fig. #12).

Inside is a file called “**P52KUSAL**” (Fig. #13).

**Double-click** on the file. Back in the Install From Disk screen, click **OK**.

9. A list of printers will appear. Scroll down until you see **Canon iR5570/iR6570PCL5e** (Fig #14). Click on it and then click **Next**.

10. **Choose a name** for the computer that helps you remember which computer it is (Fig. #15); IS recommends **naming it for to its location** (See list at end of document). Only you will see this name. You can choose whether to make this your **default printer** or not. Click **Next**.

11. Leave “**Do not share this printer**” selected (Fig. #16). (Sharing won’t work.) Click **Next**.

**Print a test page** if you need to, or just click No to skip this step (Fig. #16). Click **Next**.

12. Click **Finish** and you will now see the printer included in your printer list!

Location	IP Address
MDC 4108 A	10.119.27.43
MDC 4108 B	10.119.27.87
MDC 3108	10.119.27.42
MDC 3534	10.119.27.41
MDC 2108	10.119.27.40
MDC 2530	10.119.27.39
MDC 1164	10.119.27.37
MDC 905	10.119.27.36
MDC 1408 Copy Center A	10.119.27.34
MDC 1408 Copy Center B	10.119.27.35

