Installing Xerox 7970 print driver for windows

Before you start this process, you want to make sure you have been given access to use the printer via your student Job number, which can be found on the recourse page of myCUinfo. Once you have access to print from Ian. You may attempt to print using the default downloaded printer the pc comes with. If this works, there is no need to install Xerox.

If it doesn't print, follow the given steps:

1. Go to http://www.support.xerox.com/support/workcentre-7970/downloads/enus.html
2. Select your Windows Operating System in the dropdown menu
3. Select the a more recent driver from the list
4. Click "Accept" at the bottom of the webpage
5. Run the .exe file that was downloaded from the Xerox website
6. Select the default options to install the 7970 driver until you get to the "Add Printer" prompt
7. On the "Add Printer" prompt, select "Add a printer using TCP/IP address or hostname" and then click next

8.
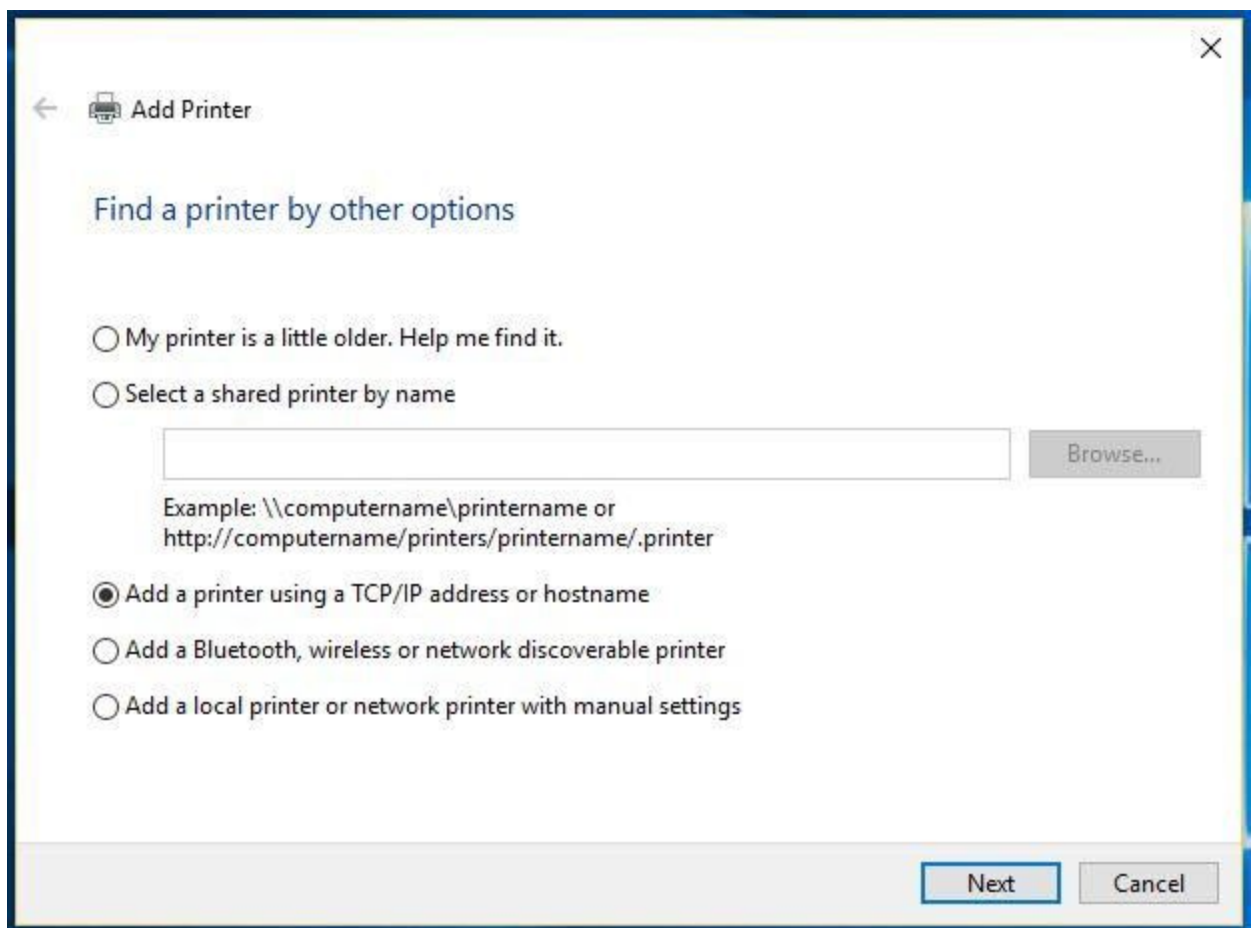
9. In the "Hostname or IP address" field, input 128.138.249.156. The "Port Name" field will automatically be filled. Deselect the box that says "Query the printer and automatically select the driver to use" and then click next.
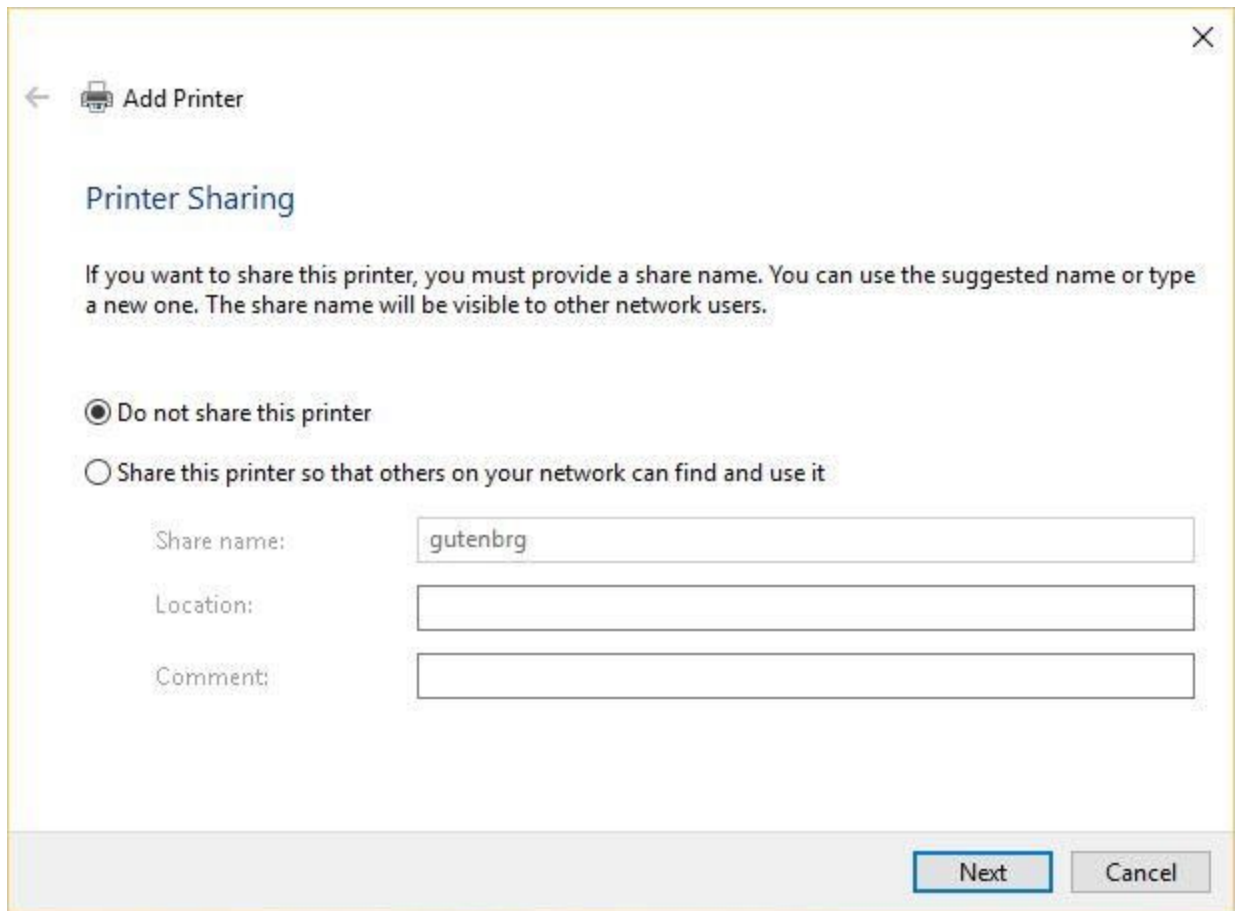
10. After you've successfully added Gutenberg, name the printer something that you will remember. In my example, I've named it 'gutenbrg'. Click "Next".
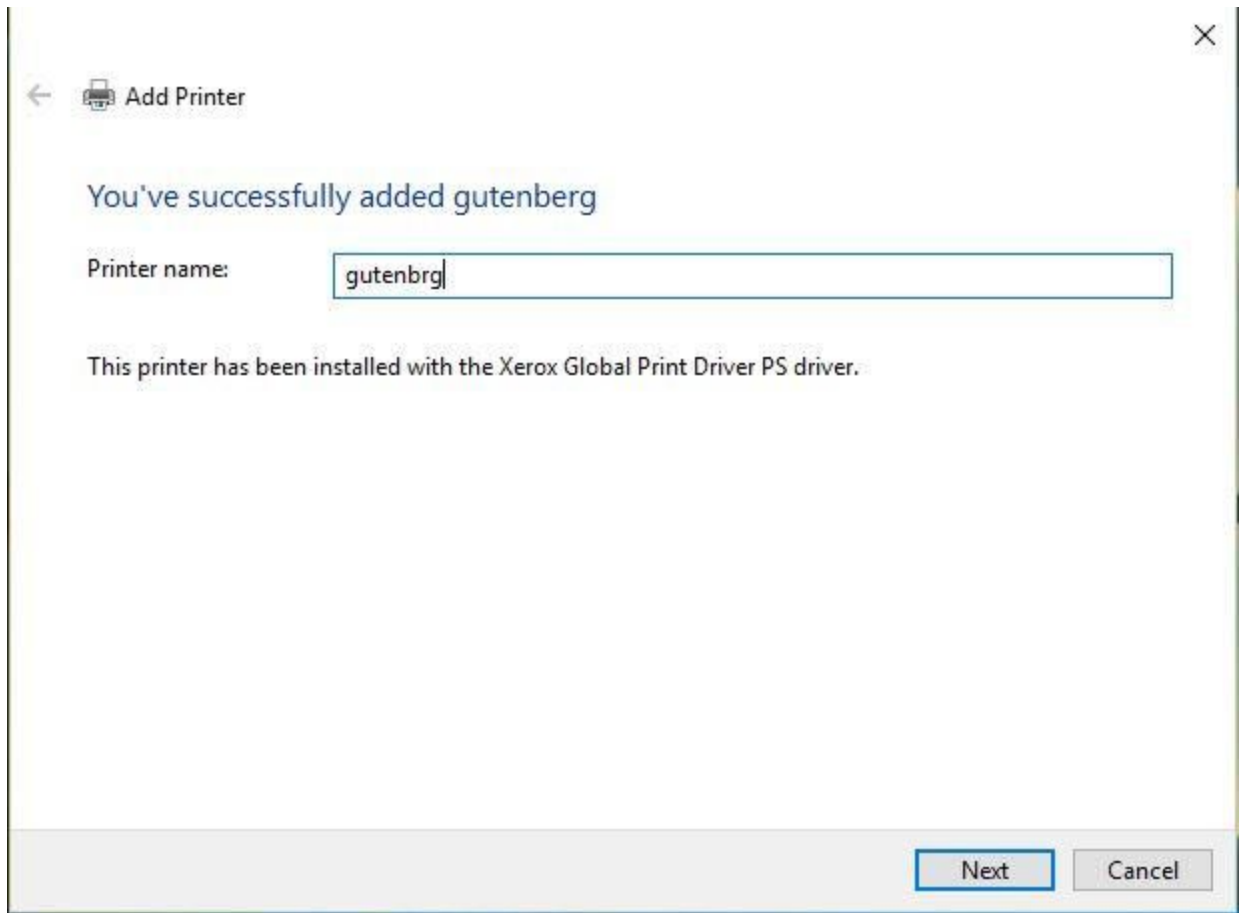
11. Choose the "Do not share this printer" option

Printer Sharing

If you want to share this printer, you must provide a share name. You can use the suggested name or type a new one. The share name will be visible to other network users.

⦿ Do not share this printer

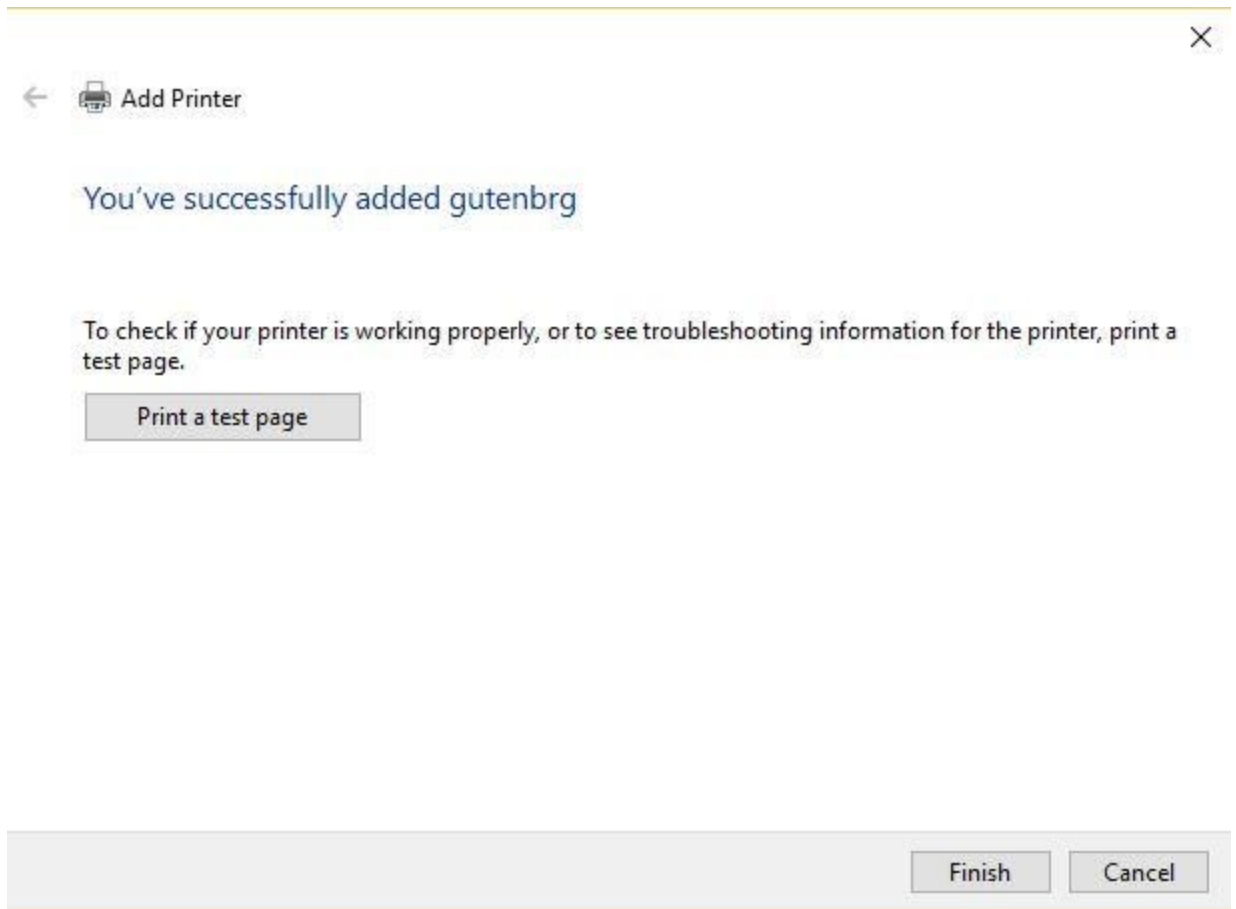◯ Share this printer so that others on your network can find and use it

Share name: gutenbrg
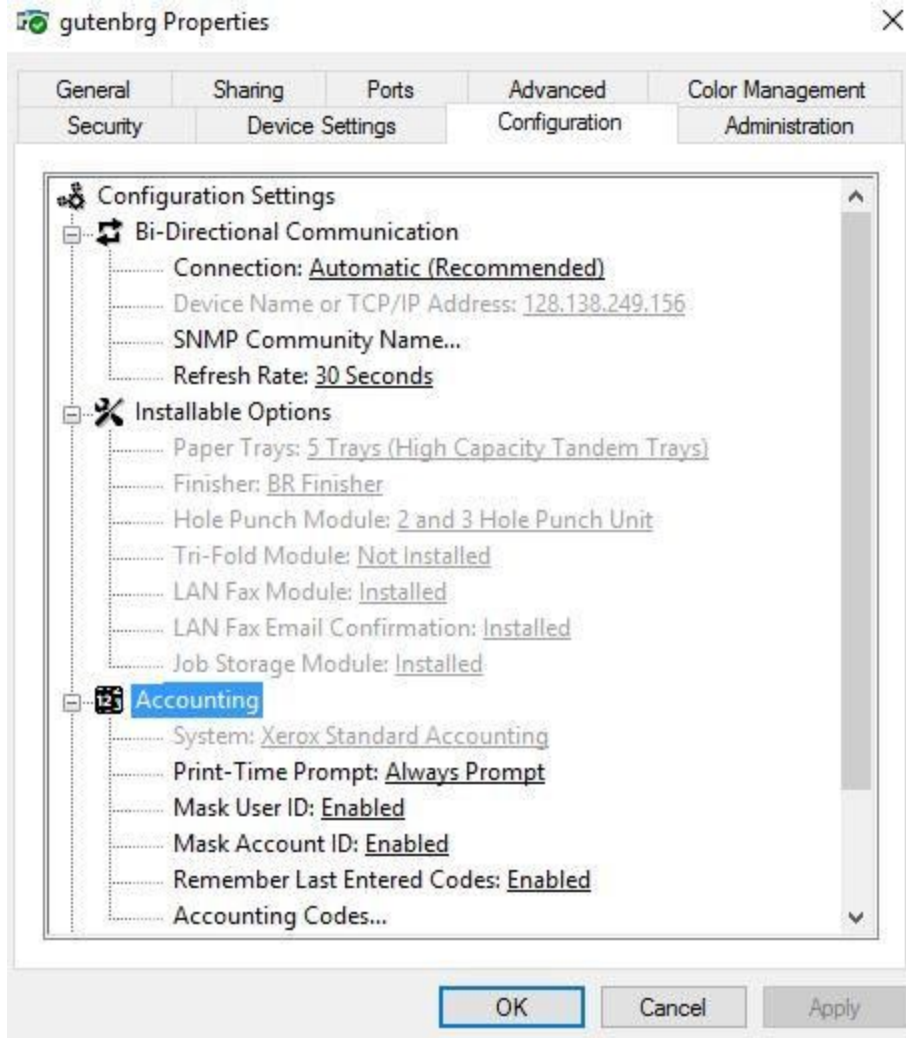
Location:

Comment:

Next   Cancel

12. You've now successfully added the printer. Click Finish.

13. In the control panel, go to "Devices and Printers" and select the gutenbrg printer you just added.
14. Right click on the printer and select "Printer properties"

15. Click on the "Configuration" tab and go to the "Accounting" section

16. Click on "Accounting Codes…" and then click "Setup…" and enter your six-digit employee ID or student ID number and then click OK
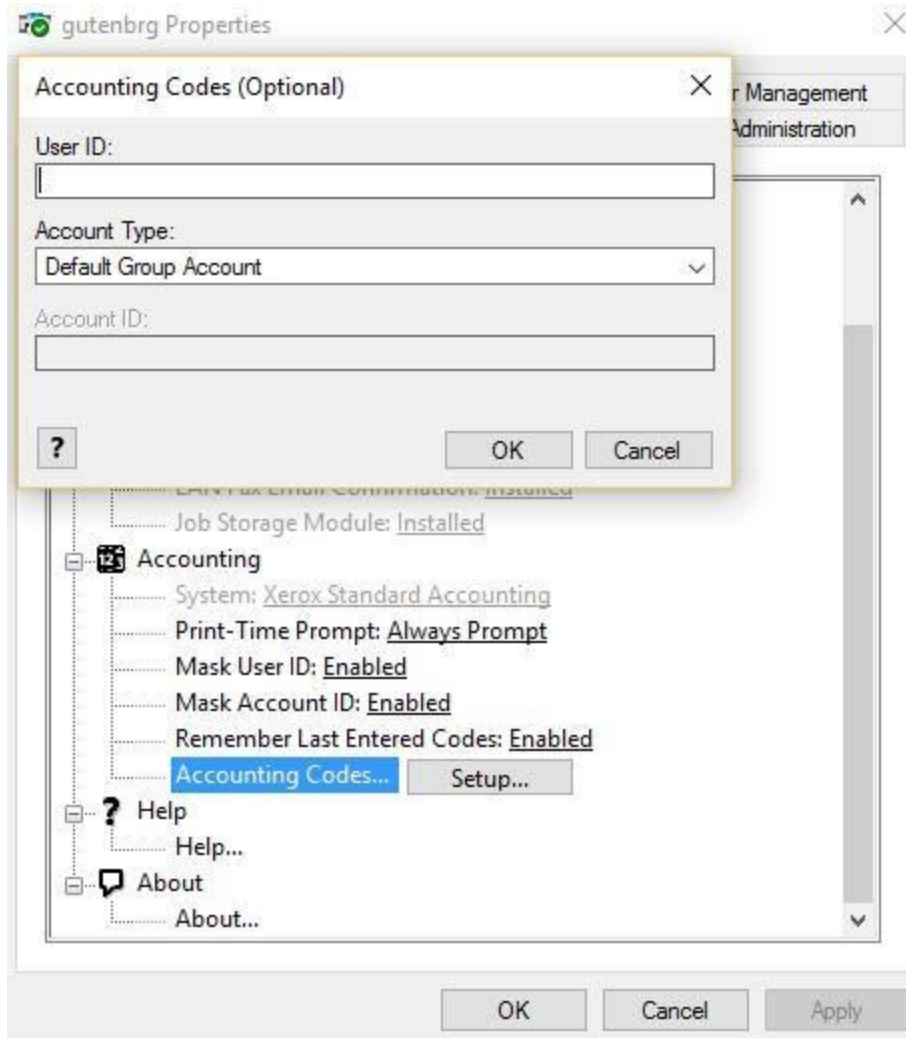
17. Ensure that "Remember Last Entered Codes:" is set to Enabled and then click OK.