

Xerox WorkCentre 7855 Copiers – Psychology Department

Windows10 Driver Installation and Printer Setup

For this overall process, you should be located on campus and be connected to the campus network. The process should work if you are connected via a wired network cable, or via the UO Secure WiFi network. I recommend closing or hiding other windows on your computer before starting this setup process to eliminate the possibility that existing windows may obscure the new pop-up windows that you will need to interact with during setup.

Although the instructions are written from the standpoint of someone who is using Windows 10 on their computer, the same general steps may also work for Windows 7/8 users.

Downloading the Printer Driver:

The current recommended driver version is: 7.48.32.0, released on 2018-12-14.

Click on this [direct download link](#) to immediately start the download of that driver.

Note:

- Depending on the default web browser that you are using to download the driver, you may have the option of automatically opening the file after the download finishes, instead of just saving it. Choose the option to open the file (Setup.7.48.32.0_x64.exe) in order to start the driver installation. If you saved the file, open the Windows File Explorer and go to the folder where the download was saved (usually, “Downloads”). Double-click on the Setup.7.48.32.0_x64.exe file to manually start the installation process.

Alternate Download Option (if your download was already successful via the above steps, you can skip to the “Installing the Printer Driver” section, below):

If the direct downlink link above doesn't work (or you wish to check for a newer version of the driver), you can [go to the Xerox Drivers & Downloads page for the WorkCentre 7855](#) to see the full list of currently available drivers. Be aware that there are numerous (and confusing) driver options to choose from, and most of them will not be appropriate for our use here in Psychology. If you do choose a driver that is different than the one mentioned in these instructions, it will most likely have different steps to follow to complete the installation, and the installed driver may lack the necessary options to enter / save your copier code (and without that code passed to the copier, all of your print jobs will be automatically deleted).

Find the driver link listed as “Xerox Print Driver Installer”, with “Package-Aware | V4 Driver | WHQL” listed just below that, and click on it. Scroll down the page and click on the ‘Accept’ button to start the download of the driver installation file. Choose the option to open the file (Setup.7.48.32.0_x64.exe).

Note:

- The specific driver version available will vary over time as new versions are released. The examples provided in these instructions were current at the time they were written. If a newer driver version exists, go ahead and use that, being aware that the installer file names will most likely have changed to match the new version. In general, while Xerox may release slightly updated drivers over time, the process of installing that driver often remains the same or so similar that these instructions may still work. In addition, be aware that just because new driver versions have been released does not necessarily mean that the old driver versions no longer work.

Installing the Printer Driver:

After following the instructions from the previous section, you should now have downloaded and opened the driver installation file.

If a “User Account Control” pop-up window appears, saying, “Do you want to allow this app to make changes to your device?”, click ‘Yes’.

You should then see a new pop-up window for the “Xerox Print Driver Installer”.

On that window, click ‘Agree’ (at the bottom right) to accept the software license.

The app will try to auto-discover available copiers (which won’t necessarily work), but you should ignore that and immediately click on the gear icon in the lower left of the window.

In the “IP or Host Name:” box, enter (or copy & paste from below) the appropriate copier’s network address.

Location	Network Address
Straub first floor / front office copier	psy-copier-stboffice.in.uoregon.edu
Straub third floor (STB-362) copier	psy-copier-stb362.in.uoregon.edu
LISB third floor (Faculty Suite) copier	psy-copier-lisb.in.uoregon.edu

Where copier models are listed below the host name, scroll down to “Xerox WorkCentre 7855”, and click to select it. Then click ‘OK’ at the bottom right of the window.

You should now see the copier listed at the top of the window and it should say, “Ready to Install Xerox WorkCentre 7855 PS” on the right.

By default, the app will try to print a test page (which won’t print correctly at this point) and will try to set the copier as your new default printer.

To stop both behaviors, click on the pencil icon on the right and un-check the box for “Print a test page” and “Make this my default queue”.

Note:

- If you DO want the copier to be your default printer, leave that box checked.

Click 'OK' when you are done with those changes.

Now, click the 'Install' button at the bottom right of the window and wait for the installation to finish. It may take a few minutes for the installation to complete.

Note:

- If you didn't un-check the box to do a test print, within 30-60 seconds of starting the installation, you may see a pop-up banner across your screen that says, "Enter your accounting codes to print". Click the 'Cancel' button to skip the test print.

If the "Xerox PowerENGAGE Registration" pop-up window appears, click the 'Close' button at the bottom.

Once installation is complete, the "Xerox Print Driver Installer" window may automatically close. If it doesn't close, once it says, "Install Complete", click the 'Finish' button at the bottom right.

You are now finished installing the driver for the Xerox WorkCentre 7855 copier and adding one of the specific department copiers to your computer. However, there are still some final configuration changes that you will need to apply before you can successfully print to the copier.

Final Configuration Changes (including copier code entry):

Note: *If you do not perform these steps, all of your print jobs will be automatically rejected by the copier.*

Click into the Windows / Cortana search box at the lower left corner of your Windows desktop.

Type "control" and on the search results that appear, click on the "Control Panel" app, which is usually near the top.

Click on the "Devices & Printers" option (you may have to click on the "Hardware and Sound" category first, depending on the view settings used on your control panel).

You should see the new copier entry listed (using the generic name "Xerox WorkCentre 7855 PS") as one of your available printers.

Updating the Copier Name:

Right-click on that copier entry and then click on the "Printer Properties" option on the pop-up menu that appears (be sure NOT to choose the similarly named "Properties" or "Printing Preferences" options).

On the "Properties" window:

Click on the "General" tab.

At the top of the window, change the copier name from that generic one to something that identifies the specific copier. We recommend using the copier's network address (minus the ".in.uoregon.edu" part at the end).

Example: psy-copier-stb362

Click 'OK' at the bottom of the window.

Disabling Color Printing and Entering Your Copier Code:

Important Note:

- If you do not disable color printing in the manner listed below, and you try to print any document that contains even one color character on it, your print job will be automatically rejected by the copier. Your computer will act as if it has printed successfully, but nothing will be printed by the copier.
- You will get the same result if you don't enter your copier code (or if you enter your code, incorrectly).

Right-click on that newly renamed copier entry and then click on the "Xerox Printer Properties" option on the pop-up menu that appears.

Click on the 'Administration' tab at the top of the window.

Change the "Black and White Only" setting from 'Disabled' to 'Enabled'.

Click on the "Accounting" tab at the top of the window.

Below where it says, "Default Accounting Codes (optional)", enter your copier code into the "User ID code" box.

Notes:

- Most department employees should have received a copier code from PsychIT staff when they started working for the department (if you haven't yet received your code, you can send an email to psychtech@ithelp.uoregon.edu to request one). Undergraduate students are usually NOT given personal copier codes, but can instead use their associated research lab's generic copier code (in that case, contact your lab manager or lab head for that code).
- **The Xerox copier driver on Windows computers only stores one copier code, which is then used by all user accounts.** If you set up the copier code on a computer with multiple user login accounts, the same copier code that is saved in the driver will be used when any other users print from that computer to the copier.
- If the one-code-to-rule-them-all situation does not work for your situation, you have two options:
 - You can leave the "Print-Time Prompt" setting (below) at its default value of "Always Prompt". This will cause people to be prompted for their copier code *every time that they print*, thereby allowing them to enter their unique personal copier codes.

- You can enter the research lab's generic copier code into the "User ID code" box (mentioned above), and use the "Do Not Prompt" setting (mentioned below). This will have all users' print-outs automatically use the lab's code.

Change the "Print-Time Prompt" setting from "Always Prompt" to "Do Not Prompt".

Click 'OK' at the bottom.

Close the "Devices & Printers" window.

You should now be able to print to the newly added copier via any app on your computer.

Adding Multiple Copiers to the Same Computer:

If you are adding multiple copiers to the same Windows computer, you can do that without downloading or running the Xerox Print Driver Installer again (once the driver files are installed from the first copier's setup, you don't need to install them again). Use the following instructions to add the second or third copier to your computer.

Open the Devices & Printers section of the Control Panel again (as mentioned earlier in these instructions).

Click on "Add a Printer" at the top left of the window.

On the "Add a device" window, click "The printer that I want isn't listed" link near the bottom.

On the "Add Printer" window, click the button to the left of "Add a printer using TCP/IP address or host name" and then click 'Next'.

Below where it says, "Type a printer hostname or IP address":

Leave the 'Device type' as 'Autodetect'.

In the 'Hostname or IP address' field, type in (or copy & paste) the appropriate copier's network address listed in the table on page 2 of these instructions.

Allow the 'Port name' field to automatically copy what you typed in for the hostname.

Make sure that the box for 'Query the printer and automatically select the driver to use' is NOT checked and then click 'Next'.

Below where it says, "Install the printer driver":

In the 'Manufacturer' section on the left, scroll down to "Xerox" and select it.

In the 'Printer' section on the right, scroll down to "Xerox WorkCentre 7855 V4 PS" and select it.

Click the 'Next' button at the bottom right.

When asked, "Which version of the driver do you want to use?", select the option to "Use the driver that is currently installed (recommended)", and then click 'Next'.

Below where it says, “Type a printer name”, change the default name from “Xerox WorkCentre 7855 V4 PS” to something that identifies the specific copier. We recommend using the copier’s network address (minus the “.in.uoregon.edu” part at the end).

Example: psy-copier-stb362

Click the ‘Next’ button at the bottom right.

If you want for this new copier to be your default printer, check the box for “Set as default printer”.

Skip printing a test page and just click ‘Finish’.

Follow the instructions in the above “Disabling Color Printing and Entering Your Copier Code” section.

You should now be able to print to the newly added copier via any app on your computer.

Still Need Help?

Please send an email to psychtech@ithelp.uoregon.edu if you need further assistance adding one of the department copiers as a printer on your Windows-based computer.