

Creating Printing Services' Black & White Laser Printer in Windows XP

This appears more complex and longer on the page than it really is. It should take you about 10 minutes to complete this process using the steps outlined below, which lead you through it screen-by-screen.

If you do not have administrator privileges for your computer, you will not be allowed to add our printer. Contact your computer's administrator to gain permission to add our printer, or contact Bill Kasper (x9-5273) for assistance in getting your job to Printing Services for production.

1. You probably don't have the driver for our Xerox Nuvera 120DPS on your system. If you do, continue with step 4. Otherwise, click on the <Windows XP> link to the Nuvera driver located at <http://printing.ucsc.edu/electronicsubmission.html>.
2. In the [Opening](#) window select <Save to Disk>, and press <OK>. Close the [Downloads](#) window, and quite your web browser (unless you are reading this in it!).
3. The zipped folder containing the Nuvera driver will be in the same location as all your other downloads. Navigate to it, then right-click on it. Select "Extract All"; in the [Extraction Wizard](#) press <Next>, then save the folder to your desktop by pressing <Next> and then <Finish>. Close the view of the "N120" folder.
4. Press your computer's <Start> button, and select "Printers and Faxes" from the <Start> menu.
5. In the [Printer Tasks](#) window press the <Add a printer> button. When the [Add Printer Wizard](#) opens, press <Next> to continue.
6. At the "Local or Network Printer" screen in the [Add Printer Wizard](#), mark the <Local printer attached to this computer> radio button, and make sure the checkbox for <Automatically detect and install my Plug and Play printer> is NOT checked. Press <Next> to continue. If you do not have administrator privileges, you will not be allowed to perform this step. Contact your

computer's administrator to gain permission to add our printer, or contact Bill Kasper (x9-5273) for assistance in getting your job to Printing Services for production.

7. At the "Select a Printer Port" screen in the [Add Printer Wizard](#), mark the **<Create a new port:>** radio button, and select **"Standard TCP/IP Port"** for the **<Type of port:>**. Press **<Next>** to continue.

8. You will be presented with the first screen of the [Add Standard TCP/IP Printer Port Wizard](#); press **<Next>** to continue.

9. At the "Add Port" screen in the [Add Standard TCP/IP Printer Port Wizard](#), enter (no quotes) **"128.114.70.103"** as the **<Printer Name or IP Address:>**, and create a **<Port Name:>** of **"Printing Services Nuvera Port"**. Press **<Next>** to continue.

10. At the "Additional Port Information Required" screen in the [Add Standard TCP/IP Printer Port Wizard](#), mark the "Device Type" as **<Custom>**, and select the **<Settings>** button.

11. You will be presented with the "Port Settings" tab of the [Configure Standard TCP/IP Port Monitor](#). For "Protocol", mark the **<LPR>** radio button; leave "Raw Settings" as it is found; at "LPR Settings" enter (no quotes) **"printingservices"** as the **<Queue Name:>**, and check the **<LPR Byte Counting Enabled>** checkbox. Press **<OK>** to continue.

12. At the "Additional Port Information Required" screen in the [Add Standard TCP/IP Printer Port Wizard](#), press the **<Next>** button; at the next screen press the **<Finish>** button. This will complete your port setup process and return you to the [Add Printer Wizard](#).

13. At the "Install Printer Software" screen in the [Add Printer Wizard](#), select **<Xerox>** as the "Manufacturer", and press the **<Have Disk...>** button. In the "Install From Disk" window select **<Browse>**. In the "Locate File" window navigate to your desktop, select the folder "N120", and press **<Open>**. Select the file "x120pps" and press **<Open>**. At the "Install From Disk" window press **<OK>**, and you will be returned to the previous window in the [Add Printer Wizard](#).

14. At the "Install Printer Software" screen in the [Add Printer Wizard](#), select

"Xerox Nuvera 120 DPS PS" under <Printers>. Press <Next> to continue.

15. At the "Use Existing Driver" screen in the [Add Printer Wizard](#), mark the <Replace existing driver> radio button. Press <Next> to continue.

16. At the "Name Your Printer" screen in the [Add Printer Wizard](#), enter what you like in the <Printer's name> text box; we recommend something like "PrtSvcB&WPrinter", as you will be using this printer for all your black and white production printing needs with Printing Services. Mark the <No> radio button under "Do you want to use this printer as the default printer?" Press <Next> to continue.

17. At the "Print Test Page" screen in the [Add Printer Wizard](#), mark the <No> radio button; press <Next> to continue.

18. At the "Completing the Add Printer Wizard" screen in the [Add Printer Wizard](#), press <Finish> to complete your printer setup. Your new printer will now appear as selectable in the print dialog box of any application from which you'd like to print.

February 25, 2008