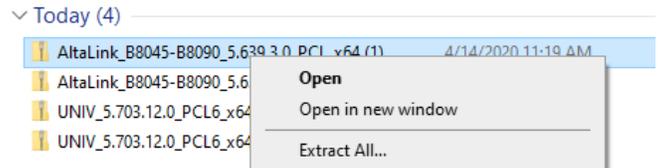


Xerox: Downloading Windows Print Driver

1. Search for www.support.xerox.com in the preferred web browser.
2. Search for the model of the Xerox device.
3. Select the link for printer drivers & downloads.



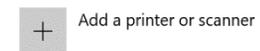
4. Select Xerox Global Print Driver and choose the PCL Driver. Select accept on terms & conditions.
5. Right click on downloaded folder and select Show in Folder.
6. Right click on folder and choose **Extract All...**
7. Select Extract.



8. Select the start menu and type in **Printers & Scanners** and select.
9. Select **Add a printer or scanner** and choose **The printer that I want isn't listed**
10. Select Add a printer using TCP/IP address or hostname and press Next.
11. Enter the machine's IP address. If unknown, follow the steps below.
 - a. For AltaLink and VersaLink machines, the IP address will be located on the home screen in the top left corner.
 - b. For WorkCentre and PrimeLink, press the machine status button.

Printers & scanners

Add printers & scanners



← Add Printer

Type a printer hostname or IP address

Device type: Autodetect

Hostname or IP address: 10.0.2.243

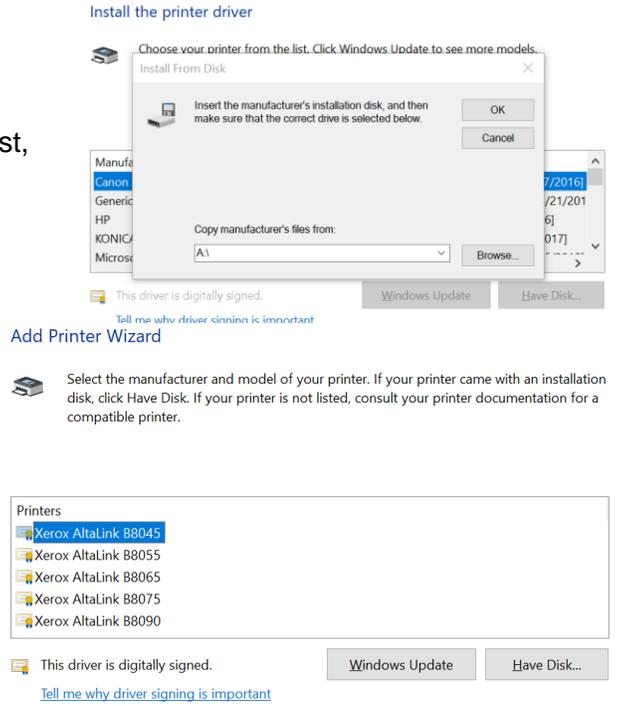
Port name: 10.0.2.243_2

Query the printer and automatically select the driver to use

12. Uncheck the Query button and press Next.



- 13. Select Have Disk...
- 14. Choose Browse.
- 15. Go to the location of the downloaded folder. For most, it will be in the downloads folder.
- 16. Open and select the .inf file in the folder.
- 17. Press OK.
- 18. Select the specific model of the printer and press Next.
- 19. Change the printer name if necessary and press Next.
- 20. Printer will start to install.
- 21. Select Do Not Share and select Next.
- 22. The installation will finish.



****Note:** Print drivers are set to 2-sided and color printing by default. For assistance on changing defaults, please contact the Loffler service department. Contact information is on the red sticker on the front of the machine. Please refer to your 5-6 digit ID number when contacting.

