

How to: Add a Printer (for Windows-based machines)

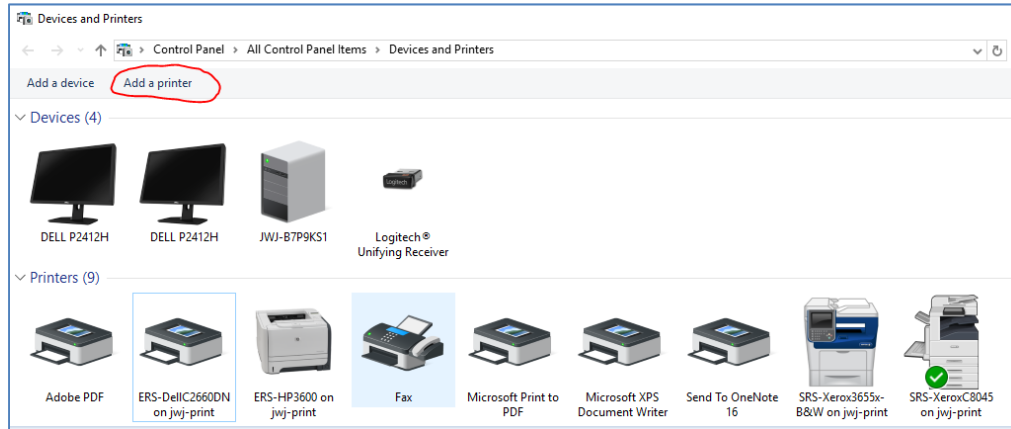
1. Click the **Windows** icon:



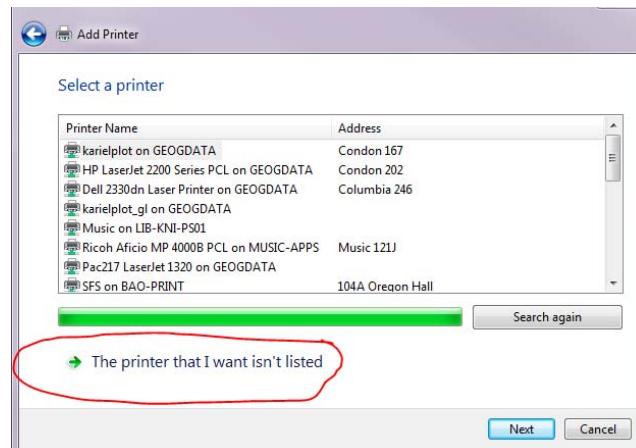
2. Select **Settings**, then **Devices**, scroll down to select **Devices and printers**



3. Click on **Add a printer**



4. Select **The printer that I want isn't listed** (because it usually isn't, unless it is)



5. In the **select a shared printer by name** box, type-in the server path: [\\jwj-print\](http://\\jwj-print/) .

This will give you a drop-down list of all the printers on the jwj-print server.

Select the printer you wish to install; most of our printers start with 'EHS', 'ERS', or 'SRS'.

Our color multifunction machine is: **SRS-Xerox3655x-B&W on jwj-print**

Our B&W multifunction machine is: **SRS-Xerox8045 on jwj-print**

Click the **Next** button.

The installation may complete instantly, or it may need to install a printer driver.

6. You have the option of setting the printer as your default, as well as setting preferences (such as double-sided printing).

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How to: Add a Printer (for Macintosh computers)

Unfortunately, there is no easy way to automatically deploy the ERS/SRS printers within the Mac environment, however the printers may be manually added via IP address with the following instructions:

Within Mac to go Apple menu - System Preferences - Printers & Scanners - + icon - IP tab - enter the following IP addresses to connect.

EHS-Dell-MFPS2815dn - 128.223.93.31
EHS-HP2025 - 128.223.93.19
ERS-DellC2660dn - 184.171.89.12
ERS-HP-P3015 - 184.171.89.15
ERS-HP3600 - 184.171.89.13
SRS-Xerox3655x-B&W - 10.128.226.17
SRS-XeroxC8045 - 10.128.226.20

If the Xerox multifunction machines aren't printing, the Xerox driver may need to be installed. Driver is available here: <Smb://files/fa-fs/ers/ers-cimt/>

The filename is: XeroxPrintDriver_3.123.0_1865.dmg.
Double click it to mount, and then run the driver installer.

If a Xerox multifunction printer was not printing, it is suggested to delete that printer, and then create a new one with the 10.128.226.20 IP address, and select the Xerox driver.

Note:

- The two Xerox printers are on the 10.128.0.0 private printer network, and should be reachable from UO wifi and Ethernet.
 - SRS-Xerox3655x-B&W - 10.128.226.17
 - SRS-XeroxC8045 - 10.128.226.20

- The 184.171.89.0 addressed printers are on the SRS Franklin firewalled network segment, and are reachable only from within SRS at Franklin.

- Those 128.223.93.0 EHS printers are at Onyx Bridge.

Last updated 8/24/2017