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: \wj-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-XeroxC8045 on jwj-print
Our B&W multifunction machine is: SRS-Xerox3655x-B&W 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).

Continue to next page for Mac instructions .../
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.

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