

## Instructions for PC

### For NEW INSTALLATIONS

- 1) Google "Xerox Workcentre 7535 driver"
- 2) Click on "Drivers & Downloads" from the 2<sup>nd</sup> link
- 3) Click the "Operating System" dropdown menu and select the appropriate operating system
  - a. NOTE: Navigate to "My Computer" or "This PC", right click any open space, then select properties to find out what operating system you are running, including whether it is a 32-bit or 64-bit system
- 4) Click and download the "Web-based Print Driver Installer"
- 5) Open the driver
- 6) Click on "Agree"
- 7) Click on the 2<sup>nd</sup> image – "IP Address or DNS Name"
- 8) Enter the IP Address: 130.15.134.75
- 9) Follow the remaining instructions from the installer
- 10) Follow the remaining steps outlined below in the OLD INSTALLATIONS section

### For OLD INSTALLATIONS

- 11) Navigate to the SURP Printer using one of the following methods:
  - a. Start → Devices & Printers
  - b. Start → Control Panel → Devices & Printers
  - c. Start → Control Panel → Hardware & Sound → Devices & Printers
- 12) Right click on the SURP Printer
- 13) Click on "Printer Properties"
- 14) Click on "Configuration"
- 15) Click on "Accounting"
- 16) Change the "Accounting System" to "Xerox Standard Accounting or Auditron"**
- 17) DELETE USER ID and ACCOUNT ID**
- 18) Hit "OK", then "Apply", then "OK"
- 19) Right click on the SURP Printer
- 20) Click on "Printing Preferences"
- 21) Change the "Job Type" to "Secure Print"**
- 22) Enter your 4-digit USER ID**
- 23) Hit OK, Apply, OK