

How to Install the Xerox Printer

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1. Go to [Xerox.com](https://www.xerox.com).
2. Hover over "Customer Support" at the top of the page and click "All Support and Drivers."
3. In the search bar, type in: b8145 and hit enter.
4. On the Search Results page, click "Drivers & Downloads – AltaLink B8145 / B8155 / B8170 Multifunction Printer" (the first gray box at the top of the page).
5. Scroll down the page to the 17th box called "Xerox Global Print Driver."
6. Check the box that says, "I agree to the Terms and Conditions" and click download.
7. On the next page, the top box is called "V3 Xerox Global Print Driver PostScript." Check the box that says, "I agree to the Terms and Conditions" and click "Download."
8. Open the downloaded zip file.
9. Click "Extract" at the top (in pink).
10. Click "Extract all."
11. Click "Extract" again.
12. Go to the Control Panel on your computer.
13. In the Hardware and Sound section, click "View devices and printers."
14. Click "Add a printer" at the top of the page.
15. Click the hyperlinked phrase, "The printer that I want isn't listed."
16. Select "Add a printer using an IP address or hostname."
17. Click "Next."
18. Change the Device type to: "TCP/IP Device."
19. In the Hostname or IP address field, type: 198.110.197.68
20. Uncheck the box that says "Query the printer and automatically select the driver to use." Click OK.
21. Click "Have Disk..." on the lower right-hand corner of the page.
22. Click "Browse."
23. Look in your Downloads folder.
24. Double click on "UNIV_..."
25. Again, double click on "UNIV_..."
26. Double click "x3UNIVP..."
27. Click "OK."
28. Click "Next."
29. You can rename the printer if you'd like. Then click "Next."
30. Select "Yes" to allow to make changes.
31. In printer sharing, do not share.
32. Click "Next."
33. Click "Finish."
34. Go back into the Devices and Printers window.
35. Right click on the icon for the new printer.
36. Select "Printer Properties."
37. Select the "Configuration" tab.
38. Under Accounting, change "Print-Time Prompt" to "Disabled."
39. Enter your accounting code (the last 4 digits of your IN) and click "OK."