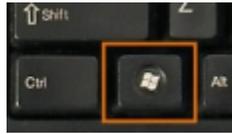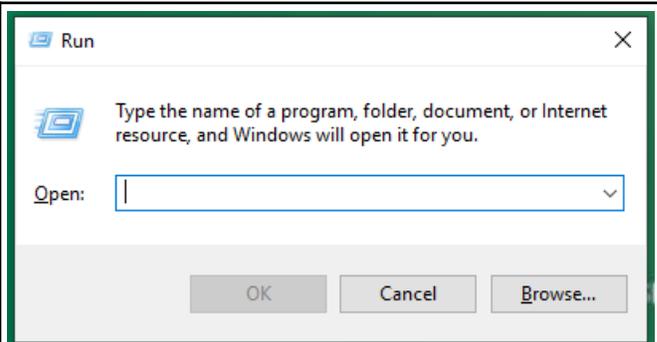# Adding the new Xerox network printers – MS Windows.

A listing of the new printers appears on the last page.
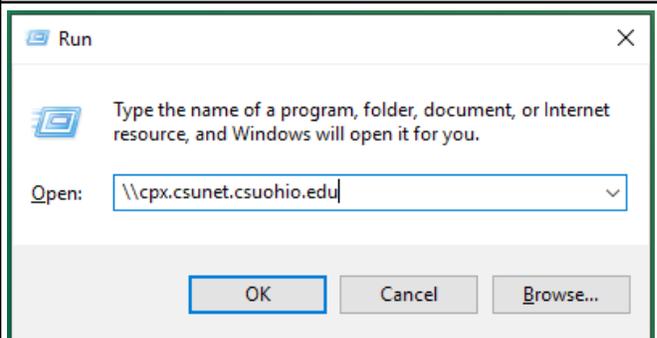

The "Windows" key is found between the Control and the Alt key on the keyboard. Treat it like the Shift key.
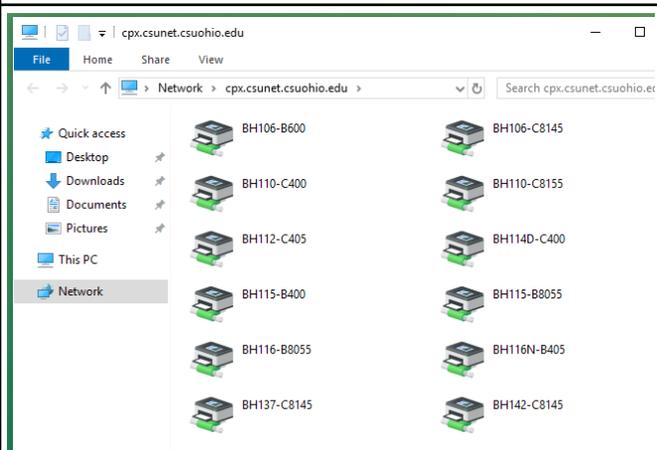
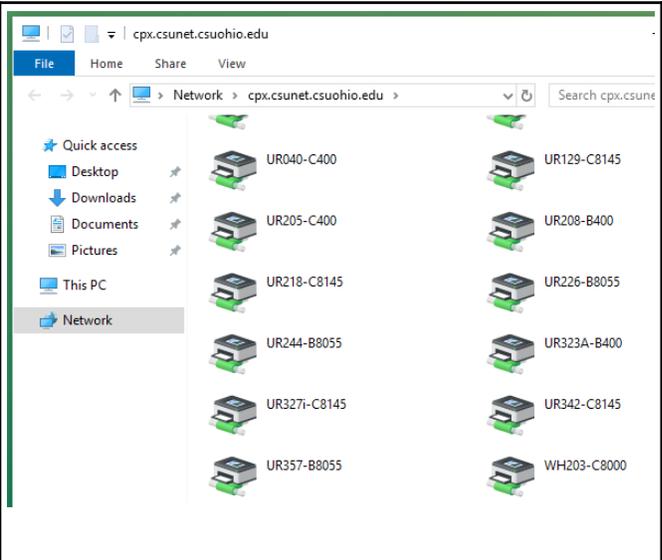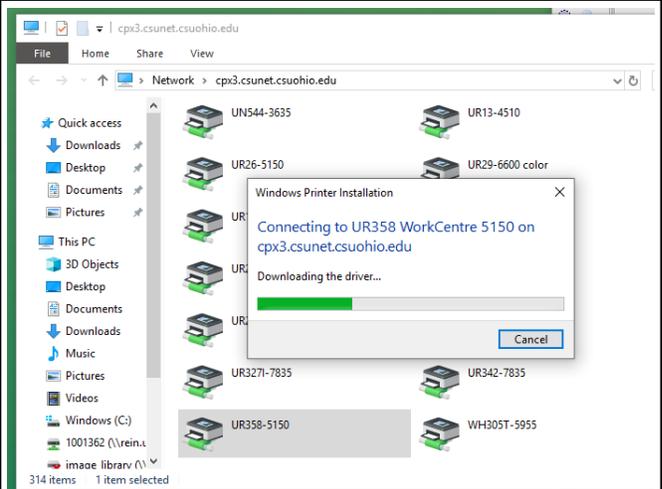|	
1. Press the "Windows" key and the "r" key at the same time to open a "Run" dialog box.	
2. In the Run dialog box type "**\\cpx.csunet.csuohio.edu**" and then click on the "OK" button.	
3. A windows will open showing you all the printers available on campus.	

4. Scroll down until you see printers with names beginning with the letters "UR" for Urban Building.	
5. Double-click on the printer you wish to add. Printer drives will be installed as part of this process. This may take a little bit of time to complete.	
6. When the driver installation is finished a window will open showing the print queue for the printer you just added. You may close this window and start using the printer, or repeat the steps 4 and 5 to add additional printers.	
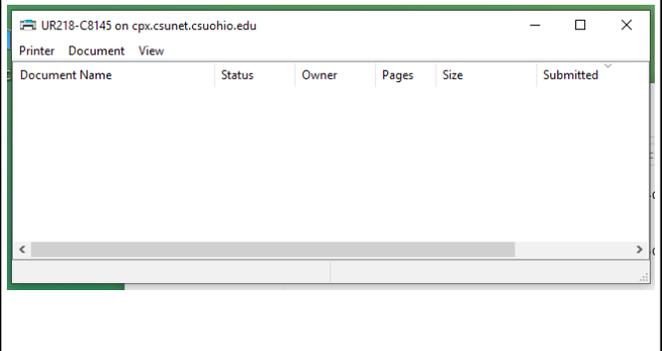
Xerox network printers in the irban building. Printer names start with the room number of the printer's location followed by the Xerox model number. A "C" in the model number indicates a color printer and a "B" in the model number indicates black only.

All the new printers are able to print duples. The printers are able to access CSU's address book to look up email addresses.

ur26-C8145

ur40-C400

ur39-B600

ur129-C8145

ur205-C400

ur208-B400

ur218-C8145

ur226-B8055

ur244-B8055

ur323a-B400

ur327i-C8145

ur342-C8145

ur357-B8055