Appendix



Print Driver Installation

If you intend to send reports to Kalamazoo RESA Central Processing for printing, you must have correct printer drivers installed on your computer. The steps in this Appendix will guide you through installing drivers necessary to use Kalamazoo RESA Xerox printers.

<u>NOTE:</u> These steps require administrative access to your computer. If your district restricts user access, you may need to contact your district technology support for assistance.

Setting Up Your Computer

Configuring your computer with correct printer drivers allows you to transmit System-generated reports to K/RESA Central Processing for printing. Setting up printer drivers to work with Mi-Case software is a simple matter. The first time you attempt to send a report to Central Processing, you will need to setup the HP KRESA Central printer as well as your local Xerox printer. After that, the System is configured to automatically transmit your data to K/RESA printers. The only time you will have to repeat the printer configuration process is if you receive a new computer, or if the driver files somehow get deleted from your machine's hard drive.

Selecting a report card from the grading module opens up the report card screen where you can select to print a report card either by sending the file to K/RESA or locally using your Xerox printer. The first time you choose to send a report to K/RESA for printing, you will see the following message window:

Microsoft Visual FoxPro	SHARING 🔽
Please contact MiCase Support at 269-488-6201 for assistance in installing the	'Xerox' KRESA Central printer driver.

This message indicates that your computer requires a printer driver installation in order to print reports at Central Processing. You will also see this message the first time you use a new computer, or if the driver files are deleted from your machine for some reason. Although the message indicates that you need to install a Xerox printer driver, you will also need to install an HP printer driver in order to send files to K/RESA. Both the HP and Xerox drivers are normally located on the S drive or wherever your Mi-Case application is located. To begin the printer setup, go to start \rightarrow Printers and Faxes. Under the printer tasks on the left hand side of the screen, double click on Add Printer. The Add Printer Wizard will appear. Select Next to add the printer.



Select the local printer option, and click Next to move to the next screen.

ocal or N. The wi	letwork Printer zard needs to know which type of printer to set up.
Select	he option that describes the printer you want to use:
O Loc	al printer attached to this computer
	Automatically detect and install my Plug and Play printer
OAn	etwork printer, or a printer attached to another computer
į)	To set up a network printer that is not attached to a print server, use the "Local printer" option.
	(Bash Naut) Car

Select the default port of LPT1. Click Next to continue.



Choose Have Disk. Click Next to continue.

Add Printer Wizard	
Install Printer Software The manufacturer and model	determine which printer software to use.
Select the manufacturer an disk, click Have Disk. If you compatible printer software.	d model of your printer. If your printer came with an installation ur printer is not listed, consult your printer documentation for
Manufacturer 🛆	Printers
GCC	W HP QuietJet Plus
Generic	When the second
	HP Universal Printing PCL 6
This driver is digitally signed. <u>Tell me why</u> driver signing is imp	Windows Update Have Disk
	< <u>Back</u> <u>N</u> ext > Cancel

On the *Install From Disk* screen, click Browse to search for the location of the printer driver. Typically the printer drivers will be on the S drive or wherever your Foxrun folder is located. The system should default to the current location.

Install F	rom Disk	
J.	Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.	OK Cancel
	Copy manufacturer's files from:	Browse

Look for the WinXP folder. Once in the WinXP folder select the HP8150ps.inf file and click Open.

Locate File			? 🔀
Look in: ն	WinXP	💌 🔾 🗊 🛛	🤊 🛄 -
Ap8150ps.	inf		
File <u>n</u> ame:	hp8150ps.inf	v	<u>O</u> pen
Files of <u>type</u> :	Setup Information (*.inf)		Cancel

The printer driver location will default on the Install From Disk screen in the "Copy manufacturer's file from" box. Select OK to continue.

Install F	rom Disk	
F)	Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.	OK Cancel
	Copy manufacturer's files from:	Browse

Select HP LaserJet 8150 PS from the printers list. Click Next to continue.



Rename the printer to HP KRESA Central and select the No radio button. Click Next to continue.

Name Yi	e Your Printer ou must assign a name to this printer.
Ty na po	upe a name for this printer. Because some programs do not support printer and server ame combinations of more than 31 characters, it is best to keep the name as short as ssible.
	Printer name:
D	o you want to use this printer as the default printer? O Yes
	⊙ N <u>o</u>

Since no test page is needed, the No radio button can be chosen. Select Next to continue.

Diat Tast Dage				1
To confirm that the printe	r is installed pro	operly, you can pr	int a test page.	
Do you want to print a te	st page?			
<u>OY</u> es				
O No				

Click on Finish to complete the first printer setup.



Continue to the next printer setup. Both HP and Xerox printers are required for the Mi-Case application. To setup the Xerox printer drivers click on start \rightarrow Printers and Faxes and double click on Add Printer on the left hand side of the page. This will open the Add Printer Wizard. Select Next to add the printer.



Select the local printer option, and click Next to move to the next screen.

ocal or Network Printer The wizard needs to know which t	ype of printer to set up.
Select the option that describes the	e printer you want to use:
Ocal printer attached to this co	mputer
Automatically detect and in	stall my Plug and Play printer
• A network printer, or a printer at	tached to another computer
To set up a network printe use the "Local printer" op	er that is not attached to a print server, tion.

Select the default port of LPT1. Click Next to continue.

Computers communicate	with printers through ports.
Select the port you want new port.	your printer to use. If the port is not listed, you can create a
Output See the following port	LPT1: (Recommended Printer Port)
Note: Most computer The connector for thi	s use the LPT1: port to communicate with a local printer. s port should look something like this:
and the second s	4 2
O Create a new port: Type of port:	doPDF 6 Monitor

Do not worry about selecting the correct manufacturer's name. Instead select Have Disk. Click Next to continue.

Install Printer Softwa The manufacturer a	are nd model o	determine which printer software to use.
Select the manufa disk, click Have E compatible printer	acturer and Disk. If you r software.	d model of your printer. If your printer came with an installation ur printer is not listed, consult your printer documentation for
Manufacturer	^	Printers
Fruiter	-	HP QuietJet Plus
GCC	1 - Contract (1 - Co	
GCC Generic		HP Quiewet
GCC Generic Gestetner HP	~	HP Quewet HP ThinkJet (2225 C-D) HP Universal Printing PCL 6
GCC Generic Gestetner HP This driver is digitally s	ianed	Windows Update Have Disk
GCC Generic Gestetner This driver is digitally s <u>Tell me why driver sig</u> r	signed.	HP Queter HP ThinkJet (2225 C-D) HP Universal Printing PCL 6 <u>Windows Update</u> <u>Have Disk</u>

On the *Install From Disk* screen, click Browse for the location of the printer driver. Typically the printer drivers will be on the S drive or wherever your Foxrun folder is stored. The system should default to the current location.



Once in the WinXP folder select the XR4025PS.inf file and click Open.

Locate File			? 🛛
Look in: 📴) win2000xp	💌 🔾 🗊 🛛	🤊 🛄 -
XR4025PS	INF		
File <u>n</u> ame:	XR4025PS.INF	*	<u>O</u> pen
Files of type:	Setup Information (*.inf)	~	Cancel

The printer driver location will default on the Install From Disk screen in the "Copy manufacturer's files from" box. Click OK to continue.

Install F	rom Disk	
E)	Insert the manufacturer's installation disk, and then make sure that the correct drive is selected below.	OK Cancel
	Copy manufacturer's files from: I:\XEROX\win2000xp	Browse

Select the Xerox DocuPrint N4025PS from the printers list. Click Next to continue.

Install Printer Software The manufacturer and model determine	which printer software to use.
Select the manufacturer and model o disk, click Have Disk. If your printer is compatible printer software.	f your printer. If your printer came with an installation s not listed, consult your printer documentation for
Printers Xerox DocuPrint N3225 PS Xerox DocuPrint N4025 PS	

Rename the printer to KRESA Central and select the No radio button. Click Next to continue.

lame Your Printer You must assign a name to thi:	s printer.
Type a name for this printer. Be name combinations of more the possible.	ecause some programs do not support printer and server an 31 characters, it is best to keep the name as short as
Printer name: KRESA Central	
Doyou want to use this printer	as the default printer?
Do you want to use this printer ◯Yes ⊙No	as the default printer?
Doyou want to use this printer ○Yes ⓒ No	as the default printer?

Since no test page is needed, the No radio button can be chosen. Select Next to continue.

Add Printer Wizard
Print Test Page To confirm that the printer is installed properly, you can print a test page.
Do you want to print a test page?
O⊻es
⊙ Ng
< <u>B</u> ack <u>N</u> ext> Cancel

Click on Finish to complete the Xerox printer setup.

Add Printer Wizard		
	Comple Wizard	ting the Add Printer
	You have suc You specified	ccessfully completed the Add Printer Wizard. I the following printer settings:
St. distantiation of a	Name:	KRESA Central
	Share name:	<not shared=""></not>
	Port:	LPT1:
	Model:	Xerox DocuPrint N4025 PS
	Default:	No
SZ.	Test page:	No
	To close this	wizard, click Finish.
		Kack Finish Cancel

The next step in the printer setup process is to access the Mi-Case system. Select Setup \rightarrow Install PDF Printer Files.

BDBC:SI 39130-2938 Jaime Cumming	gs MI-CASE HIGH SCH	100L 12/03/	2008				
Modules Screens Records View Reports To	ols Set-Up Operations ,	Administrative He	lp Edit Exit				
Previous Next Browse Find	Printer Selection	Pri	int Send				
	Change Building						
	Group Selection						
	Exclude Deleted Re	cords					
	Show Deleted Reco	rds					
	Install PDF Printer F	iles					
	Uninstall PDF Printe	r Files					
	Install ZIP Library F	les					
📾 Studer	nt Install MICR Files						
Student	Address 2nd Paren 1	Aiscellan. Heal	th 1 Health 2	Optional Co	nfident. Pict	ture SRSD Part	
		Parent	code: RIVER846	8		Building: 2938	
Student nur	mber: 0820055	<u>0:</u>			Year of gra	duation: 2008	
Name(L,F,N	1): ALLISON	MA	TTHEW	JACOB	Nickname:		
Street:	8618 NORTH RIV	/ERVIEW DRIVE	Apartmer	nt: M	ultiple birth orde	r: 01-Single oi 💌	
PO Box:		Lon Longe	-	Birthday:	04/15/1990	Age: 18	
City/State/2	Zip: KALAMAZOO	MI 49004-	Ci	ty or Place of Birth	PONTIAC, MI		
Fnone:	(269)343-2239	Unlisted / N		Dean:	NEEL		
Township.	COOPEN	County. NA	CAMA200	Couriseioi.	INCEL		
Gender:	M Grade: GR 💌 Scl	nd. grd.: Lock	ker#:	Student code:	0 · Regula	er 💌	
Ethnic:	White	Hom	eroom: 310	Guardian code	: Father & Step	mother M	
	Code	AM E	Bus:	PM Bus:		Team:	
	Last name	First name	Employer/Relation	nship Work	phone Exten	. Pager/Cell num.	
Stepmother:	RORICK	CARRIE	R. MCKAY DDS-	40NDAY (269):	343-7156	0 (269)720-2881	
Father:	RORICK	MARK	FED EX		() - 0	0 (269)720-2879	
Contact 1:	GREGG	BERNIE		(269)	467-8340		
Contact 2:		1	1		() • 0	0 [] · 0	
	Allergic Conditions			S	itudent Notes		
							•

This installs files neo	cessary to create PDF	files							NUM
🛃 start	660	😡 Inbox - M	🕼 9 Micro	• 🥥 2 Inter	👻 🎆 ADM 390	Current	Microsoft	🚜 DBC:SI 3	🤹 🐼 4:36 PM

The command prompt window should appear next and quickly disappear.



You will receive a dialog box that indicates to exit the system and restart the Mi-Case application.



Select OK and go back to Setup → Install ZIP Library Files



This installs the Dyn	nazip DLL files necessa	iry to zip/unzip							NUM
🛃 start	66 🕫 🔌	😡 Inbox - M	🕢 9 Micro	• 🔁 2 Inter	→ 🙀 ADM 390	Current	Microsoft	🚜 DBC:SI 3	K 🐼 4:38 PM

Both printer drivers have been installed and at this point you can exit the Mi-Case system. Before submitting files to K/RESA, you need to ensure that you have a central folder created on your C drive. To create a new folder, go to start \rightarrow My Computer \rightarrow Local Disk (C:).

💈 My Computer					
<u>File E</u> dit <u>V</u> iew F <u>a</u> vorites <u>T</u> ools	Help				
🌀 Back - 🌍 + 🏂 🔎 Se	earch 彦 Folders 🛄 🕶				
Address 😼 My Computer				💌 🖻	Go
	Name	Туре	Total Size	Free Space	Comme
System Tasks 🙁	Files Stored on This Computer				
 View system information Add or remove programs Change a setting 	Shared Documents	File Folder Network Drive	488 MB	488 MB	
Other Places	Local Disk (C:) Devices with Removable Storage	Local Disk	74.5 GB	64.7 GB	
My Documents My Documents Shared Documents Control Panel	31/5 Floppy (A:) DVD-RAM Drive (D:) Network Drives	31⁄2-Inch Floppy Disk CD Drive			
Details (C:) Local Disk (C:) Local Disk File System: NTFS Free Space: 64.7 GB Total Size: 74.5 GB	 Sys on 'Kresa_1' (F:) dpapps on 'fp2\shared\tech\dev' (dpdist on 'fp2\shared\tech\dev' (H:) foxapps on 'fp3\apps' (I:) kvisd on 'fp2\shared\tech\dev' office on 'fp2\shared\tech\dev' cummings on 'Kresa_1\Data\User 	Network Drive Network Drive Disconnected Network Drive Network Drive Network Drive Network Drive Network Drive	7.74 GB 399 GB 399 GB 399 GB 399 GB 399 GB 488 MB	4.50 GB 91.6 GB 91.6 GB 91.6 GB 91.6 GB 91.6 GB 488 MB	
	SPublic on 'Kresa_1\Sys' (Y:) Public on 'Kresa_1\Sys' (Z:)	Network Drive Network Drive	7.74 GB 7.74 GB	4.50 GB 4.50 GB	>

Once on your C drive, go to File \rightarrow New \rightarrow Folder.

🗢 Local Disk (C:)					
File Edit View Favorites Tools	Help				
🌀 Back 🔹 🐑 🕤 🧊 🔎 S	Search 😥 Folders 🛄 🕶				
Address 🥪 C:\					< 🔁 Go
	Name 🔺	Size	Туре	Date Modified	~
System Tasks 🔅	Cocuments and Settings		File Folder	9/15/2008 10:05 AM	
Constraints and the second second second	Foxrun		File Folder	12/3/2008 4:38 PM	
this drive	HP-UPD4_5-PCL6-32		File Folder	9/15/2008 12:23 PM	
Add or remove	intel		File Folder	9/15/2008 10:17 AM	
programs	C kstart		File Folder	11/13/2008 10:28 AM	
Search for files or	C KTSInstall		File Folder	11/13/2008 10:27 AM	
folders	msoCache		File Folder	9/15/2008 12:00 PM	
	🗀 My Local Music		File Folder	9/15/2008 12:44 PM	
File and Falder Tarden	New Folder		File Folder	12/4/2008 8:10 AM	
rile and rolder tasks			File Folder	9/15/2008 11:49 AM	
Rename this folder			File Folder	9/15/2008 10:31 AM	
Move this folder	🔁 Program Files		File Folder	9/17/2008 7:18 AM	
Constable Colden	C SIS		File Folder	11/17/2008 7:47 AM	
Copy this rolder	C sisfiles		File Folder	11/13/2008 10:39 AM	
Publish this folder to	CompEI4		File Folder	9/15/2008 10:27 AM	
Share this folder	Dpdates		File Folder	11/13/2008 10:26 AM	
			File Folder	12/4/2008 7:01 AM	
E-mail this folder's files	🚾 _command.ERR	1 KB	ERR File	9/6/2006 4:02 PM	
X Delete this folder	command.FXP	15 KB	FXP File	9/6/2006 4:02 PM	
	command.prg	5 KB	PRG File	10/9/2008 1:41 PM	
		24 KB	VCT File	11/4/2008 1:37 PM	
Other Places		5 KB	VCX File	11/4/2008 1:37 PM	
My Computer	📕 📼 00003LS90066.TMP	10 KB	TMP File	9/24/2008 12:40 PM	
D Mu Dogumento	about2.SCT	20 KB	Windows Script Co	11/4/2008 1:37 PM	
my bocuments	📾 about2.scx	12 KB	SCX File	11/4/2008 1:37 PM	
Shared Documents	💣 about3.SCT	23 KB	Windows Script Co	11/4/2008 1:37 PM	
My Network Places	🖌 📼 about3.SCX	11 KB	SCX File	11/4/2008 1:37 PM	~

Right-click on the new folder and select Rename. Rename the folder Central.

🗢 Local Disk (C:)					
<u>File Edit View Favorites I</u> d	ools <u>H</u> elp				. 🥂
🌀 Back 🔹 🕥 - 🏂 🎾	🗋 Search 🛛 😥 Folders 🛛 🛄 🗸				
Address 🗢 C:\					🗸 🛃 Go
	🔼 Name 🔺	Size	Туре	Date Modified	-
System Tasks 🛛 🖄	Documents and Settings	F	File Folder	9/15/2008 10:05 AM	
Contraction and the second sector of	- Foxrun	F	File Folder	12/3/2008 4:38 PM	
this drive	HP-UPD4_5-PCL6-32	F	File Folder	9/15/2008 12:23 PM	
Add or remove	intel	F	File Folder	9/15/2008 10:17 AM	
programs	🚞 kstart	E	File Folder	11/13/2008 10:28 AM	
Search for files or	C KTSInstall	F	File Folder	11/13/2008 10:27 AM	
folders	MSOCache	E	File Folder	9/15/2008 12:00 PM	
	👝 My Local Music	F	File Folder	9/15/2008 12:44 PM	
	Central	E	File Folder	12/4/2008 8:10 AM	
File and Folder Tasks		F	File Folder	9/15/2008 11:49 AM	
Rename this folder		Ē	File Folder	9/15/2008 10:31 AM	
Move this folder	📄 🧰 Program Files	F	File Folder	9/17/2008 7:18 AM	
	E SIS	E	File Folder	11/17/2008 7:47 AM	
Copy this folder	💼 sisfiles	F	File Folder	11/13/2008 10:39 AM	
Publish this folder to	TempEI4	F	File Folder	9/15/2008 10:27 AM	
Chave this fielder	Dpdates	F	File Folder	11/13/2008 10:26 AM	
Share this folder		F	File Folder	12/4/2008 7:01 AM	
E-mail this folder's files	🚾 _command.ERR	1 KB E	ERR File	9/6/2006 4:02 PM	
🗙 Delete this folder	🚾 _command.FXP	15 KB F	EXP File	9/6/2006 4:02 PM	
	command.prg	5 KB P	PRG File	10/9/2008 1:41 PM	
	🔤 _therm.vct	24 KB V	/CT File	11/4/2008 1:37 PM	
Other Places	🔤 _therm.vcx	5 KB V	/CX File	11/4/2008 1:37 PM	
My Computer	00003LS90066.TMP	10 KB T	[MP File	9/24/2008 12:40 PM	
3 My Computer	about2.SCT	20 KB V	Windows Script Co	11/4/2008 1:37 PM	
My Documents	about2.scx	12 KB 5	5CX File	11/4/2008 1:37 PM	
C Shared Documents	about3.SCT	23 KB V	Windows Script Co	11/4/2008 1:37 PM	
My Network Places	about3.SCX	11 KB S	5CX File	11/4/2008 1:37 PM	~

At this point, close out of the C drive. If there are print jobs that need to be sent to K/RESA you can sign back into the Mi-Case system and submit files to K/RESA for printing without going through the setup routine. Once you are ready to send print jobs to K/RESA you will need to go to Administrative \rightarrow Process Central Reports.

I	District	Building	Copies	Repname	Repdesc	Format	Pages	Note	-
	39000	ALL	1	chartdet	Chart Detail Listing	8x11	141	men	
	39000	ALL	1	detailnt	Chart Detail Listin	8x11	165	men	
				C	2				
T									
		8			S				
T		5							Ľ.
T									Ľ.
T									Ľ.
t	Q. 1	i ni			5 1	10.00			*
ŝ								>	

You will see your files that are being prepared for submission to K/RESA. Select the file to print and click OK. You will receive a dialog box that confirms the creation of your print file. Click OK.

Microsoft Visual FoxPro 🛛
Central Print File Created!
ОК

The next dialog box will ask if you wish to FTP the file. Select Yes.



You will receive another dialog box that will ask for your email address and the FTP server address. Enter your email address and the FTP address of kresanet.org.

DBC:SI 39130-2938 Jaime Cu	mmings MI-CASE HIGH SCHOOL	12/04/2008	
odules <u>S</u> creens Recor <u>d</u> s <u>V</u> iew <u>R</u> epor	ts <u>T</u> ools Set- <u>U</u> p <u>O</u> perations <u>A</u> dministra	ative Help Edit E <u>x</u> it	
Previous Next Browse F	ind New Save Mark	Print Send	
	R FTP Options		
	E-mail address	a to send reply to:	
	jcummings@kres	sa.org	
	FTP Server Add	Iress:	
	kresanet.org		
		K Cancel	
	Becord: 20/124	Papard I Julaak ad	NUM

Once OK is selected, you will see data fill your screen and it will indicate whether or not the FTP transmission was successful. If the transmission is unsuccessful for any reason, please contact the Mi-Case Help Desk at 269-488-6201.

B DBC:SI 39130-2938 Jaime Cummings /	MI-CASE HIGH SCHOOL 12/04/2008		
Modules Screens Records View Reports Tools S	et-Up Operations Administrative Help Edit	Exit	and the second
Previous Next Browse Find N	lew Save Mark Print S	Send	
Opening internet connection Connecting to kresanet.org 13369352 Sending File c:\central\39130_200812 Transfer succeeded Closing connection FTP Complete Opening internet connection Connecting to kresanet.org 13360352	204_33677405.zip		
Sending File c:\central\39130 2008	Papart Cards		
Transfer succeeded	A Report Cards		8
Closing connection FTP Complete	Semester: 1 Marking Period: 1	Building: 2938	
	Print Grading Scan Sheets	Create scan file for report cards and print grading scan sheets.	
	Read Grading Scan File	Read grading scan file from KRESA	
	Calculate GPA & Honor Roll	Calculate GPA's and honor roll data for report cards.	
	Transfer Attendance Not required for everyone.	Get attendance data.	
	Transfer Grades to Transcripts Not Needed Now!	Transfer grade data to transcripts at end of each semester.	
	Print Report Cards Now you are ready!	Print report cards after everything else is finished.	
L			1

Rlog (Sis!Rlog)

Record: 1/1

Record Unlocked

NUM