

B

Print Driver Installation

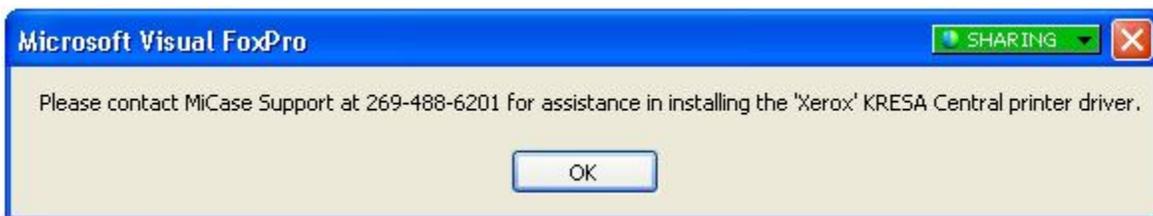
If you intend to send reports to Kalamazoo RESA Central Processing for printing, you must have correct printer drivers installed on your computer. The steps in this Appendix will guide you through installing drivers necessary to use Kalamazoo RESA Xerox printers.

NOTE: 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.

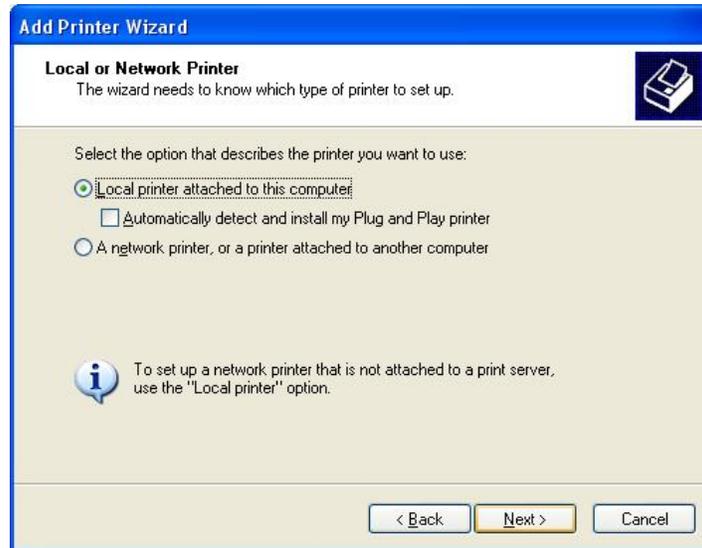
Selecting a report card from the grading module opens up the report card screen where you can select to print a report card either by sending the file to K/RESA or locally using your Xerox printer. The first time you choose to send a report to K/RESA for printing, you will see the following message window:



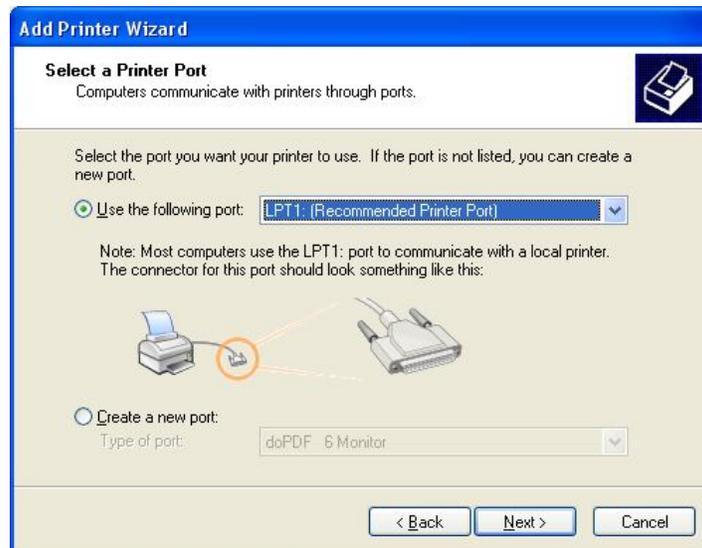
This message indicates that your computer requires a printer driver installation in order to print reports at Central Processing. You will also see this message the first time you use a new computer, or if the driver files are deleted from your machine for some reason. Although the message indicates 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 → 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.



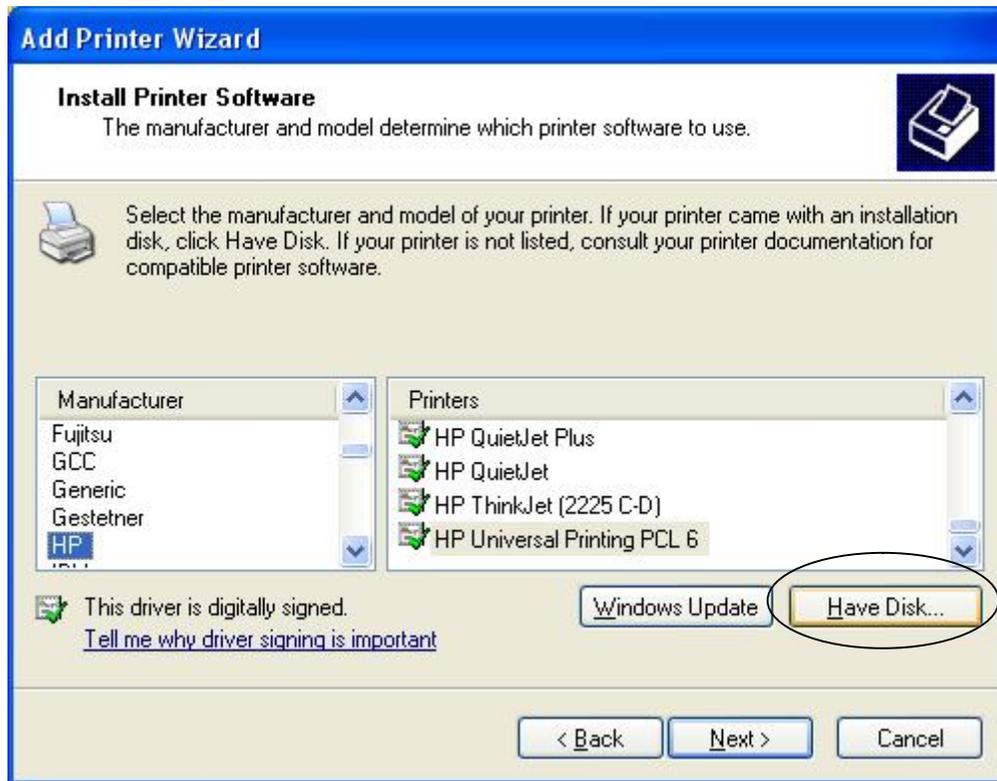
Select the local printer option, and click Next to move to the next screen.



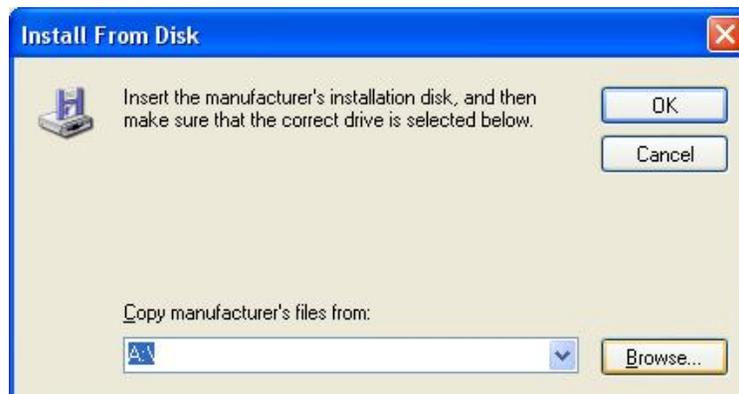
Select the default port of LPT1. Click Next to continue.



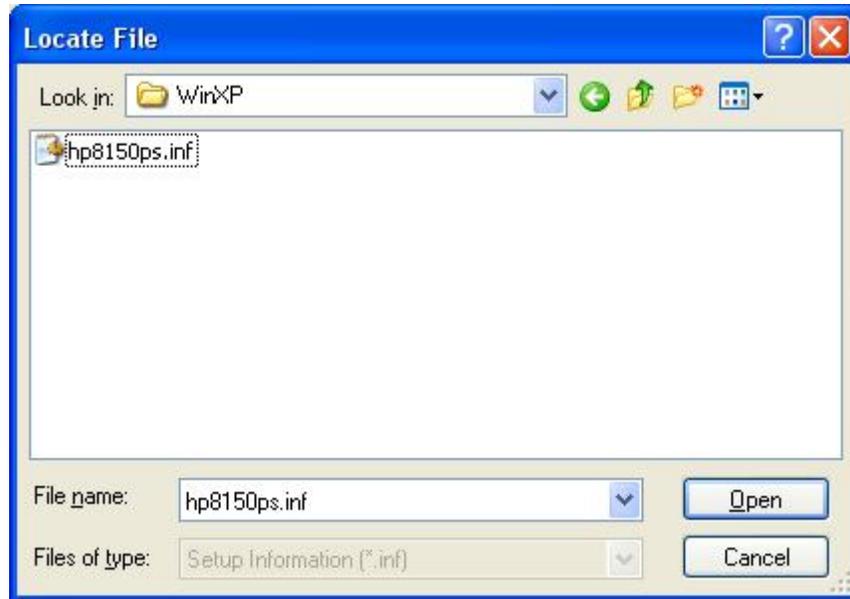
Choose Have Disk. Click Next to continue.



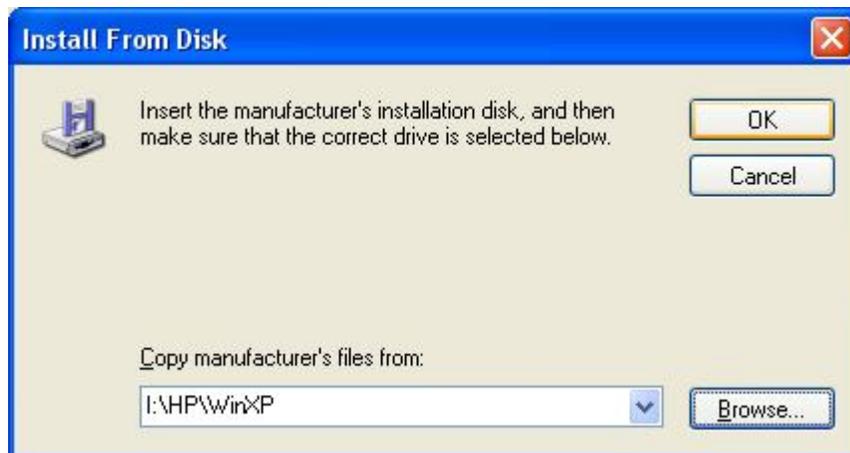
On the *Install From Disk* screen, click Browse to search for the location of the printer driver. Typically the printer drivers will be on the S drive or wherever your Foxrun folder is located. The system should default to the current location.



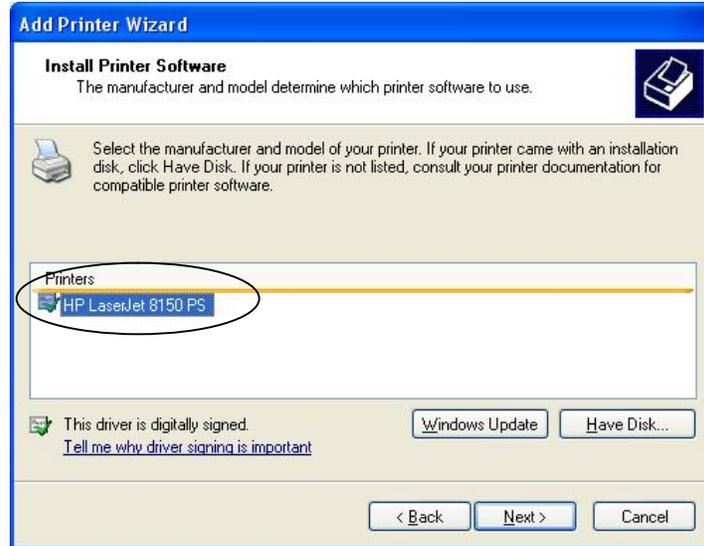
Look for the WinXP folder. Once in the WinXP folder select the HP8150ps.inf file and click Open.



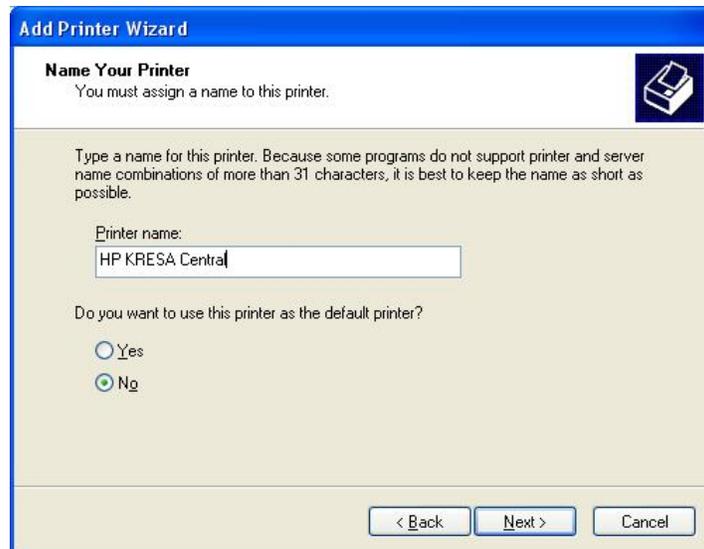
The printer driver location will default on the Install From Disk screen in the “Copy manufacturer’s file from” box. Select OK to continue.



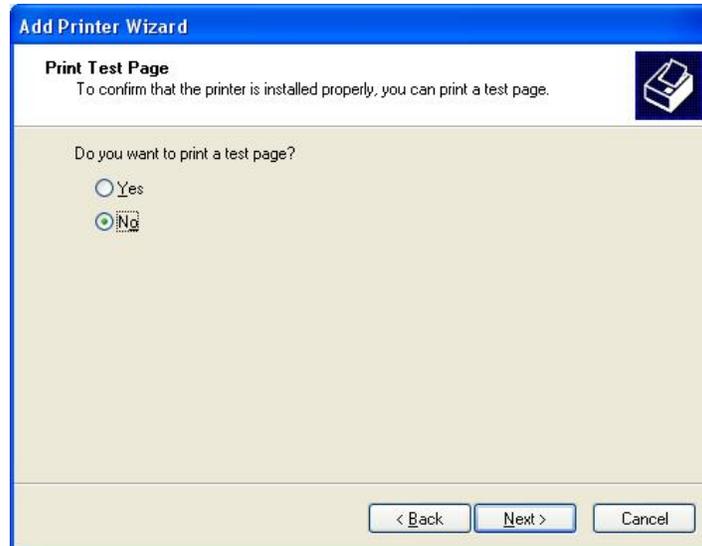
Select HP LaserJet 8150 PS from the printers list. Click Next to continue.



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



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



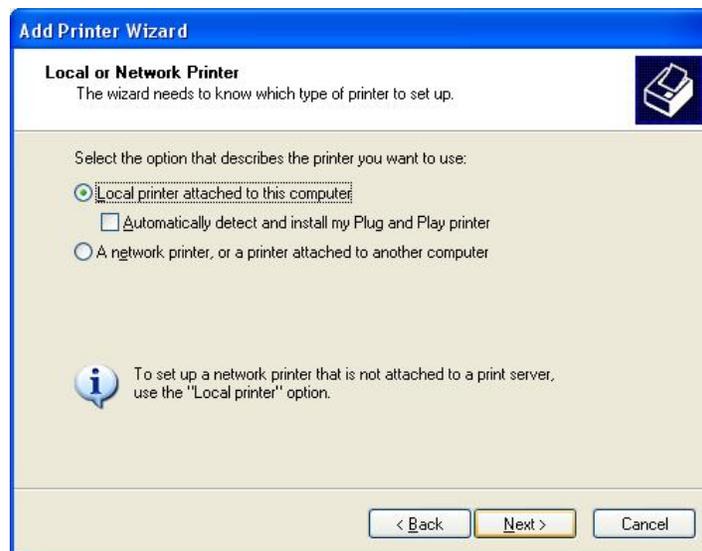
Click on Finish to complete the first printer setup.



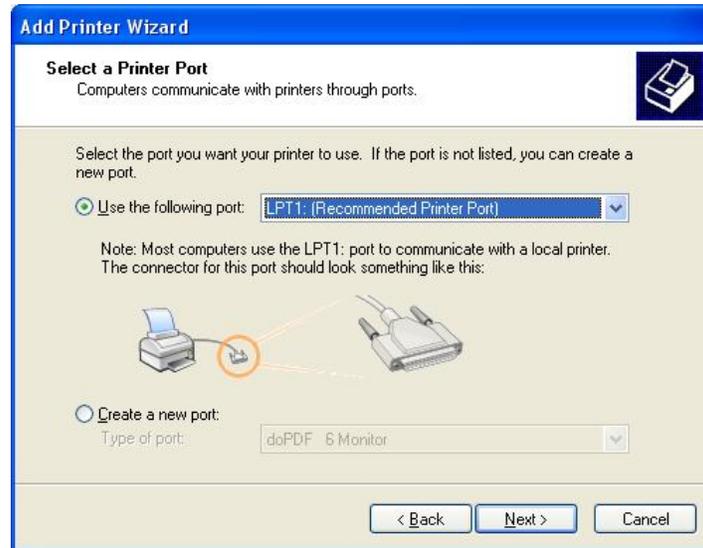
Continue to the next printer setup. Both HP and Xerox printers are required for the Mi-Case application. To setup the Xerox printer drivers click on start → Printers and Faxes and double click on Add Printer on the left hand side of the page. This will open the Add Printer Wizard. Select Next to add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



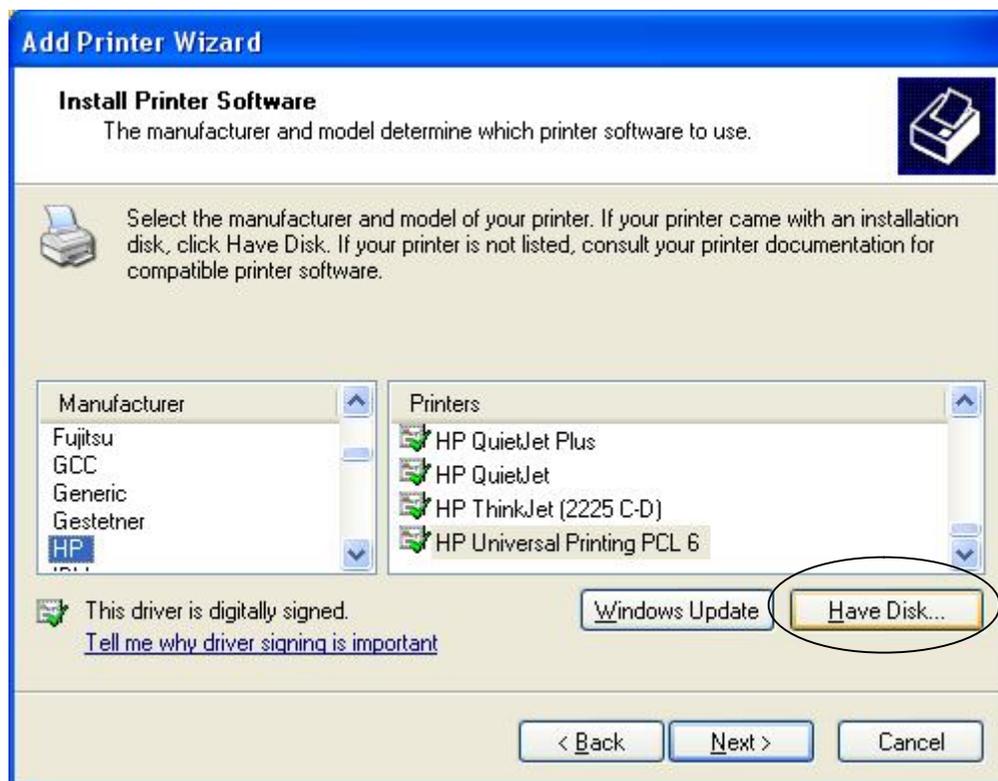
Select the local printer option, and click Next to move to the next screen.



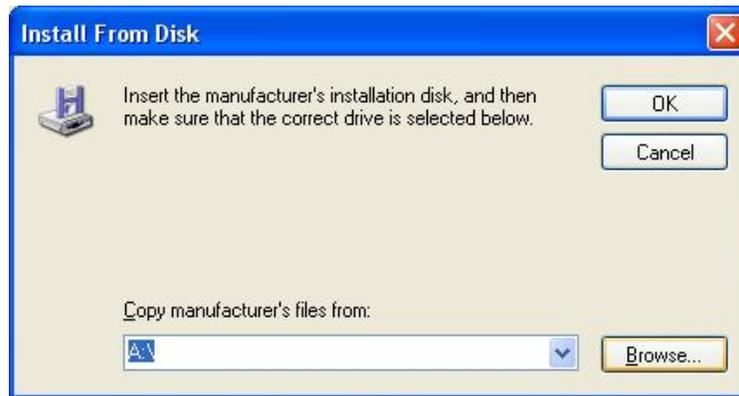
Select the default port of LPT1. Click Next to continue.



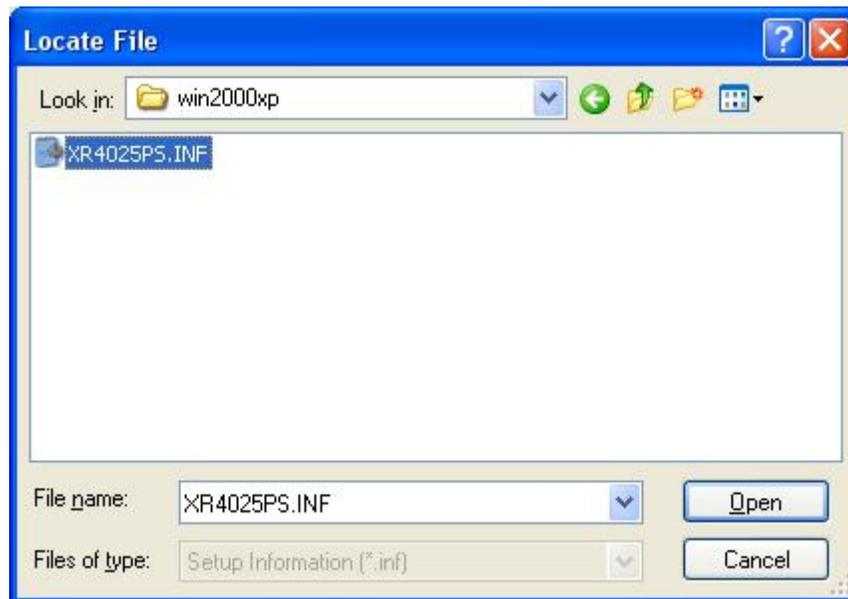
Do not worry about selecting the correct manufacturer's name. Instead select Have Disk. Click Next to continue.



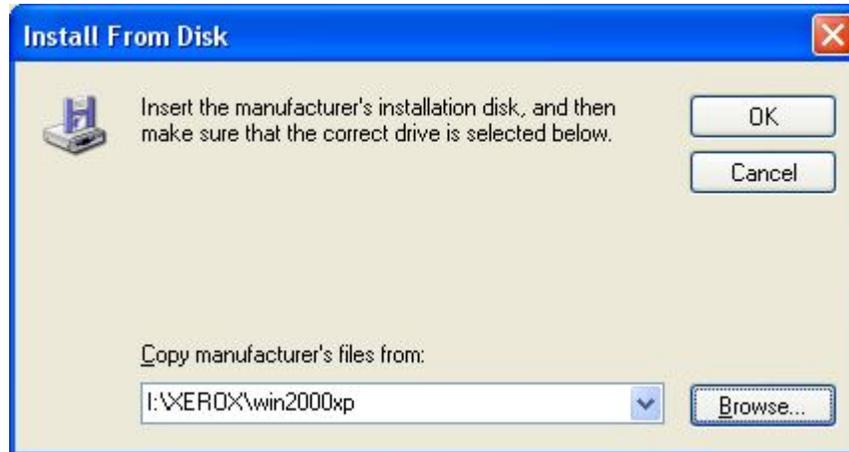
On the *Install From Disk* screen, click Browse for the location of the printer driver. Typically the printer drivers will be on the S drive or wherever your Foxrun folder is stored. The system should default to the current location.



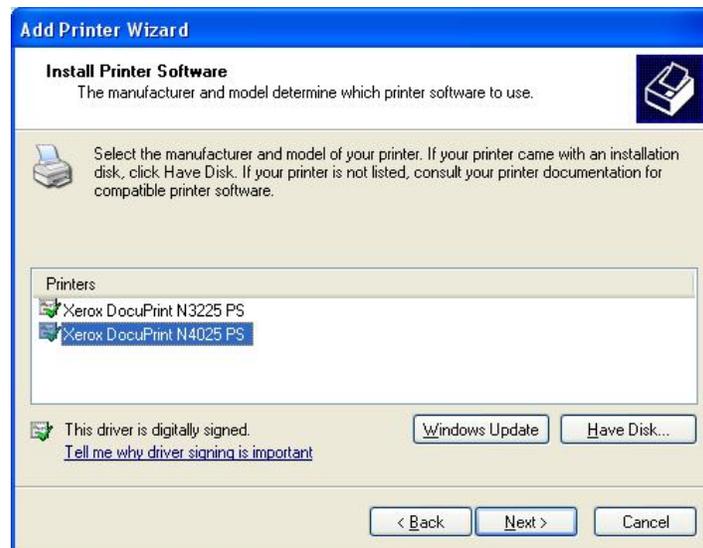
Once in the WinXP folder select the XR4025PS.inf file and click Open.



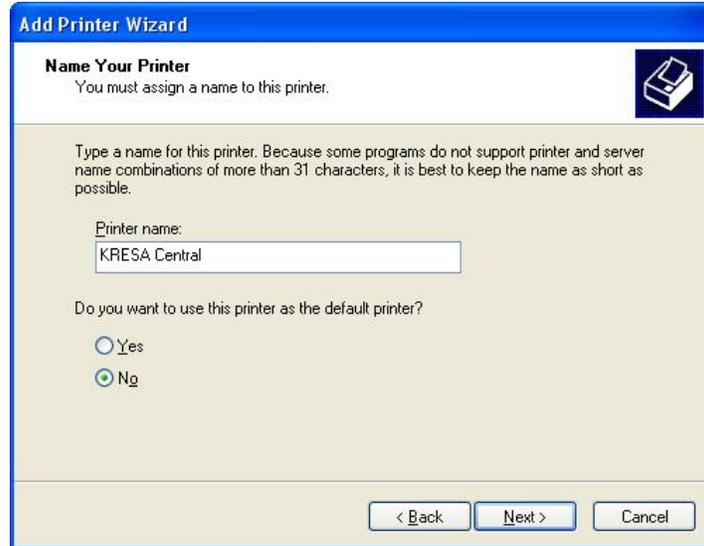
The printer driver location will default on the Install From Disk screen in the “Copy manufacturer’s files from” box. Click OK to continue.



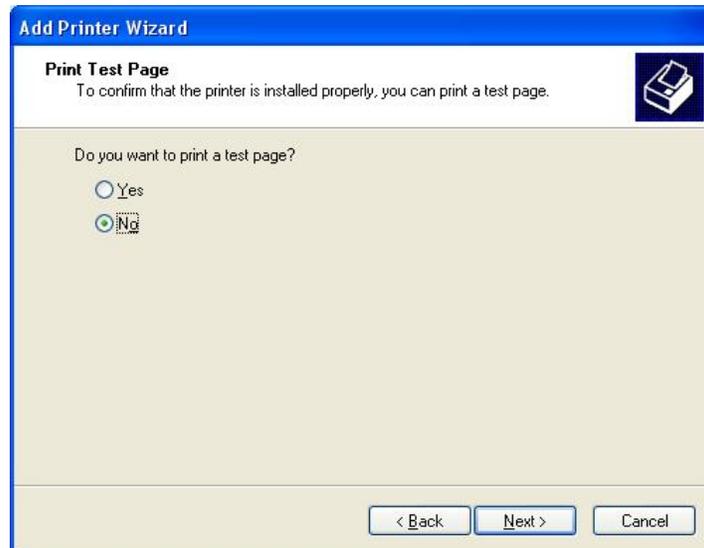
Select the Xerox DocuPrint N4025PS from the printers list. Click Next to continue.



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



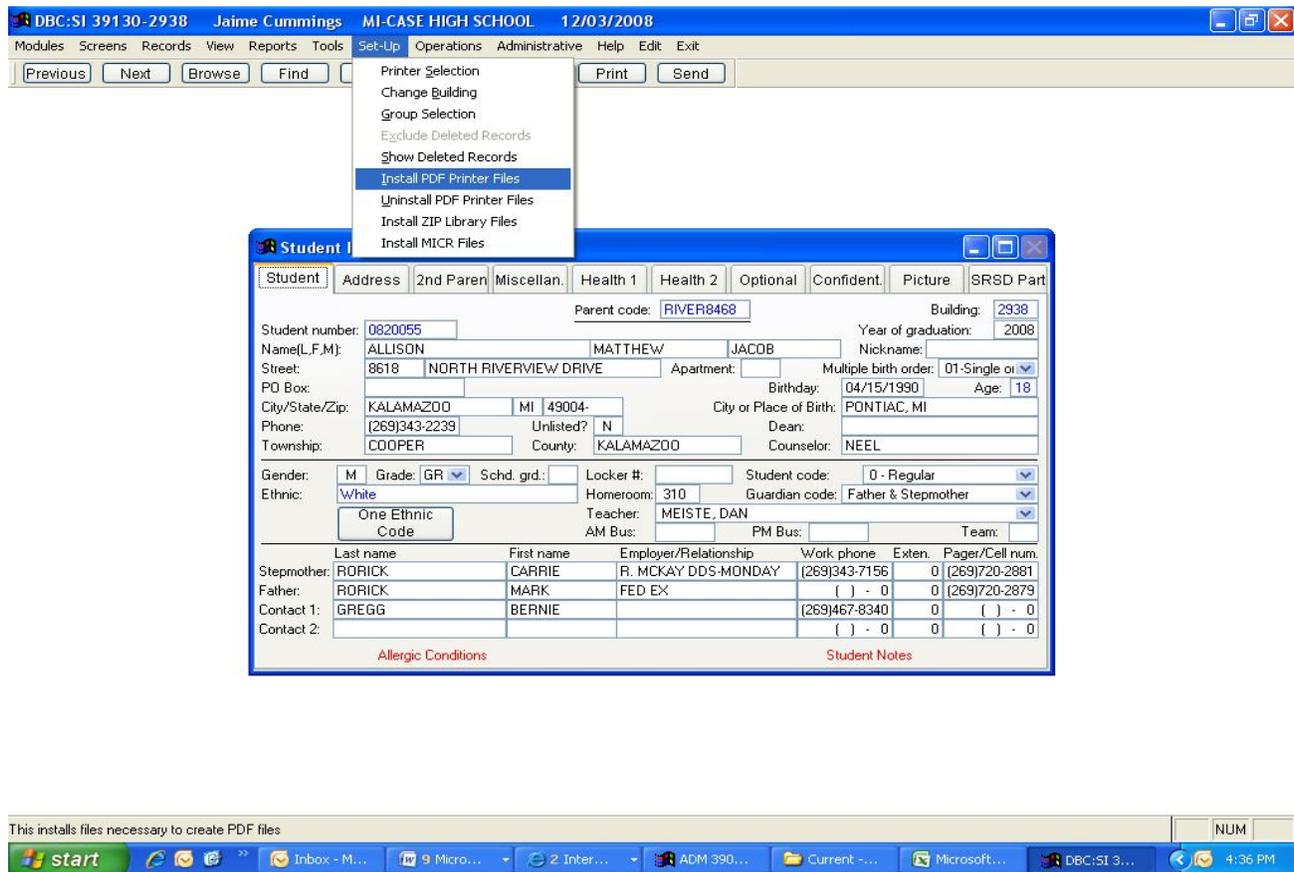
Since no test page is needed, the No radio button can be chosen. Select Next to continue.



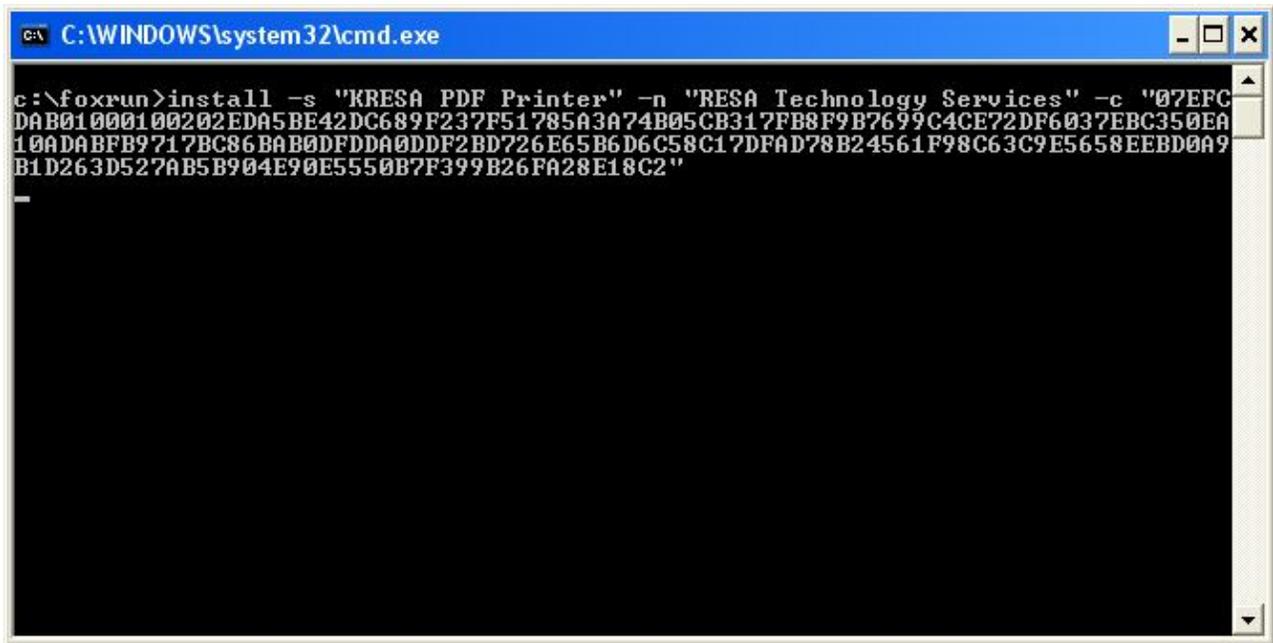
Click on Finish to complete the Xerox printer setup.



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



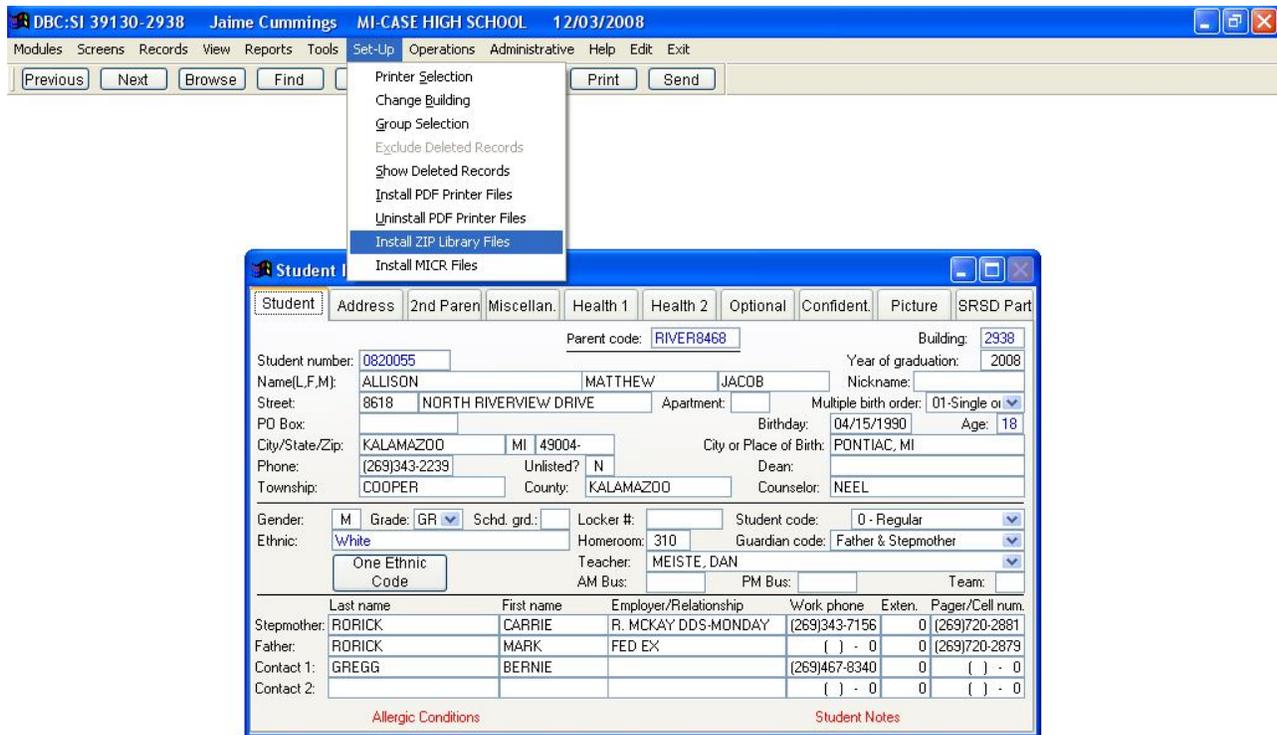
The command prompt window should appear next and quickly disappear.



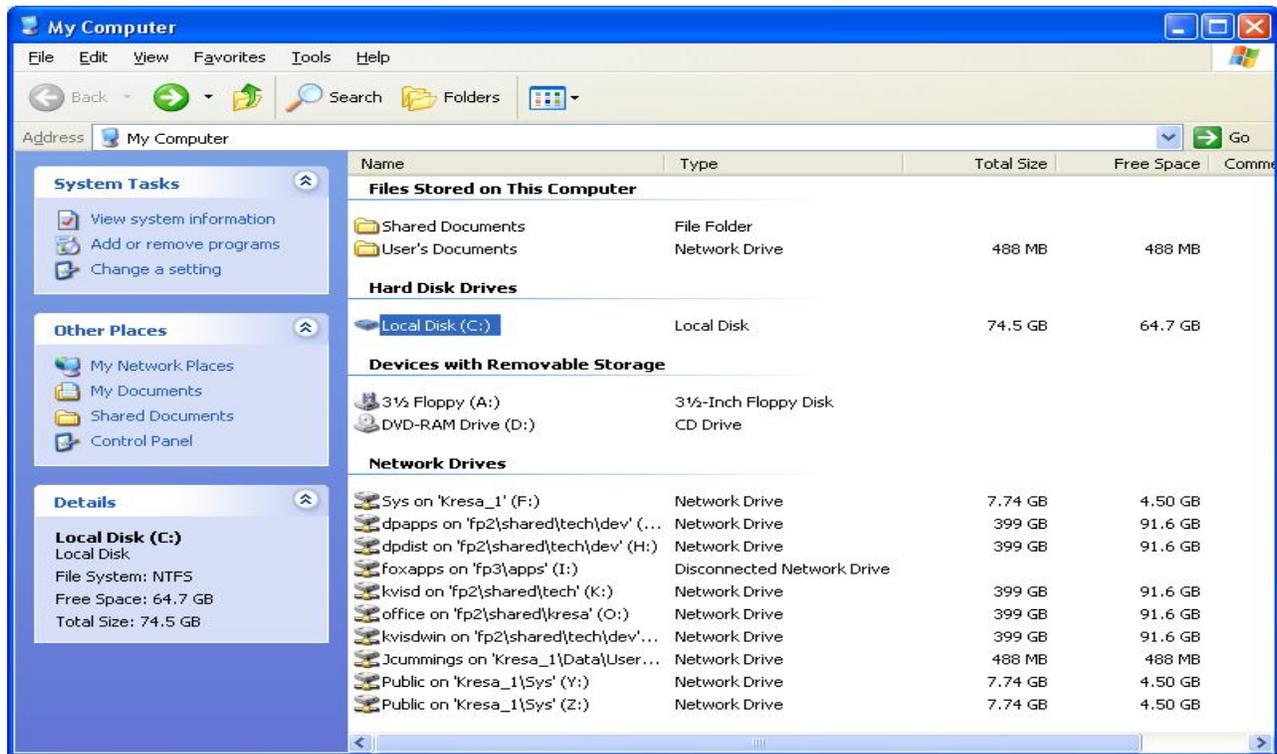
You will receive a dialog box that indicates to exit the system and restart the Mi-Case application.



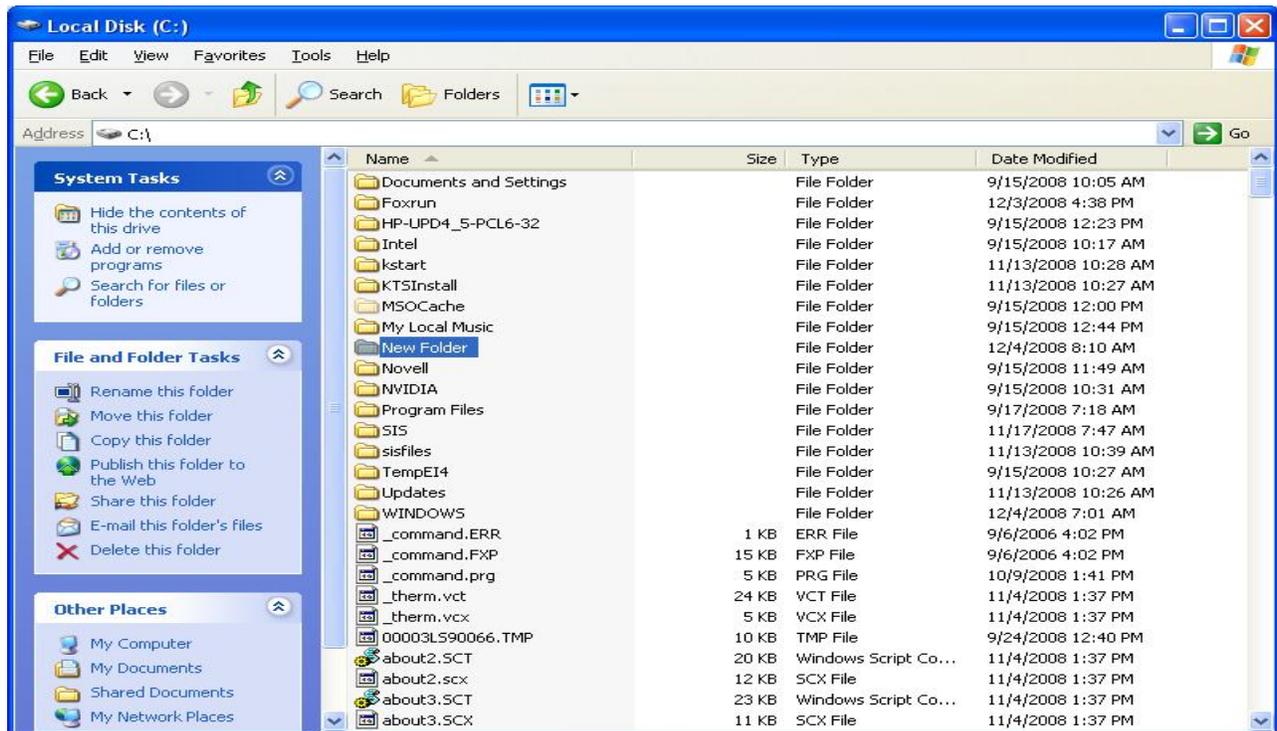
Select OK and go back to Setup → Install ZIP Library Files



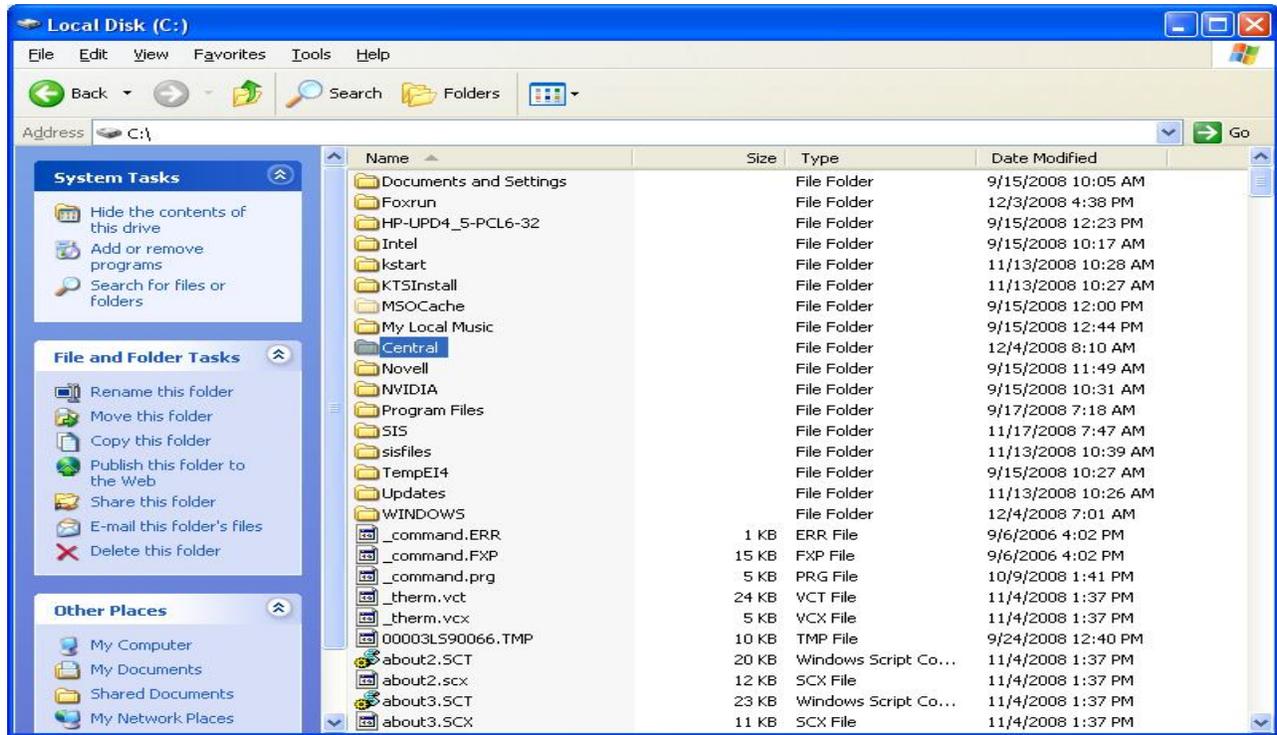
Both printer drivers have been installed and at this point you can exit the Mi-Case system. Before submitting files to K/RESA, you need to ensure that you have a central folder created on your C drive. To create a new folder, go to start → My Computer → Local Disk (C:).



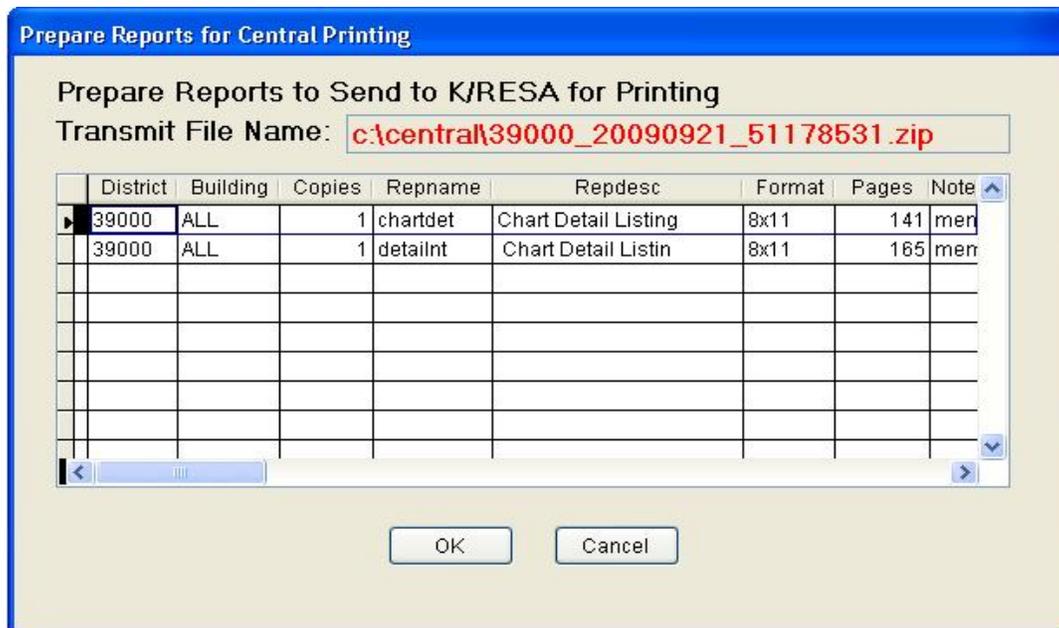
Once on your C drive, go to File → New → Folder.



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



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 → Process Central Reports.



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.



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.



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.



```

Opening internet connection
Connecting to kresanet.org
13369352
Sending File c:\central\39130_20081204_33677405.zip
Transfer succeeded
Closing connection
FTP Complete
Opening internet connection
Connecting to kresanet.org
13369352
Sending File c:\central\39130_2008
Transfer succeeded
Closing connection
FTP Complete
    
```

