

Connecting to Xerox Printers from Macintosh Computers

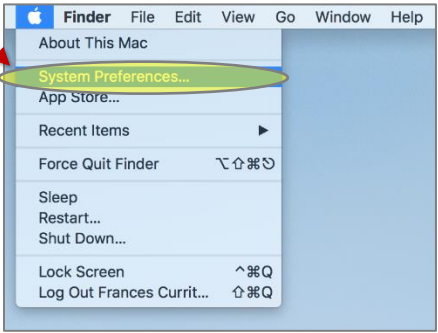

The process to connect to our Xerox printers is a little more complicated than connecting to an HP printer. Essentially, there are three steps:

- 1) Remove any instances of the old printer.
- 2) Connect the printer to your Mac.
- 3) Modify the connection to support accounting codes.

This process removes old connections that don't need to be there, connects to the new printer, and modifies that connection to support the four-digit accounting code that Xerox printers require.

1. Remove Instances of the Old Printer

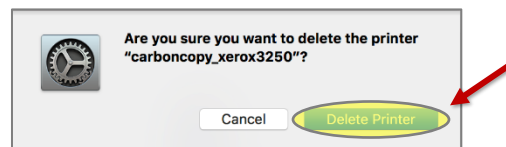
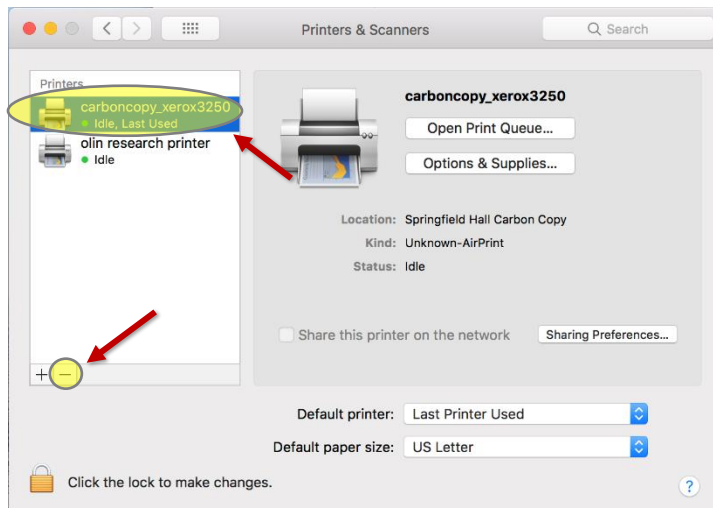
If an old connection to the Xerox machine is on your Macintosh, remove it before re-installing it. This will reduce confusion caused by having the same printer listed more than once.

<p>1. Access System Preferences:</p> <p>a. Click the Apple menu.</p> <p>b. Select System Preferences...</p> <p>— or —</p> <p>a. Click the System Preferences gear icon in the dock.</p>	 <p>-----</p> 
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2. In **System Preferences**, double click the **Printers and Scanners** icon.



3. In the **Printers and Scanners** dialog box, remove the printer from the list:
- Click/highlight the name of the printer to be removed.
 - Click the **(-)** button to remove it.
 - Click **Delete Printer** at the prompt, "Are you sure you want to delete the printer <printername>?"



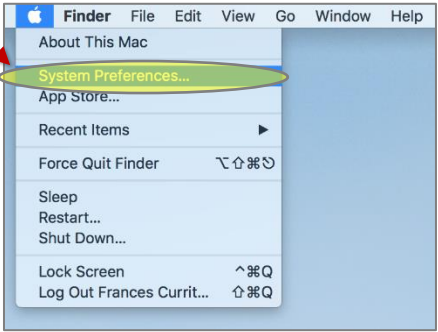

2. Create New Connection to Xerox Printer

Now any old connections are removed, create a new connection to the Xerox printer. To do this, you must know two things about your Xerox printer:

- 1) The printer's **exact network name** (such as "HSA_Main_Office_C5550" or "Lay2ndFloor_Xerox"). You may need to go to another computer (preferably a Windows machine), and write it down from there. This name is case sensitive.
- 2) The printer's **model number**, such as "C5550" or "WorkCentre 5945" – this may or may not be included in the network name, but will be located on the printer itself.

An alternate place to search for this information is to print a configuration page from the printer itself.

Once you know the network name and model number of the Xerox printer to be connected, return to the **Printers and Scanners** dialog box, and add it using the following steps:

<p>1. Access System Preferences:</p> <p>a. Click the Apple menu. b. Select System Preferences...</p> <p>— or —</p> <p>a. Click the System Preferences gear icon in the dock.</p>	 <p>-----</p> 
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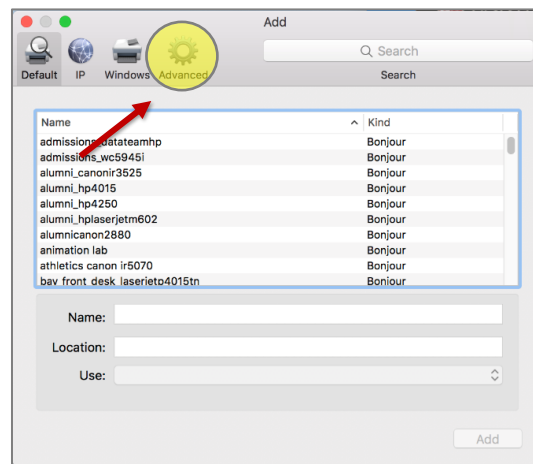
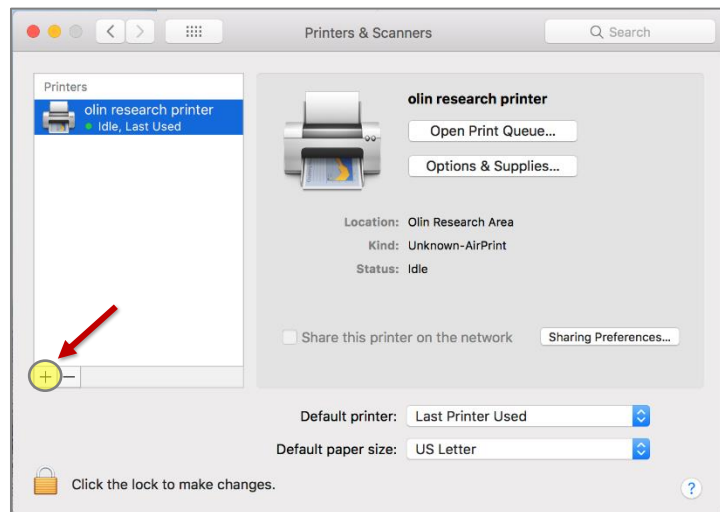
2. In **System Preferences**, double click the **Printers and Scanners** icon.



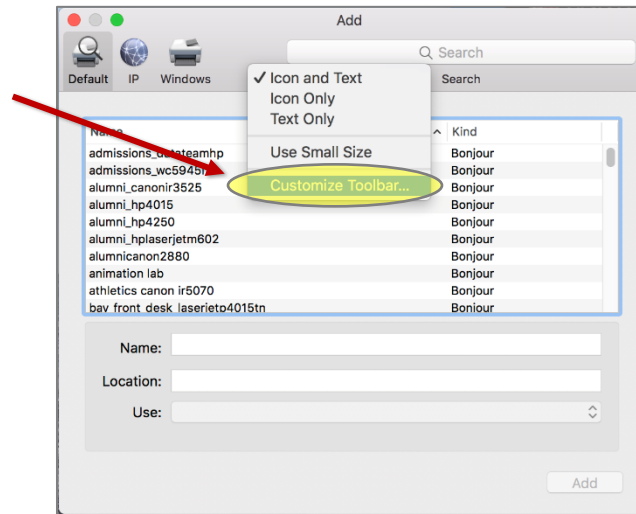
3. In the **Printers and Scanners** dialog box, click the (+) button to add a printer to the list.
4. In the **Add Printer** dialog box, look for the **Advanced** icon in the toolbar.



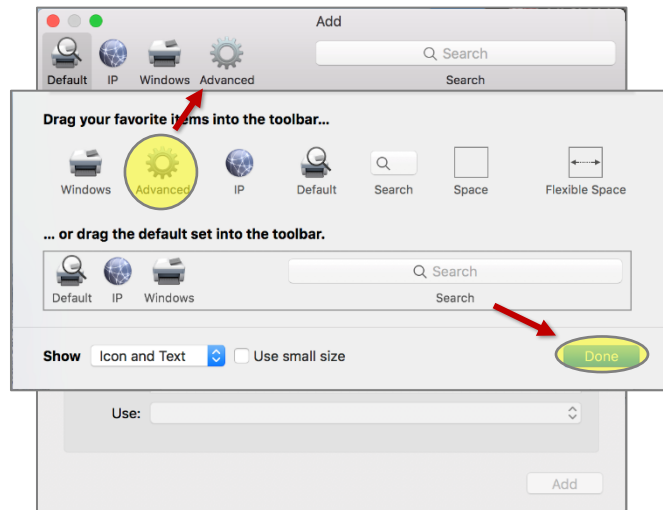
If you do not see the Advanced icon, complete steps 4 - 6 below. Otherwise, skip to step 7.



5. If the Advanced icon is NOT available in the toolbar, right click (or control click) the toolbar and select **Customize Toolbar...**



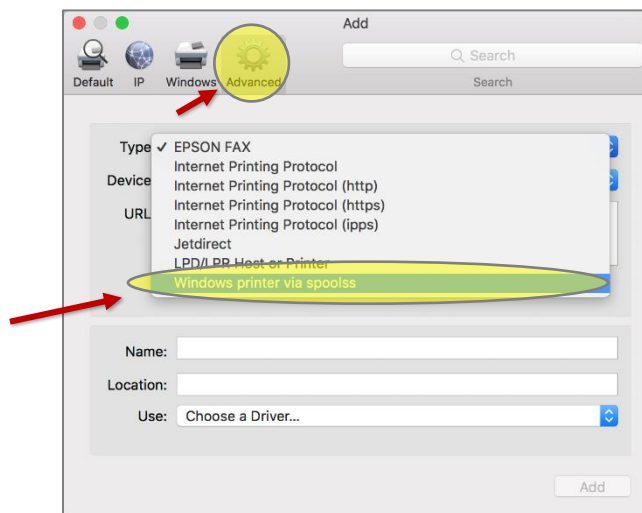
6. Click and drag the **Advanced** icon from the “Drag your favorite items into the toolbar...” dialog box to the **Add Printer** dialog box and let go.



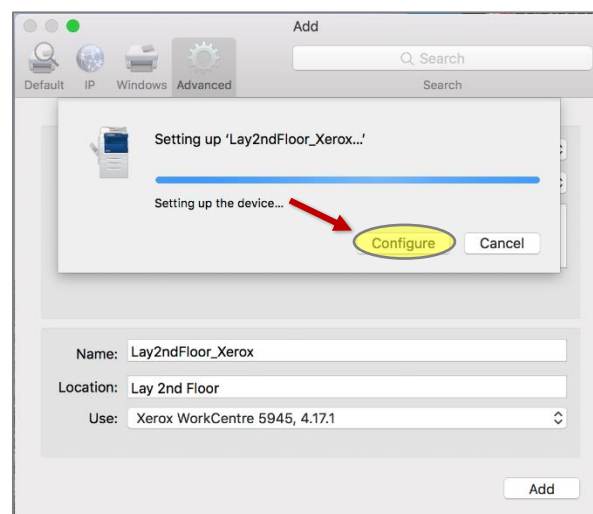
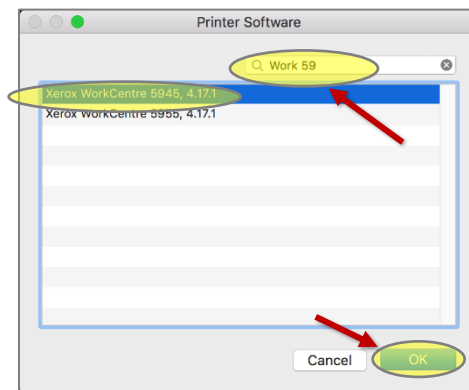
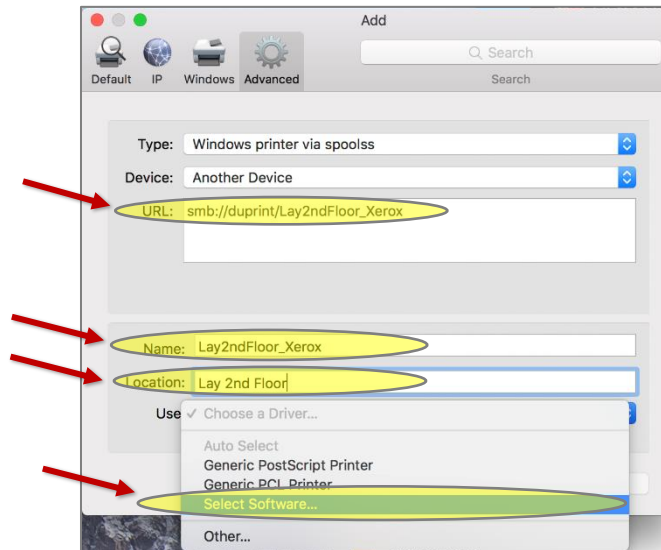
7. Click **Done** when finished.

8. Now add the printer connection via Advanced settings:

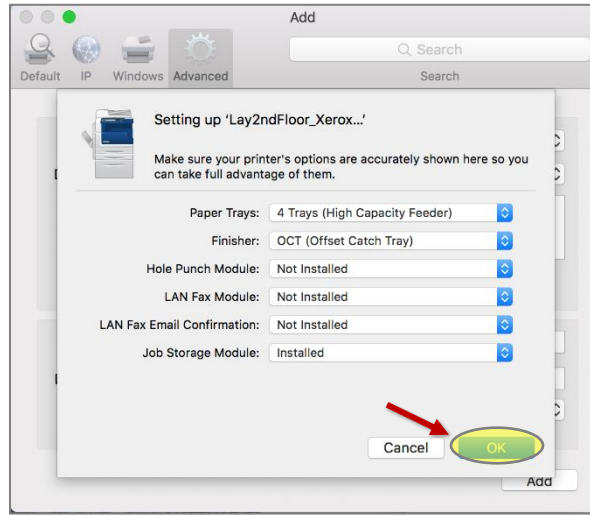
- Click the **Advanced** button on the toolbar to add the new printer connection.
- In the **Type** field, select “**Windows printer via spoolss**”.



- c. In the **URL** field, enter the following, ending with the **exact** printer name:
smb://duprint/*printername*
- d. In the **Name** field, enter the same name for the printer.
- e. Enter its physical location in the **Location** field.
- f. In the **Use** field, select “**Choose a Driver...**” and then click “**Select Software...**”
- g. In the **Printer Software** dialog box, scroll down to the correct printer software file, or type in the printer model number to search on the type of printer.
- h. Select the model of the printer you are connecting to.
- i. Click **OK** when finished.
- j. Back at the **Add** dialog box, click the **Add** button.
- k. The “**Setting up...**” window will display. Click **Configure**.



- l. Click **OK** to accept the defaults and close the setup window.
- m. The printer connection is ready.
- n. Close the **Printers & Scanners** dialog box.



3. Modify the Connection to Support Accounting Codes

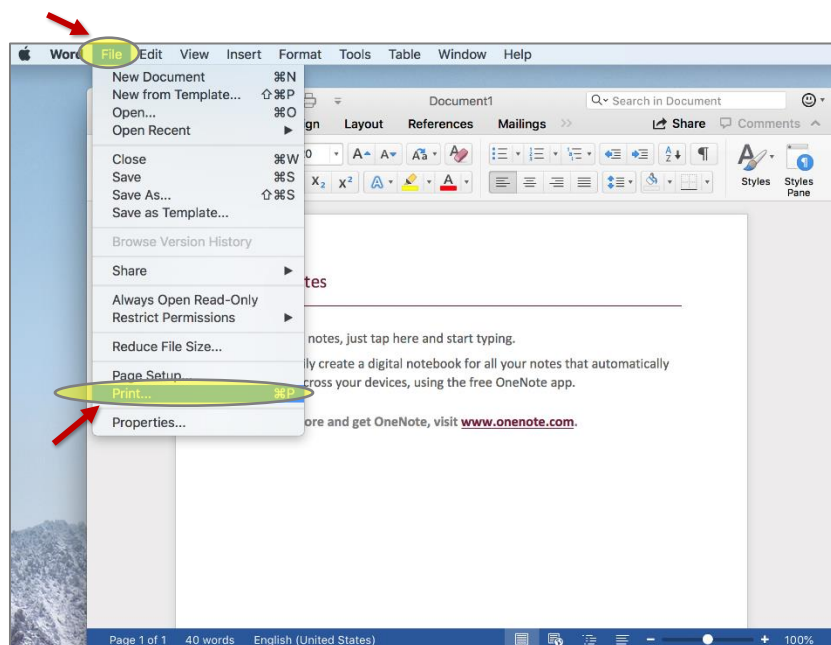
Drury's Xerox printers require an accounting code to be used when printing. This four- to seven-digit code is supplied to all faculty and staff members by their departments. After the printer connection has been made, modify it to support "authentication," which uses the accounting code.

The best process for setting up authentication on the Xerox printer you just installed is to print a document. The example below prints from Microsoft Word.

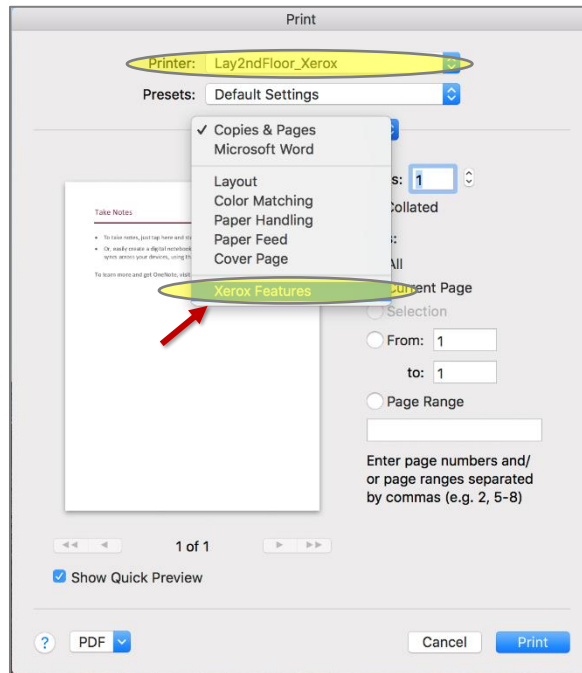
1. Open any file in Microsoft Word.
2. Access the **Print** command.
 - a. Click the **File** menu.
 - b. Select **Print...**

— or —

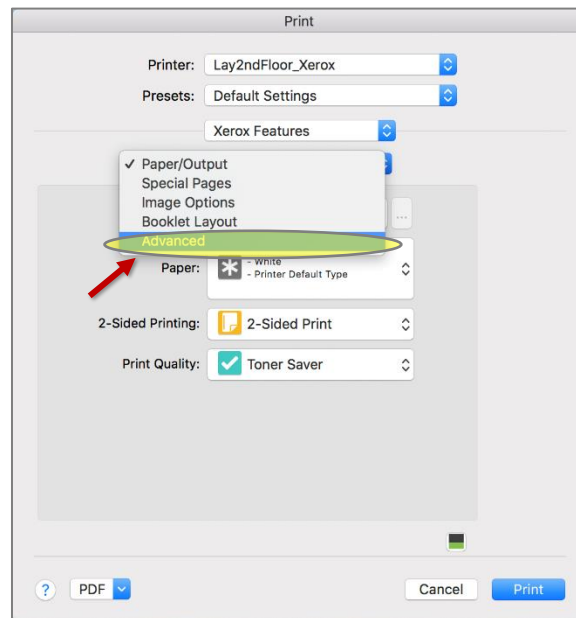
- c. Press **command + P**.



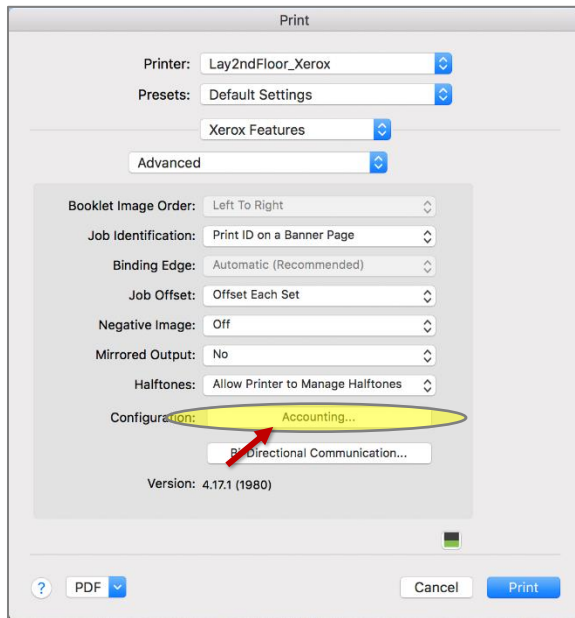
3. If needed, at the **Print** dialog box, select the Xerox printer from the list in the **Printer** field.
4. Click on the third field, a scrollbox that displays different print settings. Change the value from “Copies & Pages” to “Xerox Features”.



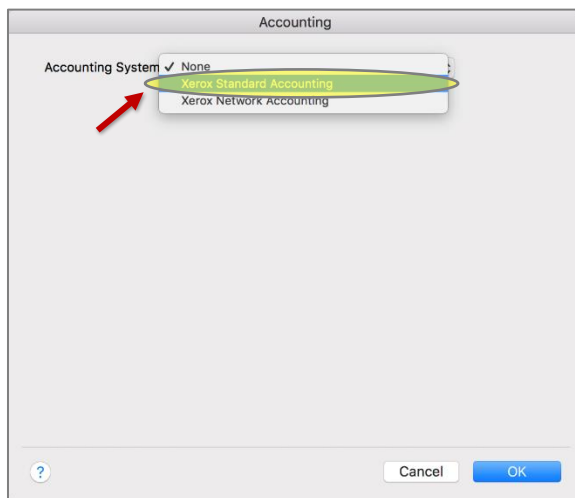
5. The fourth field will refresh once “Xerox Features” is selected. Click on it and change the value from “Paper/Output” to “Advanced”.



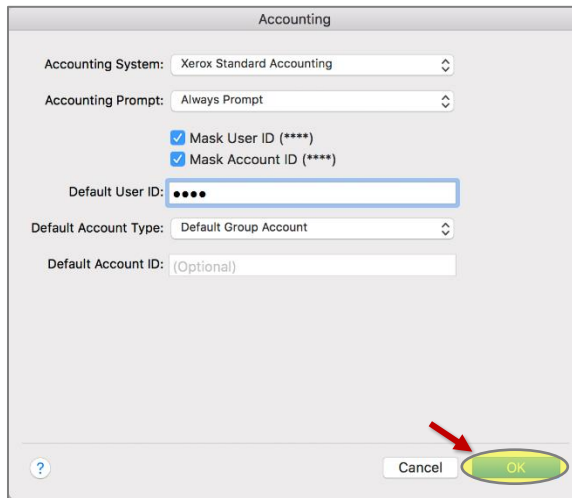
6. The rest of the window will now display the Advanced Xerox features for the printer. Click the **Accounting...** button in the **Configuration** field to access the accounting configuration page.



7. At the accounting configuration page, select **"Xerox Standard Accounting"** from the Accounting System drop down box.



8. The screen will refresh to display Xerox's standard accounting settings.
9. If desired, enter the accounting code in the **Default User ID** field.
10. When complete, click **OK**.

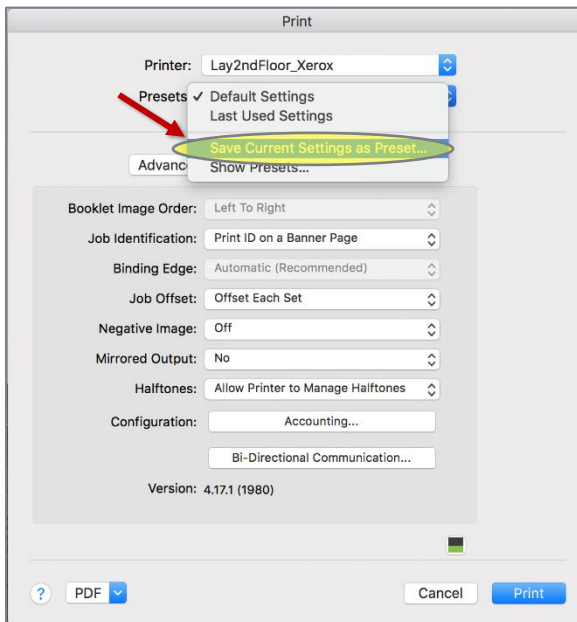


The Accounting dialog box shows the following settings:

- Accounting System: Xerox Standard Accounting
- Accounting Prompt: Always Prompt
- ☒ Mask User ID (****)
- ☒ Mask Account ID (****)
- Default User ID: [Redacted]
- Default Account Type: Default Group Account
- Default Account ID: (Optional)

At the bottom right, there are "Cancel" and "OK" buttons. A red arrow points to the "OK" button, which is highlighted with a green oval.

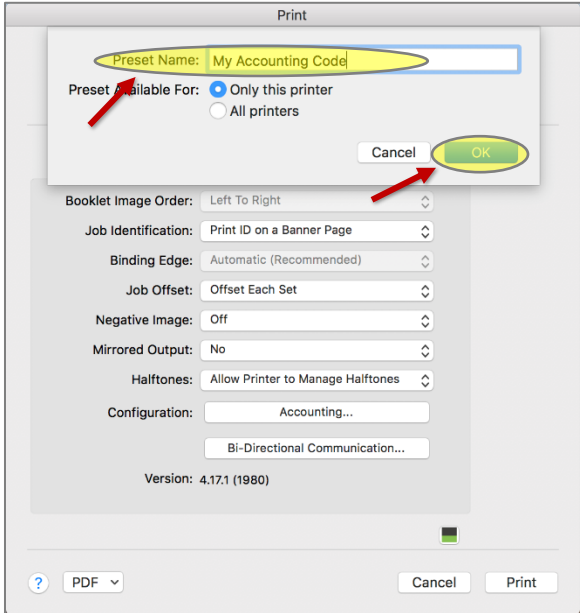
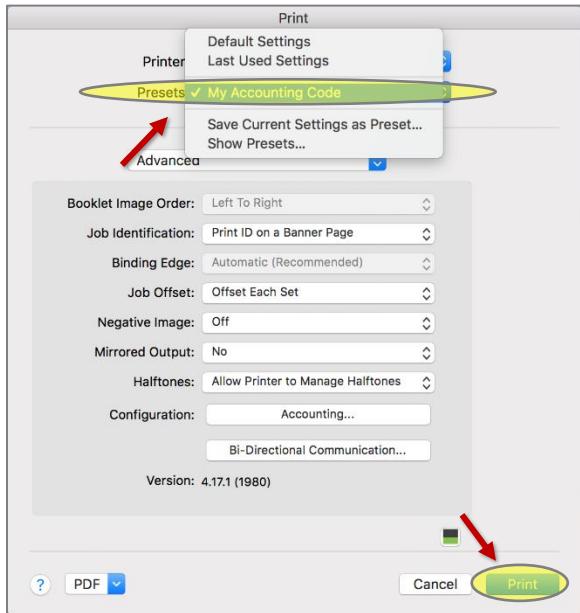
11. Now save these settings as a "preset" – a print template that can be used multiple times.
 - a. At the main Print settings dialog box, access the **Presets** drop down.
 - b. Click "**Save Current Settings as Preset...**"



The Print dialog box shows the following settings:

- Printer: Lay2ndFloor_Xerox
- Presets: [Open]
 - Default Settings
 - Last Used Settings
 - Save Current Settings as Preset...
 - Show Presets...
- Booklet Image Order: Left To Right
- Job Identification: Print ID on a Banner Page
- Binding Edge: Automatic (Recommended)
- Job Offset: Offset Each Set
- Negative Image: Off
- Mirrored Output: No
- Halftones: Allow Printer to Manage Halftones
- Configuration: Accounting...
- Bi-Directional Communication...
- Version: 4.17.1 (1980)

A red arrow points to the "Presets" dropdown menu, and a green oval highlights the "Save Current Settings as Preset..." option. At the bottom right, there are "Cancel" and "Print" buttons.

<p>c. Enter a name you'll remember in the Preset Name field.</p> <p>d. When complete, click OK to create the preset.</p>	
<p>12. Back at the Print dialog box, select the newly created preset from the Presets drop down list.</p> <p>13. Click Print to print a test page.</p> <p>14. In the future, use this Preset when printing to the Xerox printer.</p>	

Congratulations! If your document printed out at the Xerox printer, you've successfully configured your Macintosh to print to it. If not, don't hesitate to contact the Help Desk at 417-873-7300 to enter in a ticket and have a user support representative visit you.