

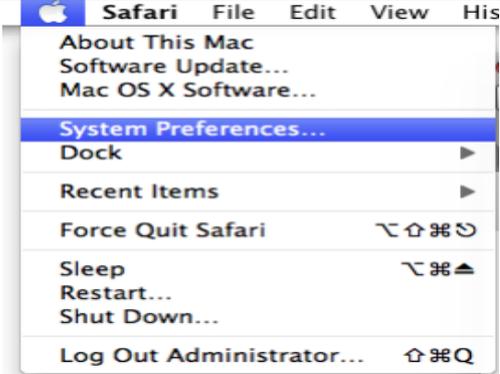


# **USER MANUAL**

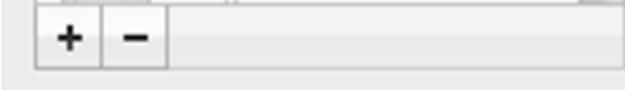
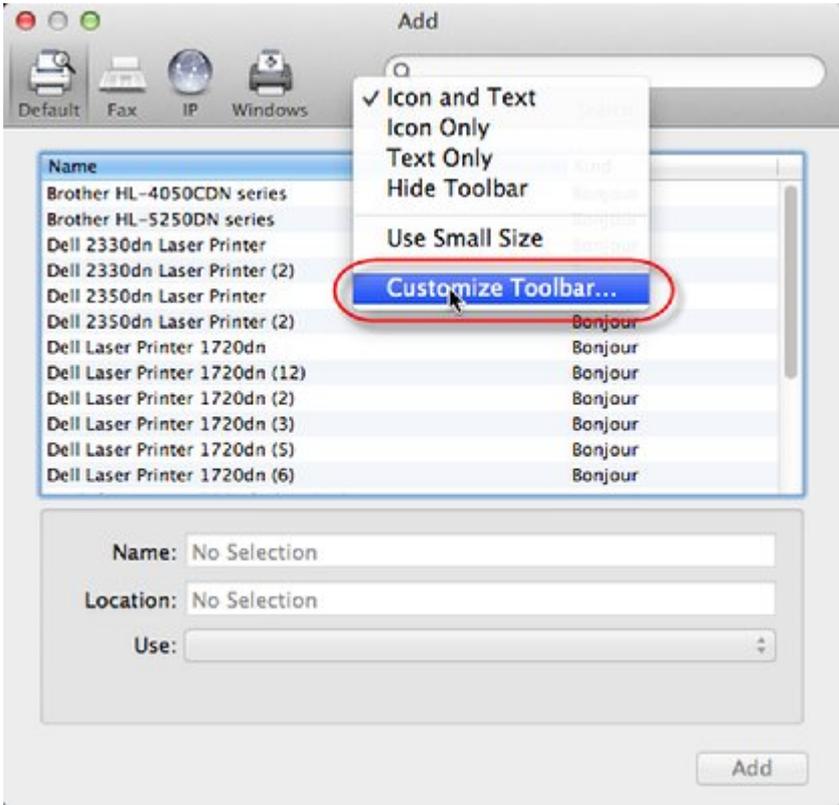
## **Printing with a Macintosh**

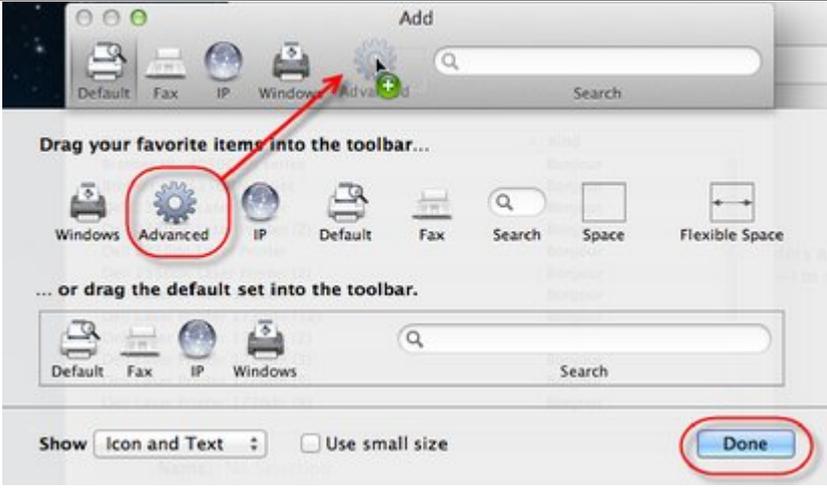
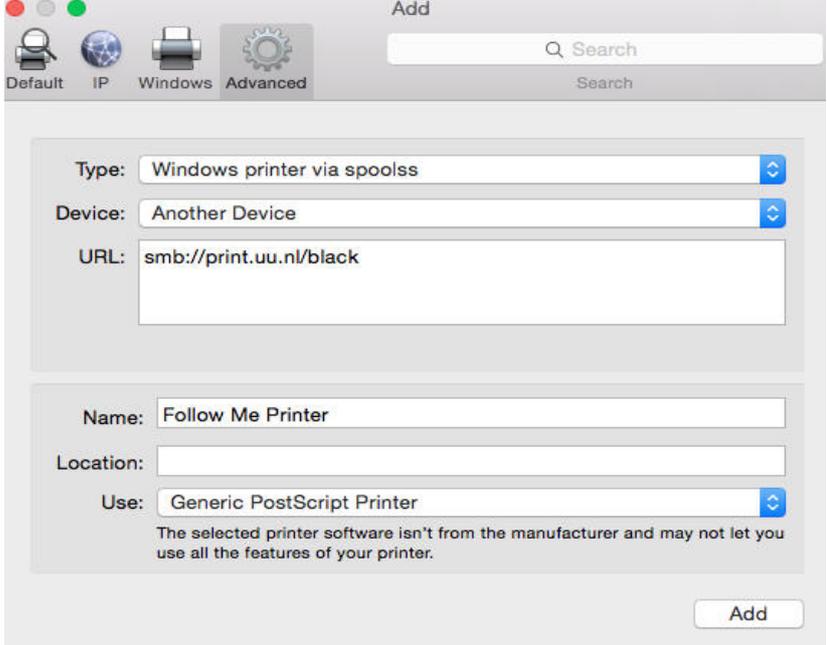
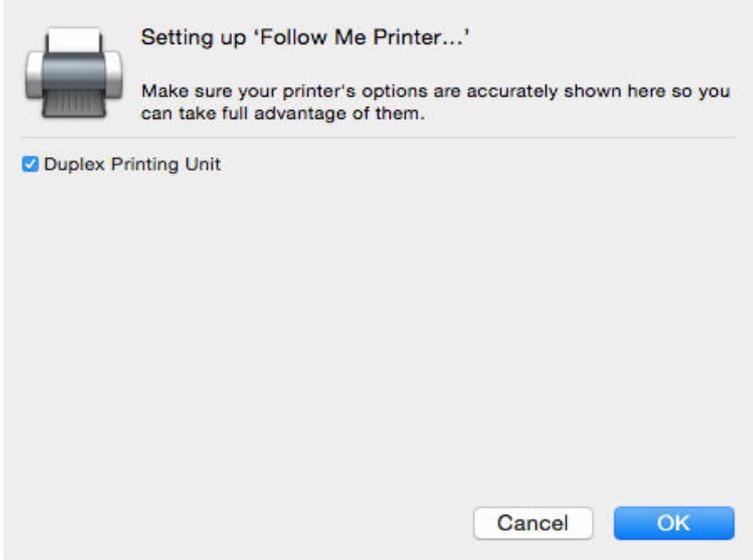
This manual describes how to print with a Macintosh

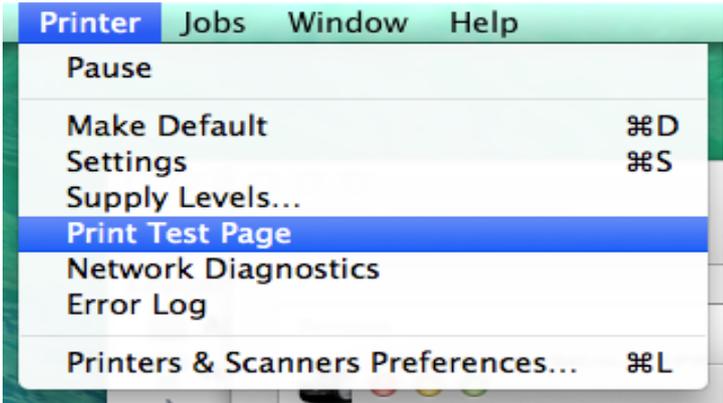
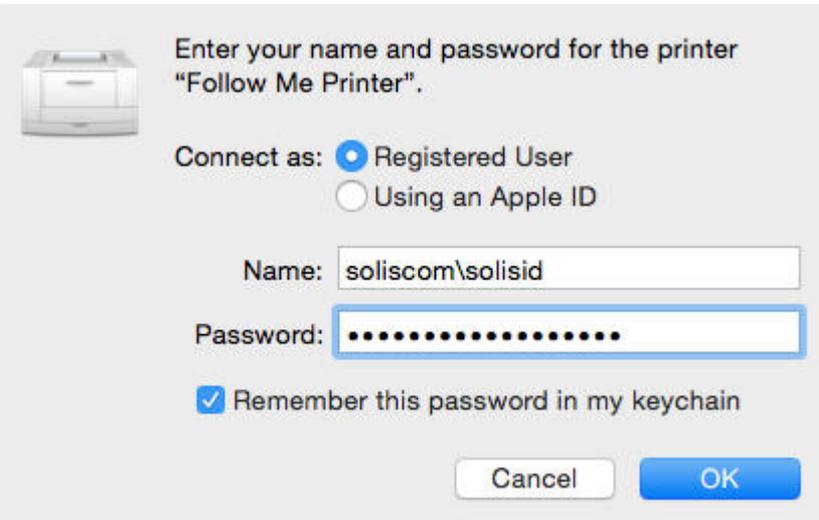
Provided by: ITS – Printing  
Version: 2014-11-24

What should you do?	Screenshot
<p><b>Step 1.</b> Printing with a Macintosh (OS X 10.7 or Higher)</p> <p><b>Note: OS X version 10.6 does not work!</b></p>	
<p><b>Step 2.</b> When you are connected with the (Wireless) Eduroam network you can print at all new multifunctionals at Utrecht University.</p>	
<p><b>Step 3.</b> <i>You need to login with your Solis-id and be connected to the Eduroam network. Install a new printer on your Mac. Proceed as follows<sup>1</sup>:</i></p>	
<p><b>Step 4.</b> <i>With this guide you print in colour by default. This can't be changed. Would you also print in Black and White (as it is a document containing colour) then go straight to Step 14.</i></p>	
<p><b>Step 5.</b> <i>Go to System Preferences</i></p>	 <p>The screenshot shows the Safari application menu. The menu items are: About This Mac, Software Update..., Mac OS X Software..., System Preferences... (highlighted in blue), Dock, Recent Items, Force Quit Safari (with keyboard shortcuts ⌘⇧⌘⇧⌘⇧), Sleep (with keyboard shortcuts ⌘⇧⌘⇧), Restart..., Shut Down..., and Log Out Administrator... (with keyboard shortcuts ⌘⇧⌘⇧Q).</p>

<sup>1</sup> You need admin rights on your Mac.

<p><b>Step 6.</b> Choose Print &amp; Fax</p>	
<p><b>Step 7.</b> Press '+' to add a printer</p>	
<p><b>Step 8.</b> <b>Customise your toolbar</b></p> <ul style="list-style-type: none"> <li>• Click the right mouse button in the toolbar.</li> <li>• Click Customize Toolbar.</li> </ul>	 <p>The screenshot shows the 'Add' window in a Mac OS environment. At the top, there are icons for 'Default', 'Fax', 'IP', and 'Windows'. Below these is a search bar. A context menu is open over the toolbar area, listing options: 'Icon and Text' (checked), 'Icon Only', 'Text Only', 'Hide Toolbar', and 'Use Small Size'. The 'Customize Toolbar...' option is highlighted with a red circle. Below the menu is a list of printer names, including 'Brother HL-4050CDN series', 'Dell 2330dn Laser Printer', and several 'Dell Laser Printer 1720dn' models. At the bottom of the window, there are fields for 'Name: No Selection', 'Location: No Selection', and a 'Use:' dropdown menu. An 'Add' button is located at the bottom right.</p>

<p><b>Step 9.</b>  <b>Add Advance to the toolbar</b></p> <ul style="list-style-type: none"> <li>• Drag Advanced to the toolbar</li> <li>• Click Done</li> </ul>	
<p><b>Step 10.</b>  <b>Click on Advanced and complete this form:</b></p> <p><b>Type:</b> Windows printer via spoolss  <b>Device:</b> Another Device  <b>URL:</b> smb://print.uu.nl/black  <b>Name:</b> Follow Me Printer  <b>Use:</b> Generic PostScript Printer</p> <p>Click Add. The printer is added to your Mac.</p>	
<p><b>Step 11.</b>          Check settings double sided.</p>	

<p><b>Step 12.</b> Print a test Page</p>	 <p>The screenshot shows the 'Printer' menu in a Mac OS interface. The menu items are: Pause, Make Default (⌘D), Settings (⌘S), Print Test Page (highlighted), Network Diagnostics, Error Log, and Printers &amp; Scanners Preferences... (⌘L).</p>
<p><b>Step 13.</b> Check 'Remember this password in my keychain'. From now on, you will be automatically connected.</p>	 <p>The screenshot shows a dialog box titled 'Enter your name and password for the printer "Follow Me Printer"'. It includes a printer icon, a 'Connect as:' section with radio buttons for 'Registered User' (selected) and 'Using an Apple ID', a 'Name:' field containing 'soliscom\solisid', a 'Password:' field with masked characters, and a checked checkbox for 'Remember this password in my keychain'. 'Cancel' and 'OK' buttons are at the bottom.</p>

**Step 14.**

If you miss any printer features, for example print black and white, you have to use the specific Xerox driver. Download it [here](#):

<http://www.support.xerox.com/support/workcentre-7800-series/downloads/enus.html?associatedProduct=WorkCentre-78xx-built-in+controller&operatingSystem=macosx1010&fileLanguage=en>

Do you have a different version than Mac OS 10.10 click the arrow next to Operating System to download the correct driver for the correct version.

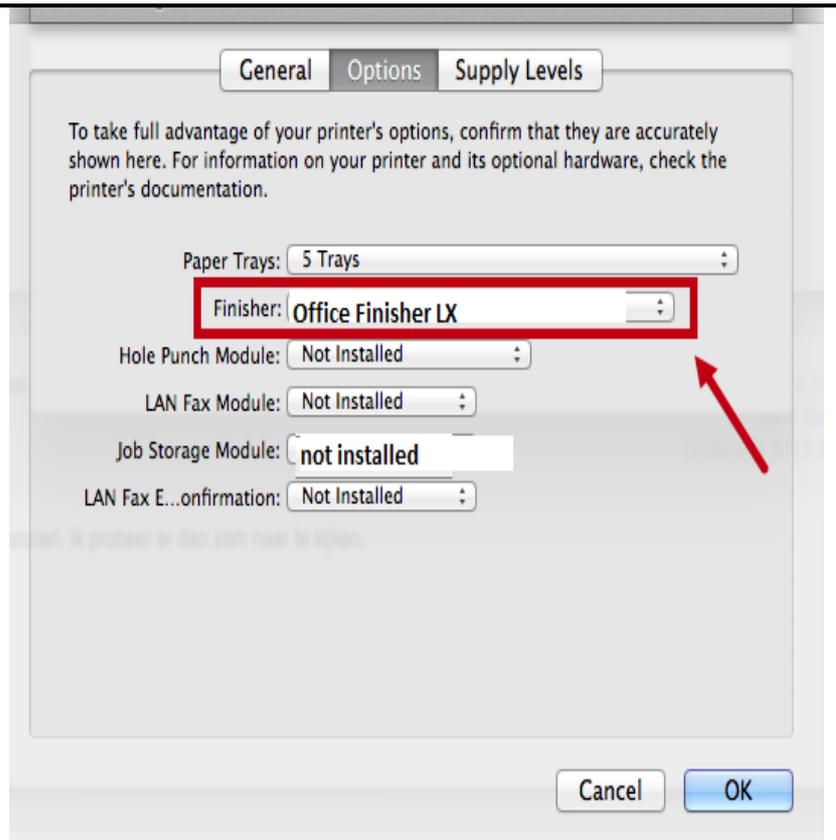
The screenshot shows the Xerox support website for WorkCentre 7830/7835/7845/7855. The 'Drivers & Downloads' tab is highlighted with a red circle. Below it, the 'Operating System' dropdown menu is open, also circled in red, showing 'Mac OS X 10.10 - Yosemite' selected. Other operating systems listed include Windows Vista, Windows XP, and various Linux distributions. The 'Associated Product' is set to 'built-in controller'.

**Step 15.**

**Caution!** : After the driver (package) is installed, Still the printer queue "Follow Me Printer" must be created. (See page 2). Choose "Select Software" (search on Xerox WorkCentre 7855) instead of General postscript printer. (See page 4).

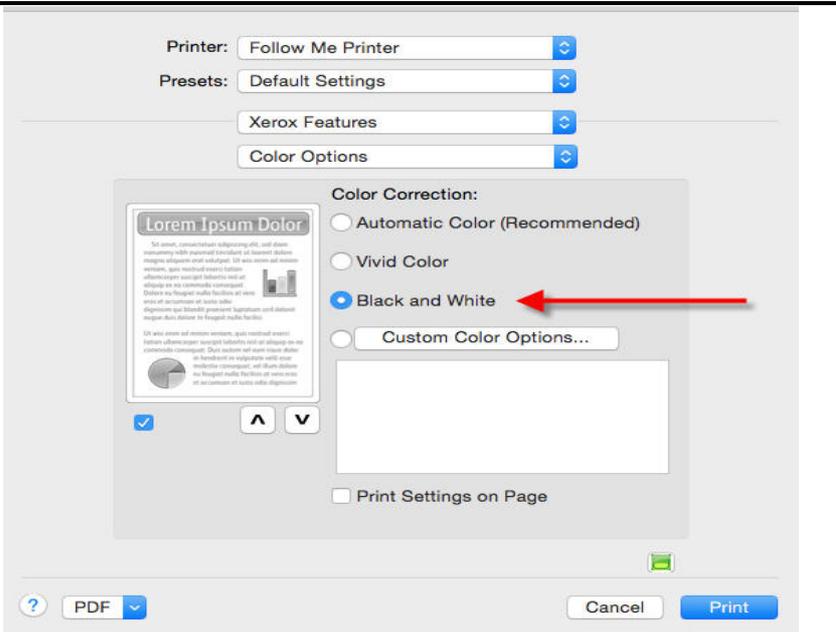
**Step 16.**  
**How to staple documents when using the Xerox driver**

Do you have the specific driver Xerox (see Step 14 above) installed and you want to staple documents? Then make the following settings:  
 Set the Finisher.  
 Choose Office Finisher LX.



**Step 17.**  
**How to print in Black and White or Color when using the Xerox driver**

Do you have the specific driver Xerox (see Step 14 above) installed and you want to print documents in black and white? Then make the following settings:  
 Choose Black and White in Color Options. The default setting is Color.

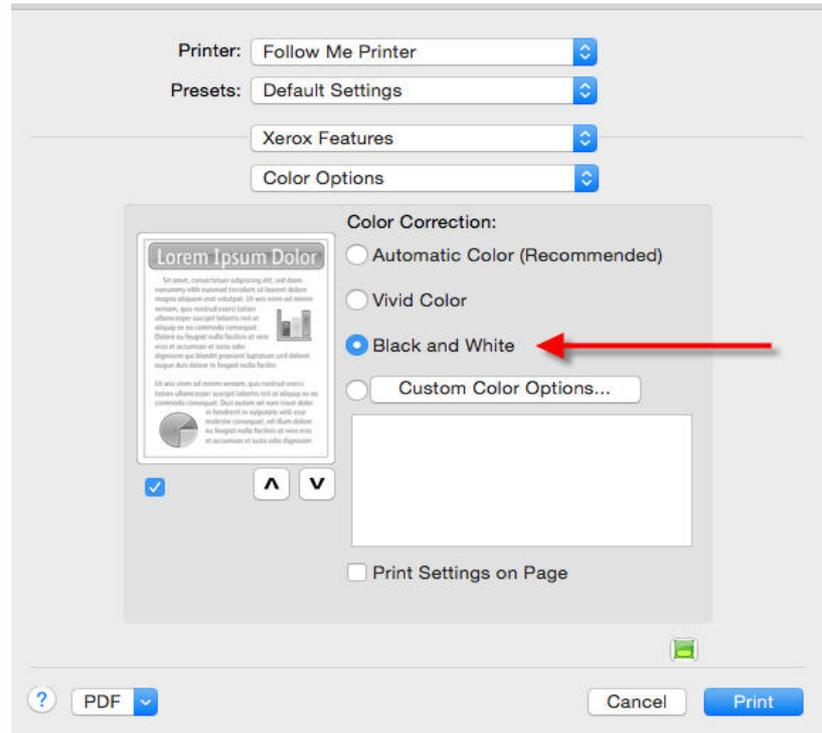


**Step 18.**

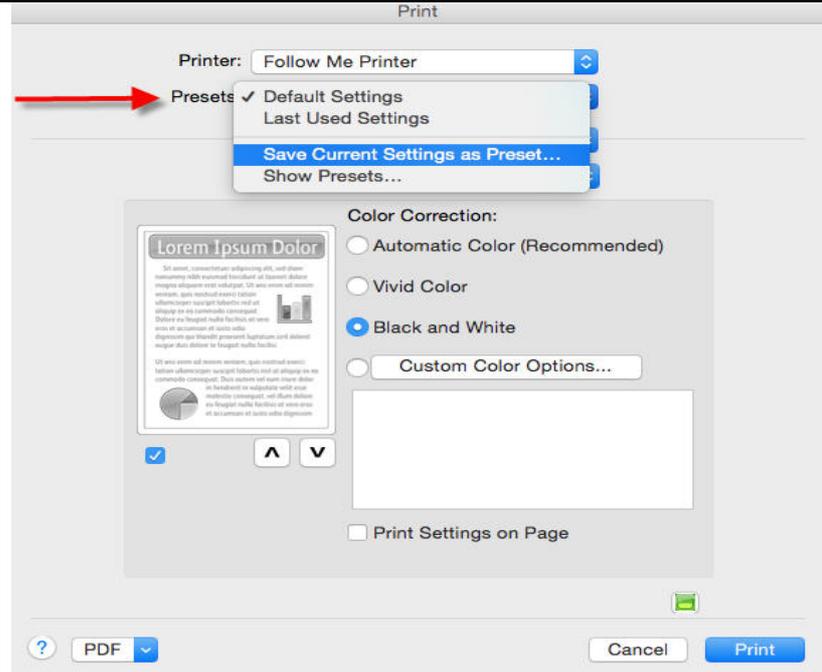
Go to File print  
 Select the desired printer queue (eg. Follow Me Printer)  
 In the Copies & Pages menu, choose Xerox Features  
 Choose Color options  
 In Color Corrections choose Black and White  
 Choose print

**Step 19.**  
**How to use Preferences black and Colour using the Xerox driver**

Do you have the specific driver Xerox (see Step 14 above) installed and you want to use the preferences Black and Colour? Then make the following settings:  
 Go to File print  
 Select the desired printer queue (eg. Follow Me Printer)  
 In the Copies & Pages menu, choose Xerox Features  
 Choose Color options  
 With Color Correction choose Black and White

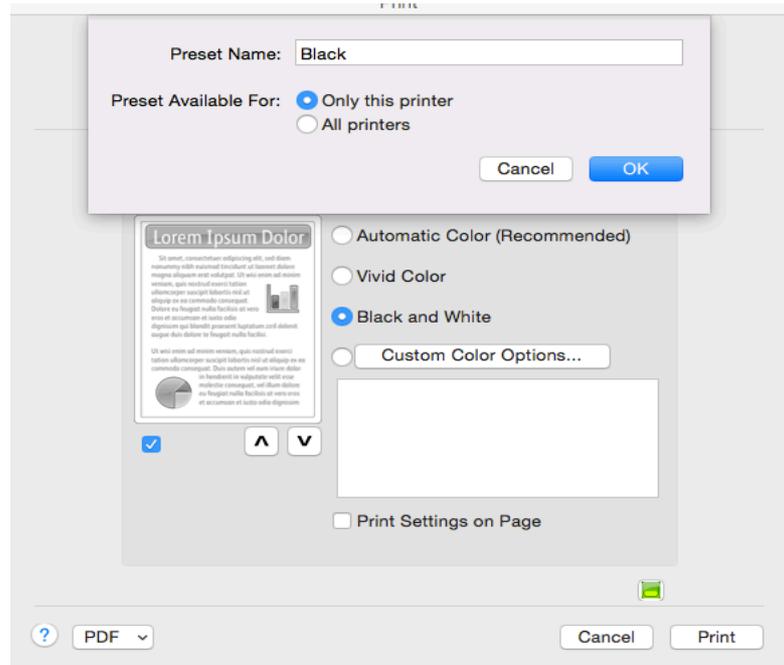


**Step 20.**  
 Choose Presets option: Select Save Current Settings as Preset ...



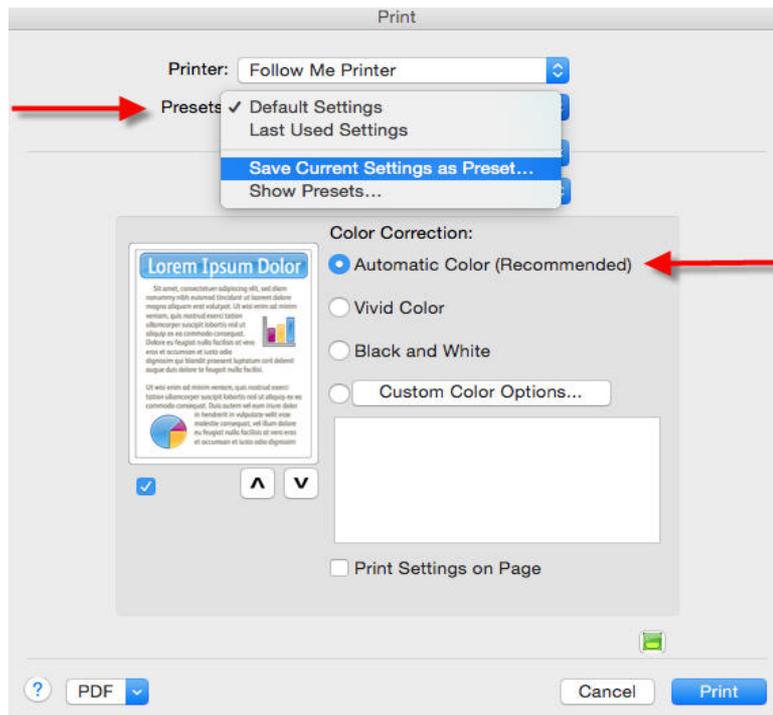
**Step 21.**

Preset Name: Fill in: Black (only this printer) + ok. End with [Print], otherwise the setting will not be saved. (now the Black is set as a fixed preset).



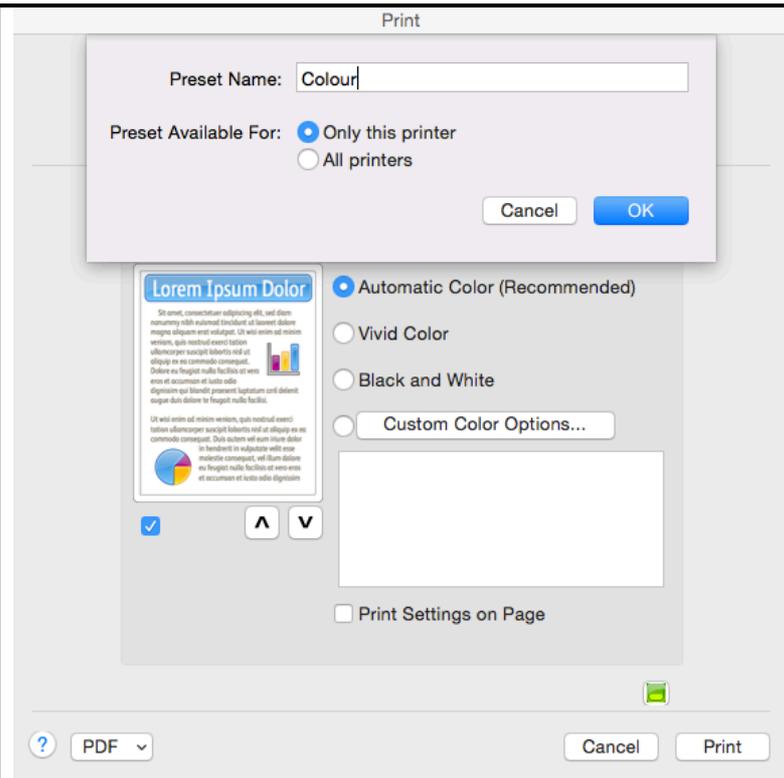
**Step 22.**

To set Automatic Color as a fixed preset, do the following: In Color Corrections choose Automatic Color (Recommended) Presets option: Select Save Current Settings as Preset ....



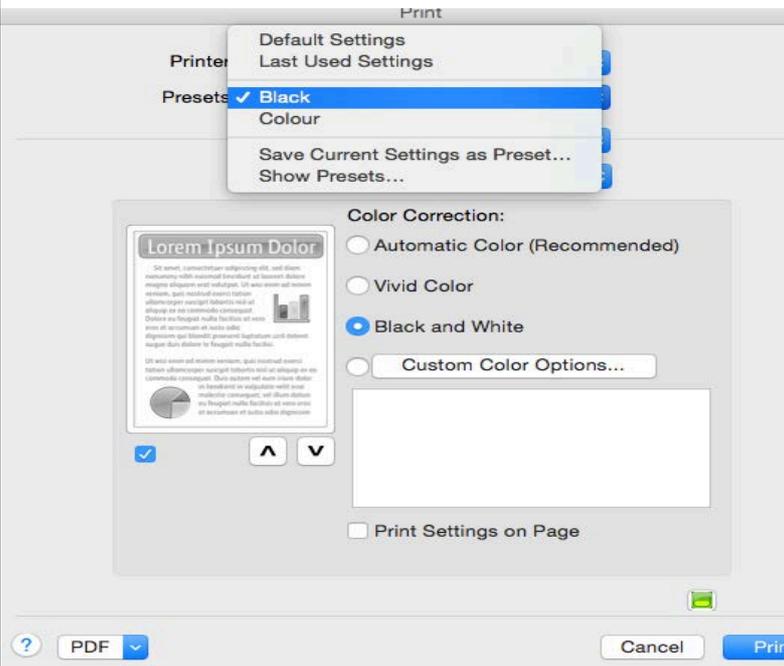
**Step 23.**

Preset Name: Fill in: Colour (only this printer) + ok. End with [Print], otherwise the setting will not be saved. (now the Colour is set as a fixed preset).



**Step 24.**

So you just have to Preset Black and White or choose the Colour. This can be pre-programmed.



**Step 25.**

**Another possibility is:**

1. Create 2 Printer Queues: Follow me Black and Follow me Colour with the specific Xerox driver.
2. Set the Follow me Black Black in the preference.

3. Set the Follow Me Colour Color in the preference.

Now you just click on the correct printer and the document will Print in black and white or colour.