Printing Instructions for Mac

Each DKICP student is allotted 500 prints and 50 copies per machine, per semester. You must bring your own paper. For general questions, see Kristy Nakamura in Modular A, Room 130 or contact her by phone at 933-7664 or by email at kristyna@hawaii.edu. For technical questions, please contact the DKICP ITS office at copito@hawaii.edu.

1) **Macs** – Go to: http://www.support.xerox.com/support/workcentre-4265/downloads/engb.html?operatingSystem=macosx

Check that the "Operating System" in the drop down menu, matches your machine. If you are not sure which version OS you are using, Click the "Apple" icon in the top left corner, and select "About this Mac". There it will say "10.x"
Click on the title of the driver, then "Accept" on the next screen.

2) Locate the file in the Downloads folder and move it to the desktop.

3) On the desktop, double-click on the file. A window, "Xerox Print Drivers" will be displayed. Double-click on the installer file, "Xerox Print Drivers…". Click [continue] at the next 3 screen. Click [agree] to the terms of installation. Click [install] to start the install. When prompted, type in a password to authorize the install.   Printers will be discovered. Select the 3 Xerox WorkCentre 4265 (132.160.53.81, 132.160.53.82, 132.160.53.83) by clicking [command][a] to select all or [command]+click on the individual printers. Click [continue]. If printers are not discovered, they need to be added manually.

Open "System Preferences". Then "Printers & Scanners". Next click the "+" on the left to add a printer. Choose "IP". Enter address (will have to be done for each of the three printers) (132.160.53.81, 132.160.53.82, 132.160.53.83). Make sure "Protocol" is IPP (Internet Printing Protocol). Name the printer, and it should find the correct driver "Print Using:" (should say Xerox Workcentre 4265). Click add. Double check that the printers are NOT being shared.

The following instructions below only need to be done **once (on each type of document you're planning on printing)** so that you are able to set up the printer for future use.

THESE INSTRUCTIONS ARE ON HOW TO PRINT A WORD DOCUMENT
4) Open up a word document to set up the Accounting feature on the 3 printers. Click on "File", then "Print". In the "Print" window under the "Presets" field, click on the second field ("Copies & Pages") and select "Xerox Features". Another field ("Paper/Output") will appear. Click on this field and change to "Advanced". Click on [Accounting…] next to "Configuration". In the "Account System" field, select "Xerox Standard Accounting ". Under "Accounting Prompt", ensure that "Always Prompt" is selected. Click [ok]. In the "Print" window, go to the "Presets" field and change the setting from ("Default Settings") to "Save Current Settings as Preset". Type in "Accounting" for the Preset Name. Click [ok]. Click [Print]. An "Accounting" window will appear. Enter your ID number then click [ok]. Click on [Print].
**Note: These settings will only save after first print job is completed. Each printer will need to be configured separately.

THESE INSTRUCTIONS ARE ON HOW TO PRINT A PDF/PPT DOCUMENT
5) Open a PDF or Power Point document to setup the Accounting feature on the 3 printers. Click on "File", then "Print". Select one of the Xerox WorkCentre 4265 printers. Click on "Printer…" on the bottom left hand corner. If printing a PDF document, an "Adobe Acrobat Reader" window may appear, click "Yes" to continue. A "Print" window will appear. Under the "Presets" field, ensure "Accounting" is selected. Click on "Show Details" Under "Pages", change the field from "Layout" to "Xerox Features". Change the "Paper/Output" field to "Advanced". Click on [Accounting…] next to "Configuration". For "Accounting System", select "Xerox Standard Accounting". Under "Accounting Prompt," ensure that "Always Prompt" is selected. Click [ok]. In the "Print" window, go to the first field ("Default Settings") under "Presets" and select "Save Current Settings As Preset". Type in "Accounting" for preset name. Select the "Accounting" preset. Click [print]. Your ID number will pop up, press OK to confirm and click on Print again. Make sure to always go to the "Printer…" option on the left hand corner and select the "Accounting" preset. AFTER you put in your ID number, you can decide whether you want single sided, double sided, etc.

6) Repeat step 4 for the other 2 Xerox WorkCentre 4265 printers.

7) You can delete the file on the desktop from step 2.

8) In the future, when printing to any of the Xerox WorkCentre 4265, you must select the "Accounting" preset.

When you print from your computer, simply select one of the three printers and enter your "Default User ID" number (this is the same as your UH ID Number) when prompted, and click "OK".