

ADDING A PRINTER USING OS X 10.7 AND ABOVE

First, install the printer driver. Links to the Xerox printer drivers are available at http://perform.concordia.ca/Print

When running the installer, use the "Install drivers only" option by selecting that checkbox.

Open up the System Preferences panel, and select the option for Printing and Scanning (or Print & Scan for older versions) This should bring up the list of all printers configured for the local system.

Press the + key to add a new printer. It is possible you may first have to press the Unlock icon, and authenticate, before you can add the printer.

000	P	rint & Fax	
Show All	1		
		No printers are available. Click Add (+) to set up a printer.	
Net Inc.	Default printer:	Last Printer Used	
	Default paper size:	US Letter	
Click the lock to	prevent further changes.		?

Next, you will get the Add Printer window. By default, there should be choices for Default, Fax, IP, and Windows, however we want to select the option for **Advanced**.



Adding Advanced Button to the Toolbar

If the Advanced button does not exist on the tool bar, you will need to add it. In order to add the Advanced button, move the mouse over to the tool bar and press the Control key while pressing the mouse button/track pad. This should bring up a menu, please select the option for Customize Toolbar.

		Add Printer		
Printer Name	IP Windows	 ✓ Icon and Text Icon Only Text Only Use Small Size Remove Item Customize Toolbar 	Search Kind	
Name:	No Selection			
Location: Print Using:	No Selection			\$
				<u> </u>

Adding the Advanced button is a simple matter of dragging the Advanced gear icon, from the selection menu, to the tool bar.

It Fax IP W	/indows Advanced		Search	1 <u>.</u>
ag your favorite	items into the too	lbar		
1000	10	<u>B</u>	0	<u>i</u>
Fax	Advanced	Default	IP	Windows
Q			++	Re
Search	Separator	Space	Flexible Space	Customize
or drag the defa	ult set into the too	lbar.		
) 🚔	Q		
Default Fax IP	Windows		Search	
ow Icon and Te	xt 🔹 🗌 Use sr	nall size		Done

Once you have added the button to the tool bar, go ahead and press the Done button.



Adding the Printer Itself

Go ahead and click the Advanced button. The busy icon will pop up for a minute, or so, and then you will be given a dialog box. Click on the Type pull down menu, and choose Windows from the selection.

00	Add Pri	inter	
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fault Fax	IP Windows Advanced	Search	
Type Device URL	Y EPSON FireWire Fax Internet Printing Protocol Internet Printing Protocol (http) Jetdirect LPD/LPR Host or Printer Windows		
Name: Location: Print Using:	Choose a Driver or Printer Model		
osnig.		C	Add

Under the option for URL enter one of the following for a PERFORM Centre printer:

smb://DPrint-Staff.concordia.ca/C8055_PCS105\$ smb://DPrint-Staff.concordia.ca/C8055_PC2410\$ (AT Clinic/Basement Reception Printer) (2nd Floor Staff Copy Room Printer)

Under the option for Name, enter a description for the printer. This will usually be the print queue name, ie: C8055_PC2410 or C8055_PCS105 – since the printer location is included in the queue name..

AL	Add Printer	
) 🚔 🎯 👘	٩	
Windows Advanced	Se	arch
Windows		•
Another Device		:
smb://DPrint-Staff.concordi	a.ca/C8055_PC2410\$	
brt-301		
Choose a Driver or Printer Moo	del	
	Windows Advanced Windows Another Device smb://DPrint-Staff.concordi brt-301 Choose a Driver or Printer More	P G Se Windows Advanced Se Windows Another Device Se smb://DPrint-Staff.concordia.ca/C8055_PC24105 Se brt-301 Choose a Driver or Printer Model

Next, select the appropriate printer driver from the Print Using menu. If you haven't done so already, the Xerox drivers must be downloaded directly from the manufacturer's site:

(<u>http://www.support.xerox.com/support/enus.html</u>) and installed first. Once they are installed, select the correct driver for your printer make and model (e.g. Xerox AltaLink C8055) and then proceed.

Finally, click Add and the printer will be added to the system. You will be brought back to the Printer menu.

Queue Supplies pt Printer work (Sharing Preferences)
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•



PRINTING A DOCUMENT

Our printing system requires authentication to submit a job. Because the majority of Macs are stand-alone machines in our environment, and they are not joined to the Active Directory, this means you must authenticate whenever you submit a print job to be printed.

If you have not authenticated, when you try to print a job it will be placed on hold and the printer icon will flash in your dock. To authenticate, first bring up the print job list on the printer, simply by double clicking on the printer icon in your dock.

Name testprint	Sent 8:42 AM	Completed		
Enter your na	ame and pa	assword for th	ne printer	
brt-301". Connect as:	O Guest Register	red User		
Name:	concordia	\netname		
-		1		
	Name testprint Enter your na 'brt-301". Connect as: Name:	Name Sent testprint 8:42 AM	Name Sent Completed testprint 8:42 AM Completed Enter your name and password for the 'brt-301". Connect as: O Guest O Guest Image: Concordial Control (Control (Contro) (Contro) (Control (Control (Control (Control (Contro)	Name testprint Sent 8:42 AM Completed Enter your name and password for the printer 'brt-301". Sent 'brt-301". Connect as: Guest • Registered User Name: concordia\netname

Cancel

OK

You should see the list of jobs in the print queue, and likely a line next to the jobs saying On Hold.

To authenticate and release the jobs, click on the Resume button.

This should bring up a dialog box that allows you to enter your username and password.

The username and password you will enter should be your MyConcordia username, but enter it in the format

"concordia\netname" then enter your password.

If you entered them correctly, the dialog box should disappear and your job should print.