

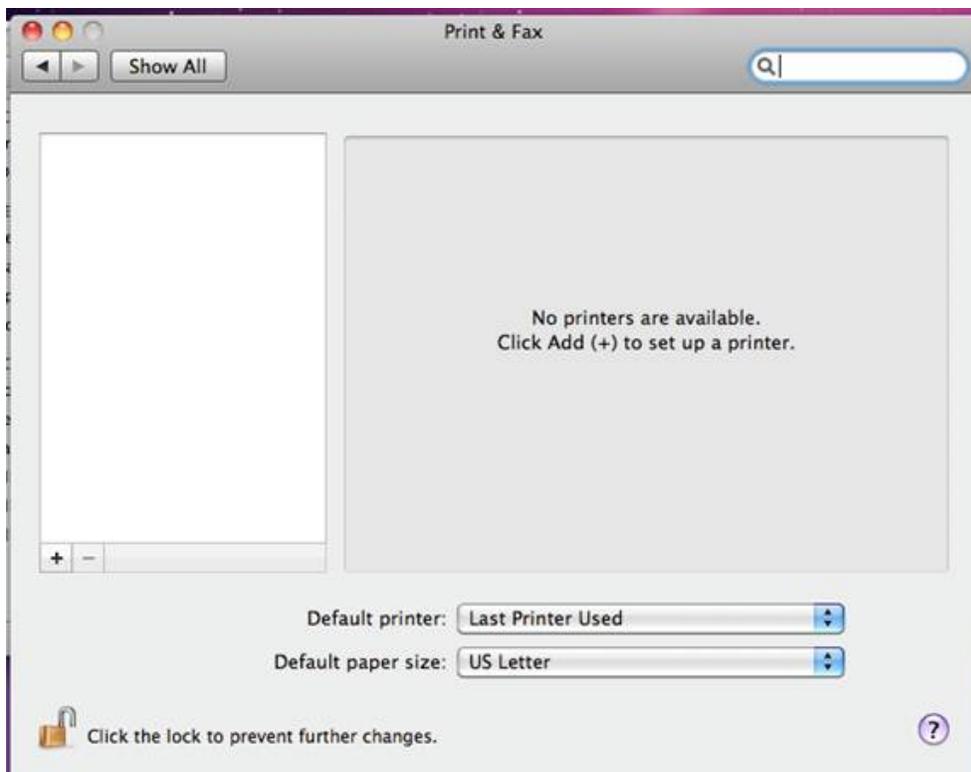
ADDING A PRINTER USING OS X 10.7 AND ABOVE

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.

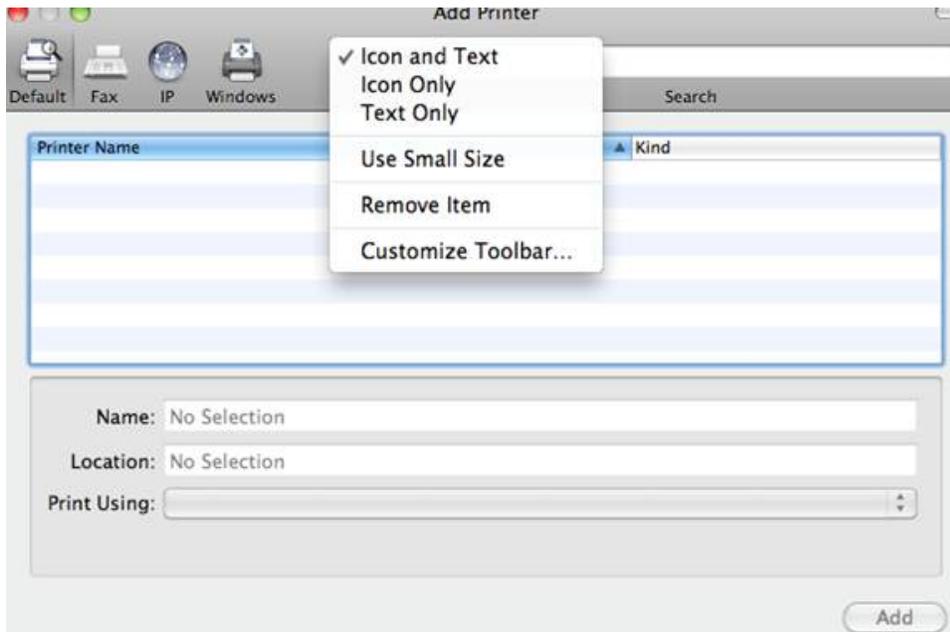
Press the + key to add a new printer. It is possible you may first have to press the Unlock icon, and authenticate, before you can add the printer.



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.



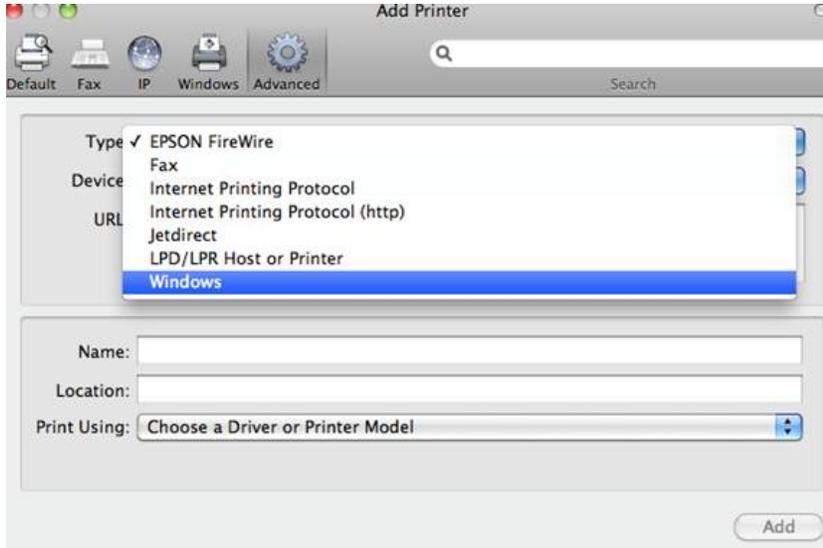
Adding the Advanced button is a simple matter of dragging the Advanced gear icon, from the selection menu, to the tool bar.



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.



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

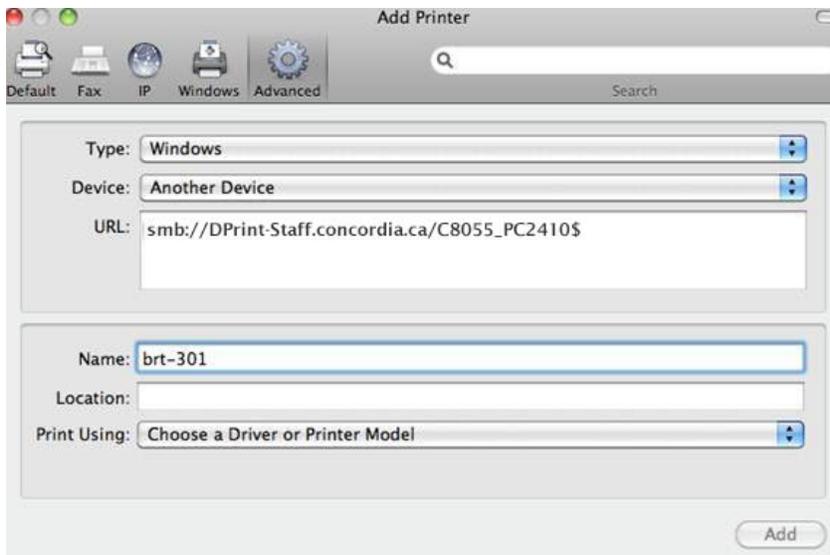
smb://DPrint-Staff.concordia.ca/C8055_PCS105\$

(AT Clinic/Basement Reception Printer)

smb://DPrint-Staff.concordia.ca/C8055_PC2410\$

(2nd Floor Staff Copy Room Printer)

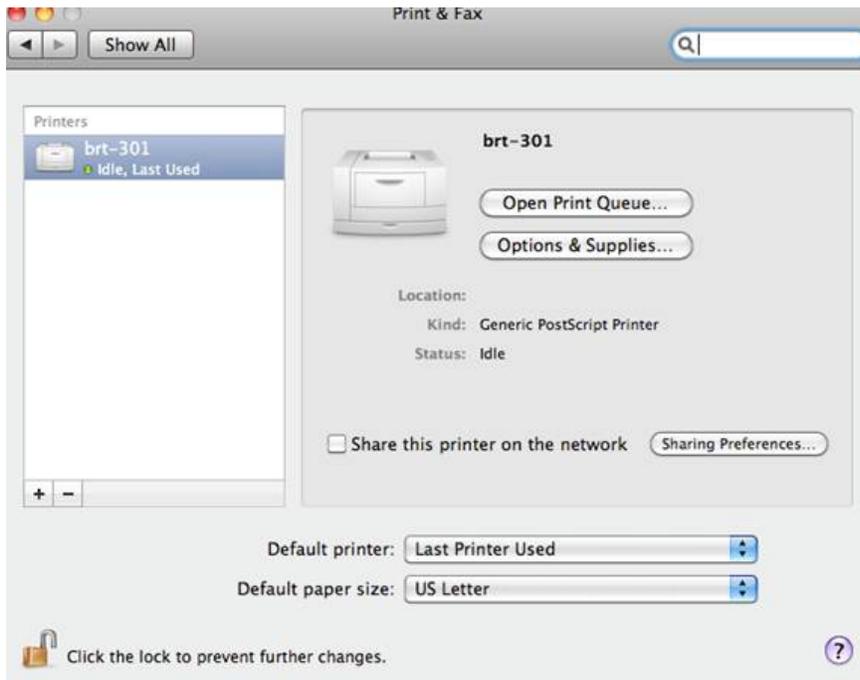
Under the option for Name, enter a description for the printer. This will usually be the print queue name, ie: C8055_PC2410 or C8055_PCS105 – since the printer location is included in the queue name..



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:

(<http://www.support.xerox.com/support/enus.html>) 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.

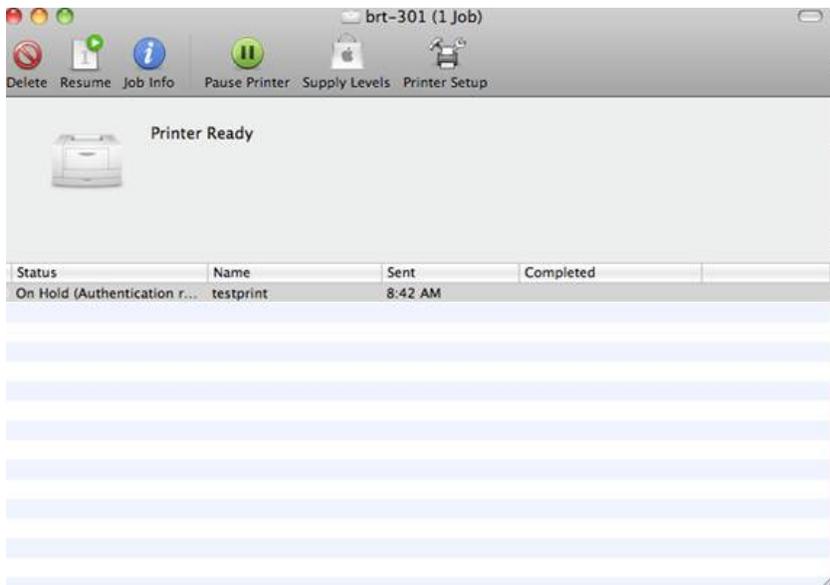
Finally, click Add and the printer will be added to the system. You will be brought back to the Printer menu.



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.



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.