

English Xerox setup for Mac OSX

Originally prepared by Joe Nichols on 8/26/14; updated 8/23/2017 by Mike Bierschenk

If you are having problems printing after following these instructions, it is best to give as much information as possible. Having a copy of the Error page from the printer, computer name if known (grad offices typically by the building and room number; faculty/staff offices typically by your last name), and your name readily available in an email to asctech@osu.edu will speed up the process.

Google Chrome and all Adobe programs (e.g. Adobe Reader, Adobe Acrobat) behave strangely; see the last few pages of this guide for specific instructions.

Setting the Xerox Options

1. Open the document you are trying to print. Go to File > Print just like you are used to doing. You will be presented with the Print options box. Depending on what program you are using to print from, you might be presented with a box that doesn't have as many options. In this scenario, you should see a button toward the bottom that says "Show Details". Make sure you have the detailed view open and one of the Xerox printers selected or the next steps might not apply.

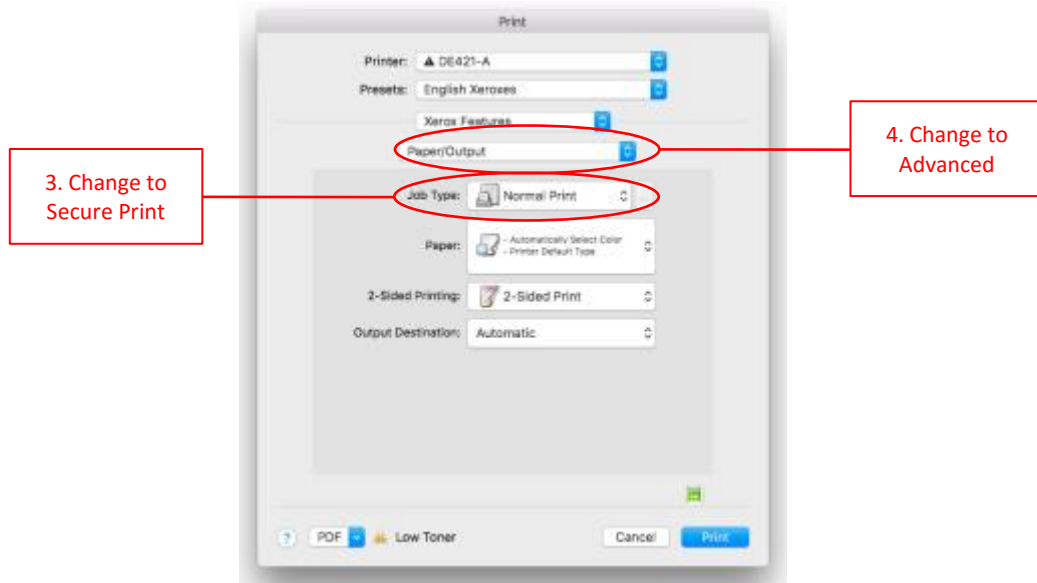
1. Select Printer

2. Change to Xerox Features

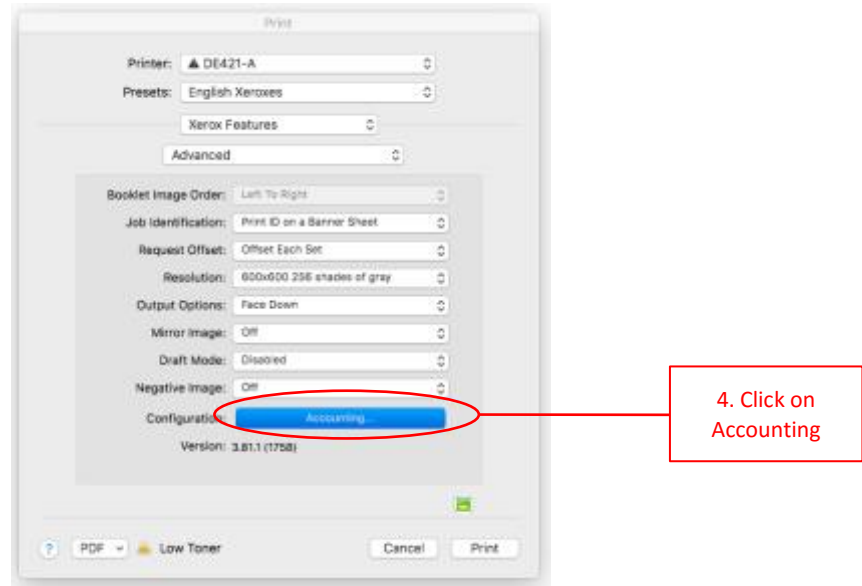
1. Show Details (if applicable)

2. There is a drop-down menu intersecting a horizontal line. Typically, it will say "Copies & Pages" but sometimes it has the name of the program you are in like "TextEdit." Open this menu and select Xerox Features.

3. In the Xerox Features section, you should see a Job Type field. Click on “Normal Print” and change it to “Secure Print...”. When you select this, a box will pop up in which you will need to enter your printer code into both fields, then press OK.

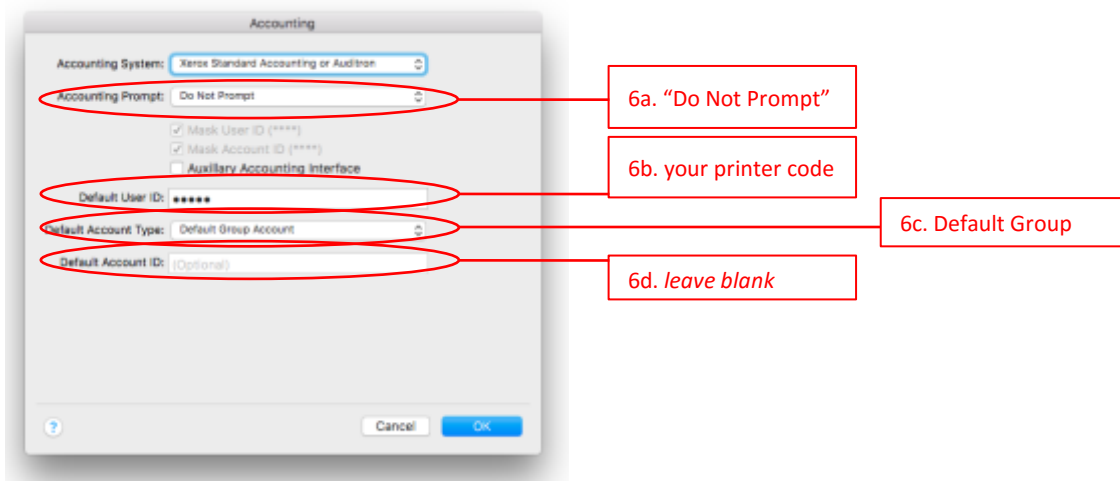


4. Back in the Xerox Features section, click on “Paper/Output” and change to “Advanced.” To continue setting up, click on “Accounting...”

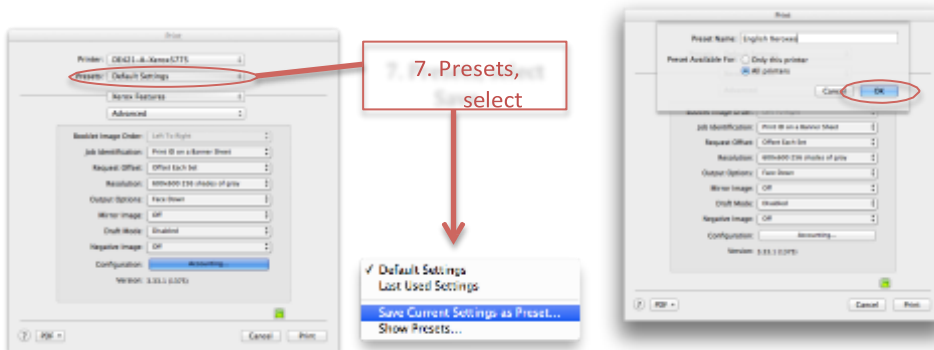


5. Another box will pop up that looks rather empty at first. Next to Accounting System, change the dropdown selector from “None” to “Xerox Standard Accounting or Auditor.” Once you’ve made the selection, the window will display many more options.
6. Set the following options:
 - a. Accounting Prompt: “Do Not Prompt”
 - b. Default User ID: your printer code
 - c. Default Account Type: Default Group Account
 - d. Account ID: **leave blank** (this is where many problems occur)

Then click OK.



7. Back in the main print settings window, next to Presets click the dropdown menu, and choose “Save Current Settings as Preset...”. A box will pull down from the top of the window where you should enter “English Xeroxes” under Preset Name and select “All Printers” for Preset Available for. Click OK. If you get a message stating “A preset with this name already exists” ignore it, and click OK.



8. From now on, whenever you print to a Xerox, **make sure the “English Xeroxes” preset is selected**. Be aware that, if you use a printer you’ve never used, it will still be using the Default Settings; you need to select English Xeroxes for it to work.

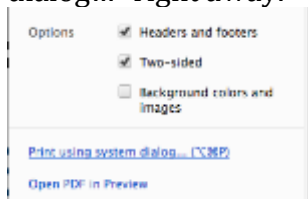
Happy printing; don't forget about the Google Chrome and Adobe Reader instructions!

Special Instructions for Google Chrome

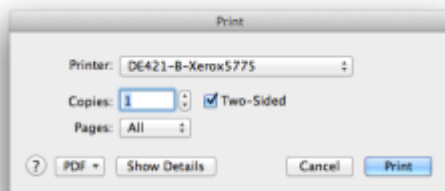
1. Google Chrome has a specialized print window, which must be bypassed if you are printing to the Xerox machines. You can identify the specialized print window by looking at the following screenshot. It has a large preview of the page on the right and a list of settings on the left.



2. Scroll all the way down on the left side until you find “Print using system dialog...” HINT: If you like to use the keyboard command **Cmd+P** to print documents, you can instead use **Option+Cmd+P** to open the “Print using system dialog...” right away.



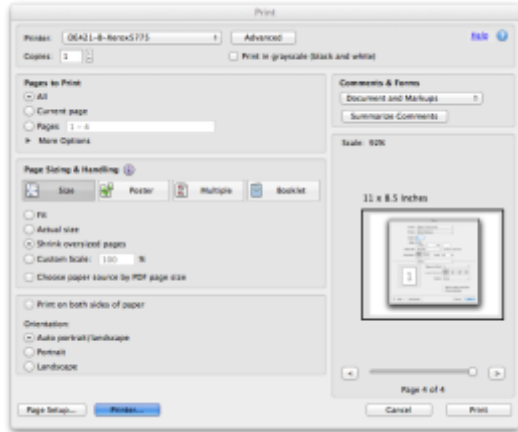
3. You will now see a miniature system dialog print window, in which you will have to expand using “Show Details”



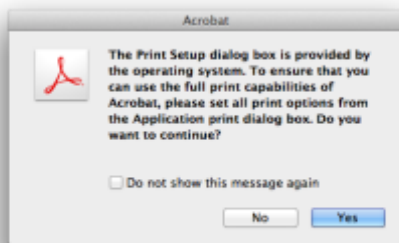
4. Now that you have the full size Print window open, ensure that you have the correct Preset selected (those steps are outlined in the main part of this document)

Special Instructions for Adobe Acrobat

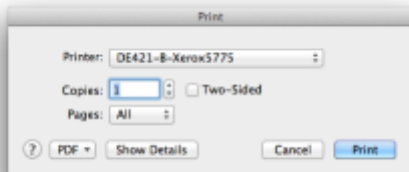
1. Adobe Acrobat has a specialized print window, which must be bypassed if you are printing to the Xerox machines. You can identify the specialized print window by looking at the following screenshot. It has a small preview of the page on the right and a list of settings on the left. You will see a button titled “Printer” in the bottom left of this window in which you must click.



2. A notification will pop up stating that it is preferred to not continue, but if you want anything to actually print from the Xerox, we have to say “Yes” and dismiss this message. If you prefer, you can check the box to not show the message again.



3. You will now see a miniature system dialog print window, in which you will have to expand using “Show Details”



4. Now that you have the full size Print window open, ensure that you have the correct Preset selected (those steps are outlined in the main part of this document)