English Xerox setup for Mac OS X

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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, Version # from Step 4, 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 nichols.356@osu.edu asctech@osu.edu will speed up the process.

FOR SPECIFIC INSTRUCTIONS REGARDING GOOGLE CHROME AND ADOBE READER/ACROBAT, PLEASE SEE THE LAST FEW PAGES OF THIS GUIDE

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.

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. On 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 (5 digits) into both fields and press OK.

4. Back on the Xerox Features section, click on “Paper/Output” and change it to “Advanced”. This section is very important. Please look at the Version number at the bottom. If you are having issues printing after following these instructions, I will need this number. Make note of it. To continue setting it up, click on “Accounting…”
5. **This is where the setup process deviates from previous versions.** Another box will pop up that looks rather empty at first. Next to Accounting System, click on “None” and select **“Xerox Standard Accounting or Auditron”**. Once that is selected, the window will have many more options.

6. Next you need to select “Do Not Prompt” on the Accounting Prompt field. Enter your printer code next to Default User ID and ensure that the Default Account Type is set to “Default Group Account”. Click OK on the Accounting box. **This is where most people will encounter a problem. Account ID should be left blank.**

7. Back on the main printer window, next to Presets click the drop down 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 you have the English Xeroxes preset selected and all of the settings you specified in that preset will be used.

*Thank you and happy printing!*
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.

![Specialized Print Window](image)

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.

![Print Using System Dialog](image)

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

![Show Details](image)

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.

![Specialized Print Window]

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.

![Notification Pop-Up]

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

![Miniature Print Window]

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)