Installing the Xerox WorkCentre 265 Pro Printer/Copier located in C102 PBB Mac OS X Guide (using OS X 10.4.10)

Before you begin: Locate and download the OS X driver from <u>http://printing.uiowa.edu/webprint/support/drivers.asp</u>

After downloaded, the file should be on your desktop. Double click the file which should open up to the following window.



Double click the driver file to start the installation.

000	😺 Install WorkCentre Pro 265/275
	Welcome to the WorkCentre Pro 265/275 Installer
Introduction	Welcome to the Mac OS X Installation Program. You will be guided through the steps necessary to install this software.
License	
Select Destination	
Installation Type	
• Install	
Finish Up	unum unumunum
nononium 4 2	
7	
	Go Back Continue

Click Continue.



You may see this message (above). Click Continue.

00	🥪 Install WorkCentre Pro 265/275
	Welcome to the WorkCentre Pro 265/275 Installer
Introduction	Welcome to the Mac OS X Installation Program. You will be guided through the steps necessary to install this software.
License	
Select Destination	
Installation Type	
Install	
Finish Up	mutual mutual
	Go Back Continue

Click Continue again.



Click Continue and then click Agree to the license agreement.



Verify the Macintosh HD is selected and Click continue.

000	🥪 Install WorkCentre Pro 265/275
	Easy Install on "Macintosh HD"
 Introduction License Select Destination Installation Type Install Finish Up 	Click Upgrade to perform a basic installation of this software package on the volume "Macintosh HD."
	Customize Go Back Upgrade

In this case, the driver was previously installed, so click Upgrade, or if not installed before, click Install, or Continue.

		Authenticate
	Installer re	quires that you type your password.
	Name:	
	Password:	
Details		
?		Cancel OK

Provide administrator credentials if required.



The installation begins.



The installation finishes, click Close

00		Sys	stem Prefere	ences			
	Show All				Q		\supset
Personal							
Eile New		<u> </u>		3	Ó	9	
Appearance	Dashboard & Exposé	Desktop & Screen Saver	Dock	International	Security	Spotlight	
Hardware							
8	0			9			
Bluetooth	CDs & DVDs	Displays	Energy Saver	Keyboard & Mouse	Print & Fax	Sound	
Internet &	Network						
		Ø	1				
.Mac	Network	QuickTime	Sharing				
System							
11		()	0	?			
Accounts	Date & Time	Software Update	Speech	Startup Disk	Universal Access		
Other							
	WMV						
DivX	Flip4Mac WMV						

Open System Preferences from the Apple menu.

	Printing	Faxing Sharing
In Menu V V V V	Printer DesignJet 5500PS HP Laserjet 4000 RM 139 officejet 7100 series (Fax) officejet 7100 series (Pr photosmart 7900 series	Name: HP Laserjet 4000 RM 139 Location: HP LaserJet 4000TN Kind: HP LaserJet 4000 Series Status: Idle Supplies for this printer
+ -		Print Queue Printer Setup
Se	ected Printer in Print Dialog:	HP Laserjet 4000 RM 139
Defa	ult Paper Size in Page Setup:	US Letter ?

Open Print and Fax from the System Preferences window. Click the + sign to add a printer. You may have to click the lock to unlock the system before adding a printer.

00	Printer Browser	\bigcirc
Default Browser	Q.▼ IP Printer Search	
Protocol:	Line Printer Daemon – LPD	•
Address:	Enter host name or IP address.	•
Queue:	Leave blank for default queue.	•
Name:		
Location: Print Using:	Please select a driver or printer model	•
?	More Printers Ad	d

The Printer Browser window opens.

00	Printer Browser	\bigcirc
4	Q	
Default Browser	IP Printer Sear	ch
Protocol:	Line Printer Daemon - LPD	•
Address:	128.244.244.133	-
	Valid and complete address.	
Queue:		-
	Leave blank for default queue.	
Name:	128.244.244.133	
Location:		
Print Using:	Generic PostScript Printer	•
?	More Printers)	Add
		11.

In the Printer Browser window, type in the address 128.255.244.133

00	Printer Browser	\Box
Default Browser	IP Printer Search	
Delaute browser	: Frinter Search	
Protocol:	Line Printer Daemon – LPD	•
Address:	128.244.244.133	•
	Valid and complete address.	
Queue:		•
	Leave blank for default queue.	
Name:	Xerox WorkCentre 265 PBB Copy Center C102	
Location:		
Print Using:	Generic PostScript Printer	•
?	More Printers Ad	d
		11.

Type in a name that describes the printer better. Then, click on the Print Using selection and change Generic PostScript Printer.

	Auto Select
~	Generic PostScript Printer
	Other
	ABDick
	Apple
	Brother
	Canon
	EFI
	EPSON
	ESP
	Fiery
	Fuji Xerox
	Fujifilm
	Gestetner
	HP
	Infotec
	LANIER
	Lexmark
	NRG
	Oce
	Olympus
	Ricoh
	Savin
	Sharp
	Sony
	Splash
	Tektronix
	Toshiba
	Xerox

Select Xerox from the list.

	Printer Browser	
4	Q-	
efault Browser	IP Printer Se	arch
Protocol:	Line Printer Daemon - LPD	•
Address:	128.244.244.133	•
	Valid and complete address.	
Queue:		•
	Leave blank for default queue.	
Name:	128.244.244.133	
Locations		
Location:		
Print Using:	Xerox	+
	Model	
	Name World Control C2424	
	Xerox WorkCentre C2424	
	Xerox WorkCentre C2424 Xerox WorkCentre Pro 232	
	Xerox WorkCentre C2424 Xerox WorkCentre Pro 232 Xerox WorkCentre Pro 238	Î
	Xerox WorkCentre C2424 Xerox WorkCentre Pro 232 Xerox WorkCentre Pro 238 Xerox WorkCentre Pro 245	
	Xerox WorkCentre C2424 Xerox WorkCentre Pro 232 Xerox WorkCentre Pro 238 Xerox WorkCentre Pro 245 Xerox WorkCentre Pro 255	
	Xerox WorkCentre C2424 Xerox WorkCentre Pro 232 Xerox WorkCentre Pro 238 Xerox WorkCentre Pro 245 Xerox WorkCentre Pro 255 Xerox WorkCentre Pro 265	

Select the Xerox WorkCentre Pro 265, probably at the bottom of the list.

-	Installable Options 128.244.244.133	
Make full ad hardw	sure your printer's options are accurately shown here so you can lvantage of them. For information on your printer and its option rare, check the documentation that came with it.	n tak nal
Tray	s 3 and 4 (High Capacity): Installed	
Finis	her/Output Tray: Office Finisher	
Hole	Punch Unit: Not Installed	
LAN	Fax: Not Installed	

The installable options window appears. Click Continue.

	Printing Faxing Sharing
In Menu Printer In Menu Printer HP Laserjet 400 Xerox WorkCen	0 RM 139 htre 265 Name: Xerox WorkCentre 265 PBB Copy Location: Kind: Xerox WorkCentre Pro 265 Status: Idle Supplies for this printer
+ -	Print Queue Printer Setup
Selected Printer in P	Print Dialog: Xerox WorkCentre 265 PBB C
Default Paper Size in I	Page Setup: US Letter

The printer is now installed; you may want to click the lock to re-lock the system.

Printer:	Xerox WorkCentre 265 PBB Co	
Presets:	Standard 🗘	
	Copies & Pages	
	Copies: 1 🗘 🗹 Collate	ed
	Pages: All Current page	
	O Selection	
1 ¹	O From: 1	
	to: 1	
	O Page range:	
	Enter page support and	lor
(*** 1 of 15	page ranges separated by	ý
Show Quick Preview	commas (e.g. 2, 5-8)	
age Setup		

To test the printer or print from an application, click File and Print from the application. Make any printer setting changes desired, then click on the selection that says Copies & Pages in the above screenshot.

✓ Copies & Pages	
Layout	
Scheduler	
Paper Handling	
ColorSync	
Cover Page	
Error Handling	
Paper Feed	
Xerox Features	
Accounting	
Microsoft Word	
Summary	

Select Accounting.

	Print	
Printer: Presets:	Xerox WorkCentre 265 PBB Co Standard	•
Accountin	g System	
If this pr of accou	inter requires accounting, select th nting system.	e type
? PDF Prev	view Supplies	Cancel Print

The Accounting system properties displays.



Change the Accounting System from none to Xerox Standard Accounting or Auditron.

	Print
Printer:	Xerox WorkCentre 265 PBB Co
Presets:	Standard 🛟
	Accounting
Accounting	g System
Xerox Sta	andard Accounting or Auditron 📫 🚺
💽 Pro	ompt for Every Job
	Mask User ID (***)
	Mask Account ID (***)
⊖ Us	e Default Accounting Codes
D	efault User ID:
D	efault Account Type: Default Group Account
D	efault Account ID:
(?) (PDF ▼) (Prev	view Supplies Cancel Print

Leave Prompt for Every Job selected if more than one User ID is used to charge jobs to different accounts, or change to Use Default Accounting Codes if only one User ID will be used therefore only charging to one account.

	Accounting
User ID:	
	Account Type: Default Group Account
Account ID:	
?	Cancel OK

Enter User ID. Change Account type to Group Account. (This may not be necessary, as departmental accounts are in the Default Group Account. AR accounts may require a Group Account be entered.

	Accounting
User ID	
	Account Type: Group Account
Account ID	
?	Cancel OK

Enter Group Account. Click OK. If information is entered correctly, the job will be printed. If printing does not occur, contact the Copy Center staff in room C102 PBB at 335-0861 or email <u>BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU</u> for IT support.