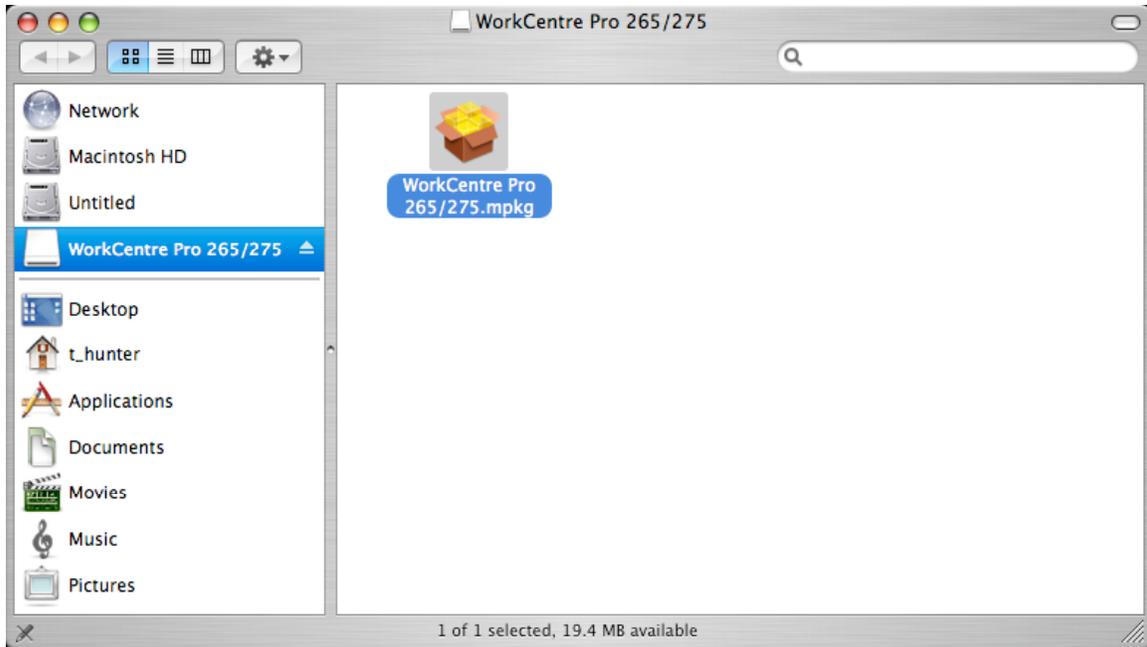


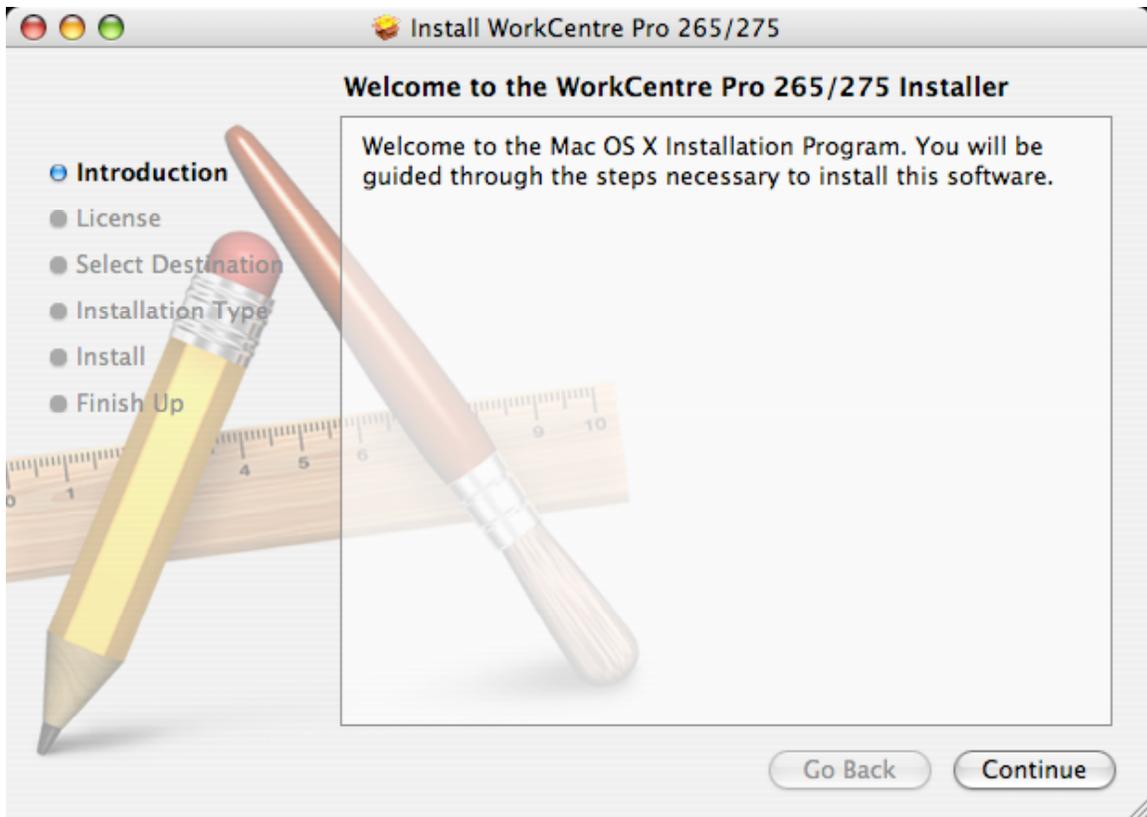
Installing the Xerox WorkCentre 265 Pro Printer/Copier located in C102 PBB
Mac OS X Guide (using OS X 10.4.10)

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

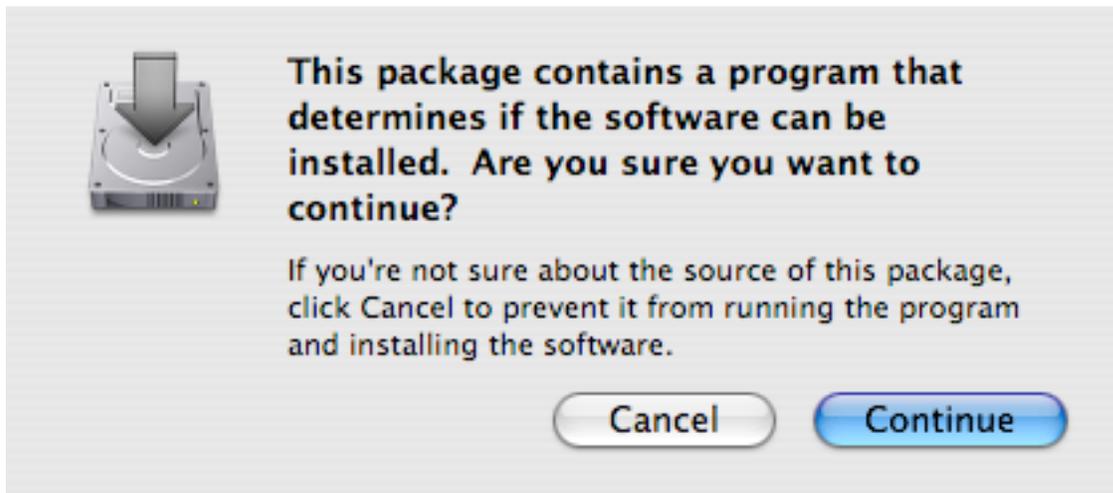
After downloaded, the file should be on your desktop. Double click the file which should open up to the following window.



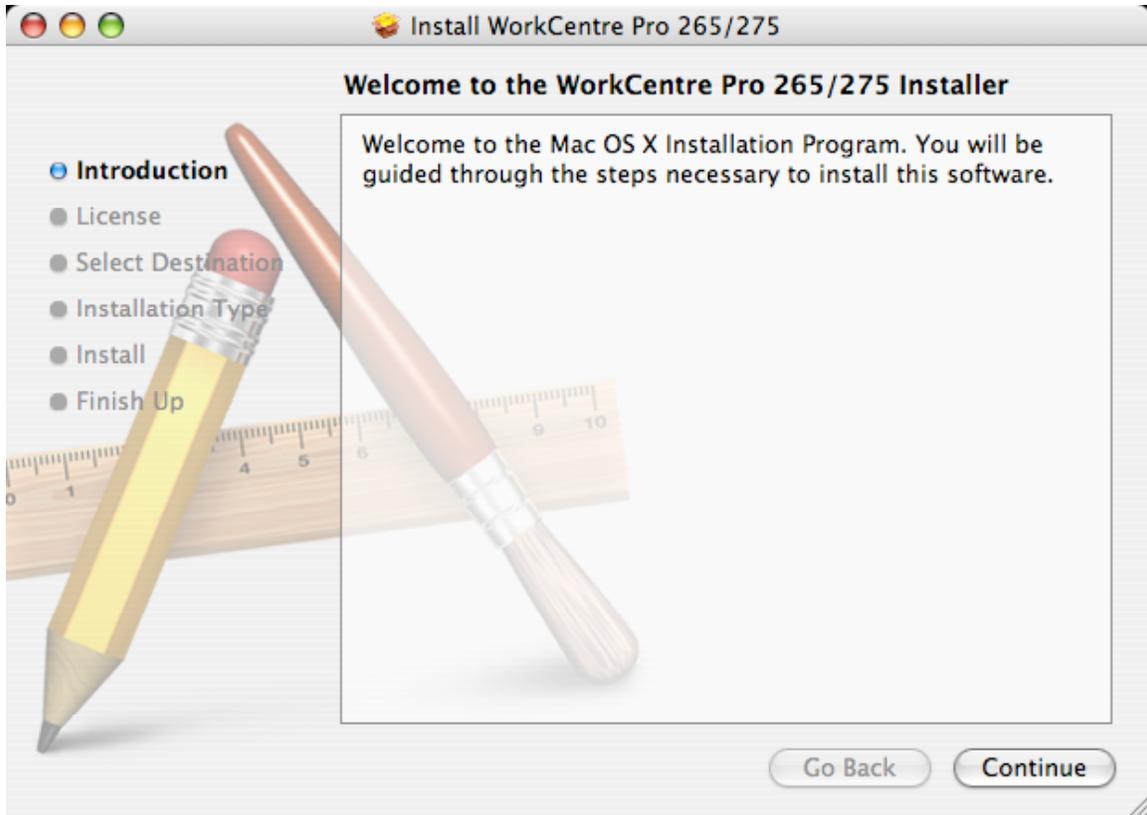
Double click the driver file to start the installation.



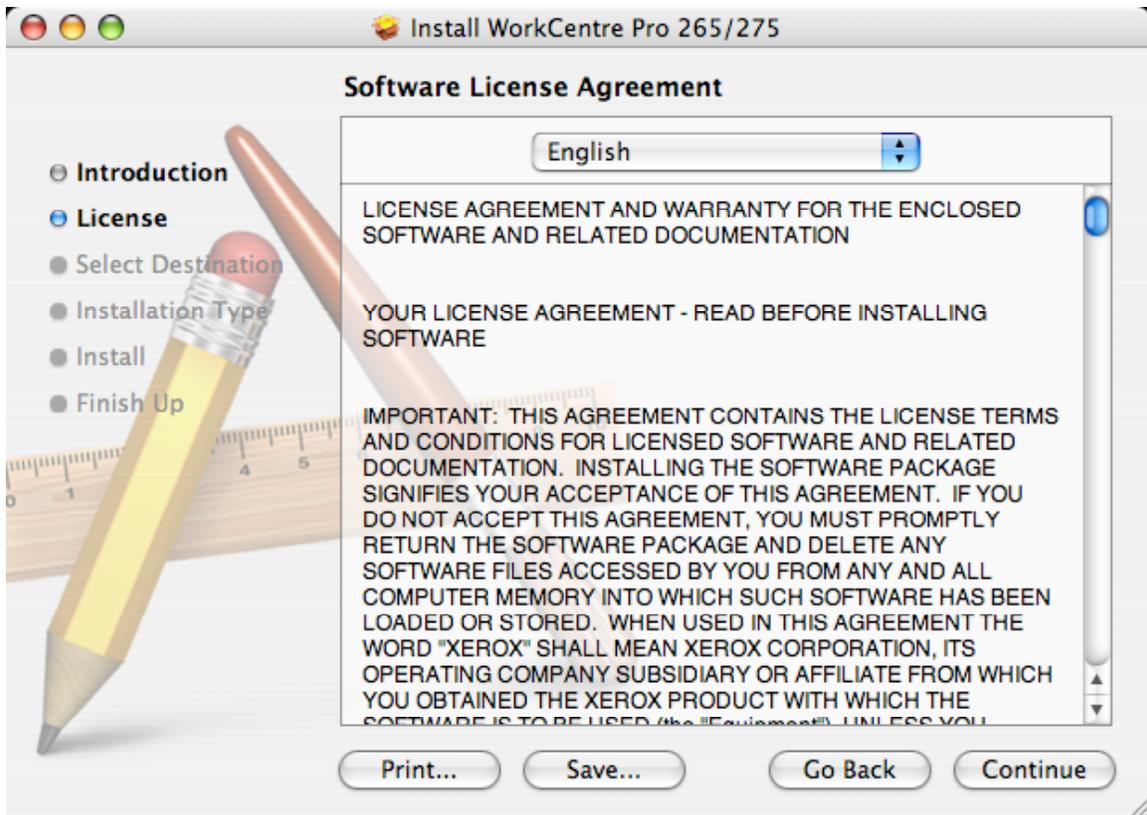
Click Continue.



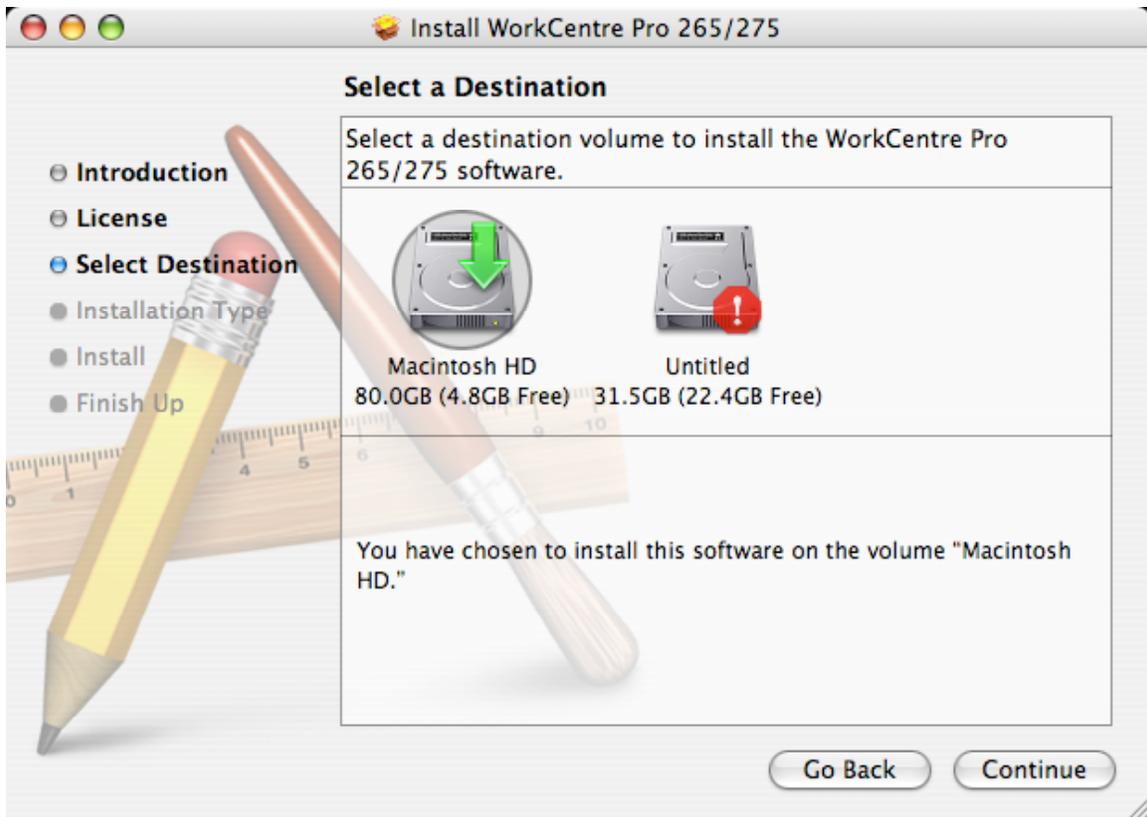
You may see this message (above). Click Continue.



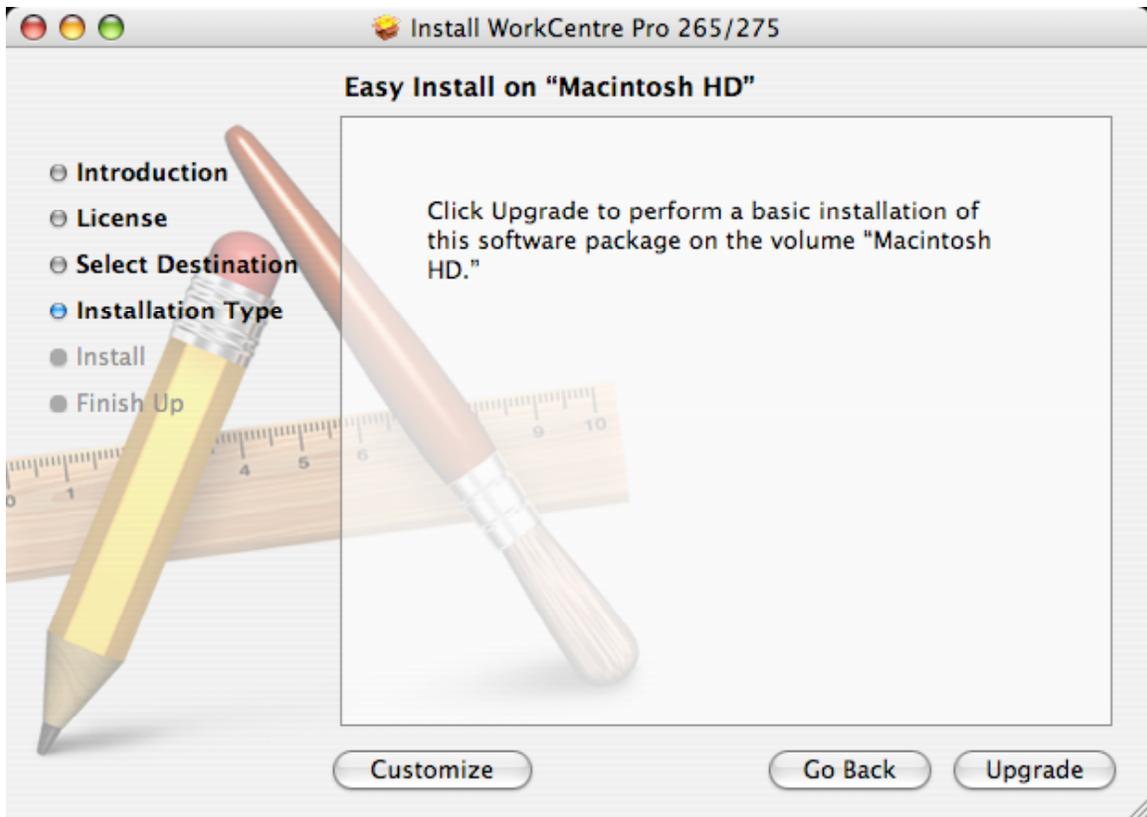
Click Continue again.



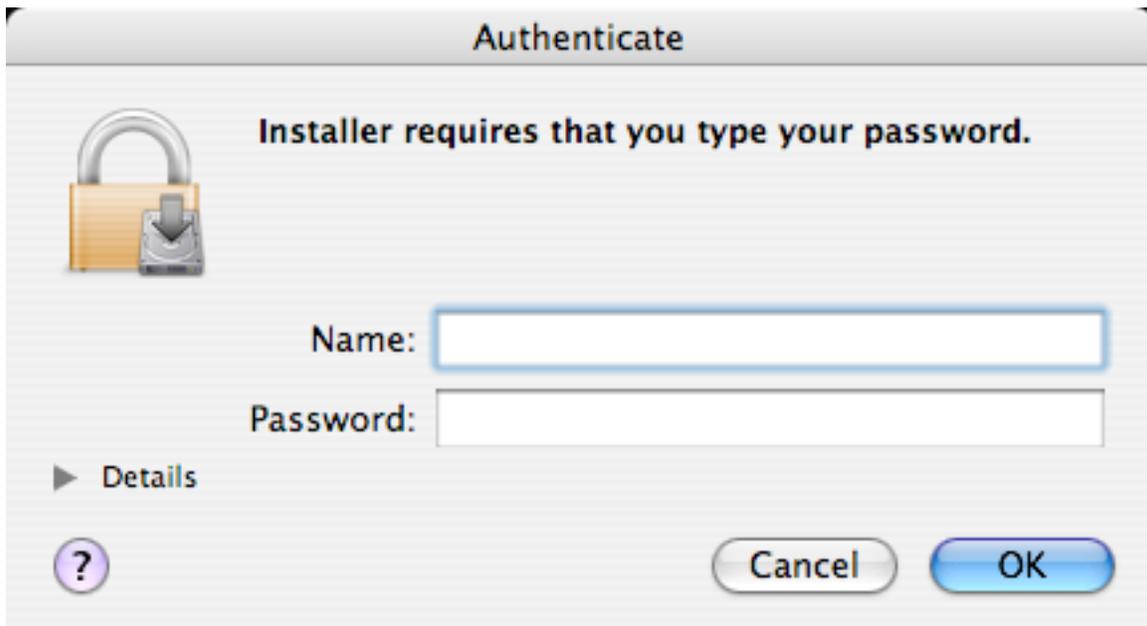
Click Continue and then click Agree to the license agreement.



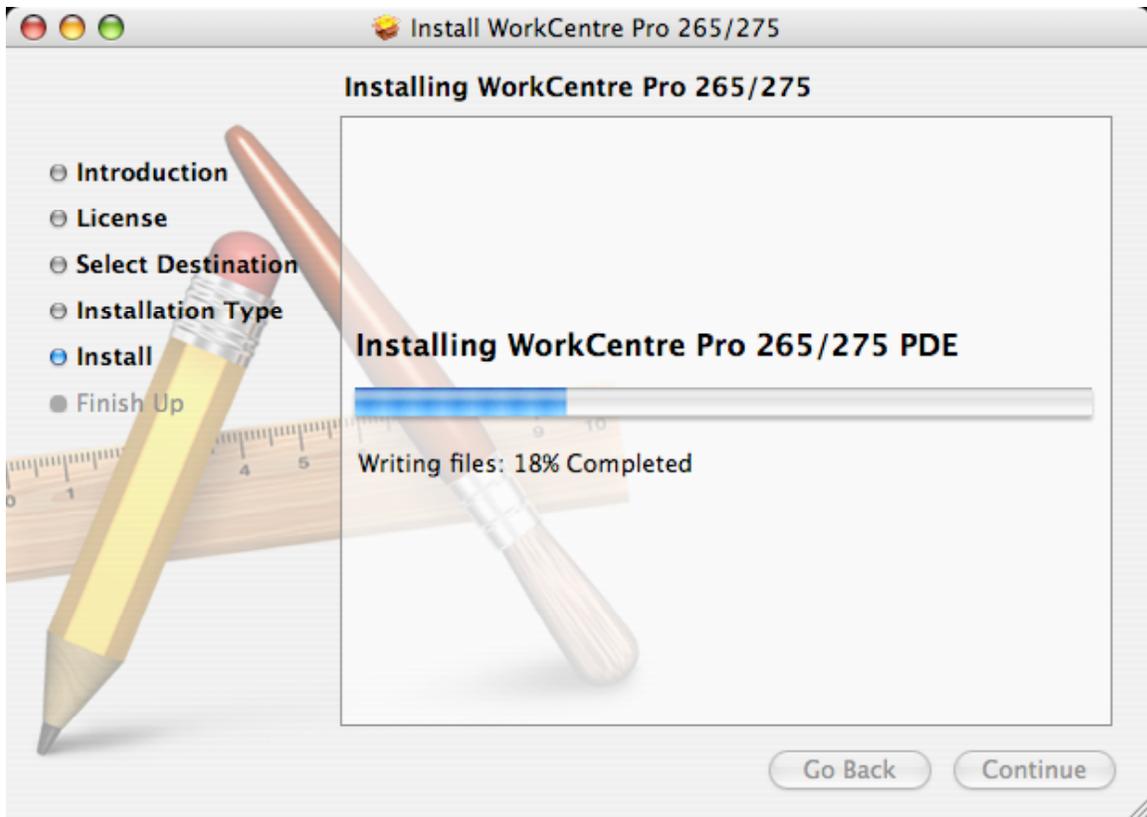
Verify the Macintosh HD is selected and Click continue.



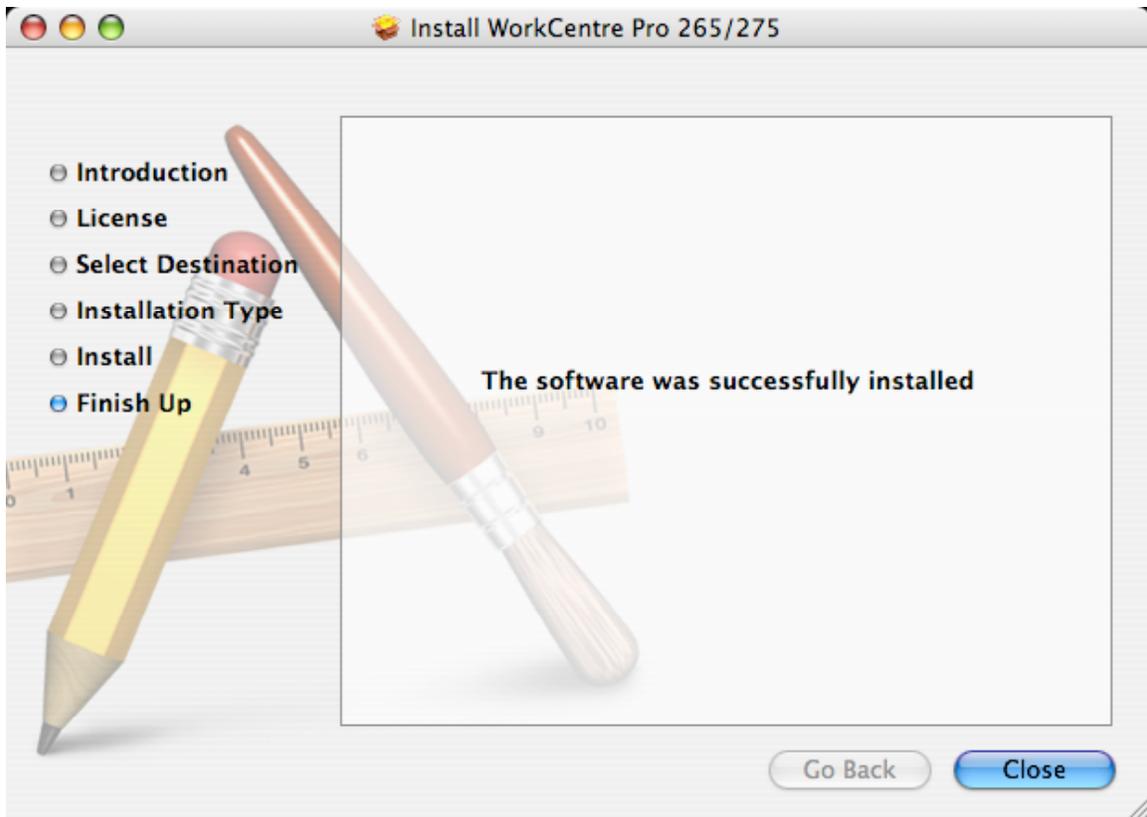
In this case, the driver was previously installed, so click Upgrade, or if not installed before, click Install, or Continue.



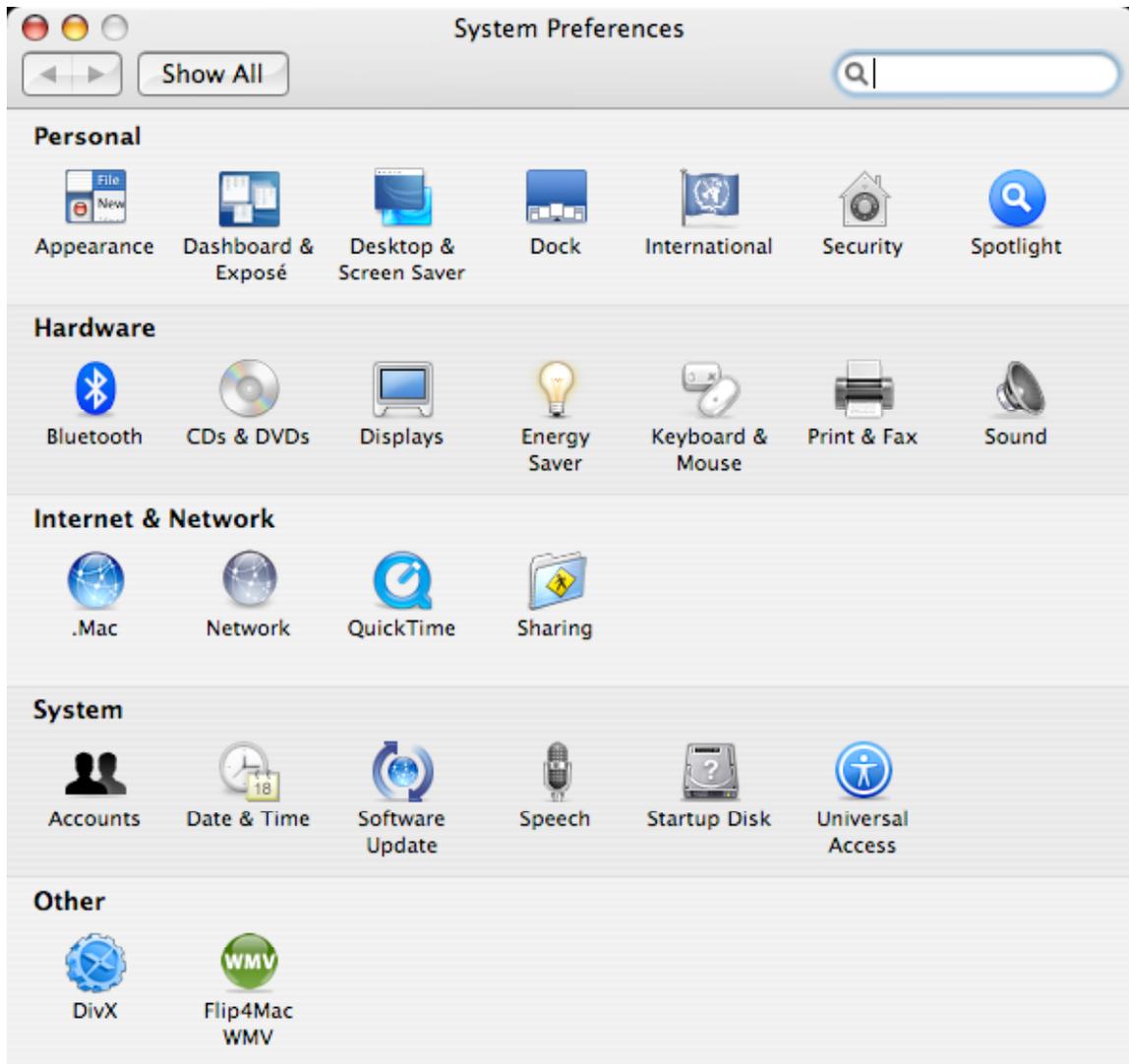
Provide administrator credentials if required.



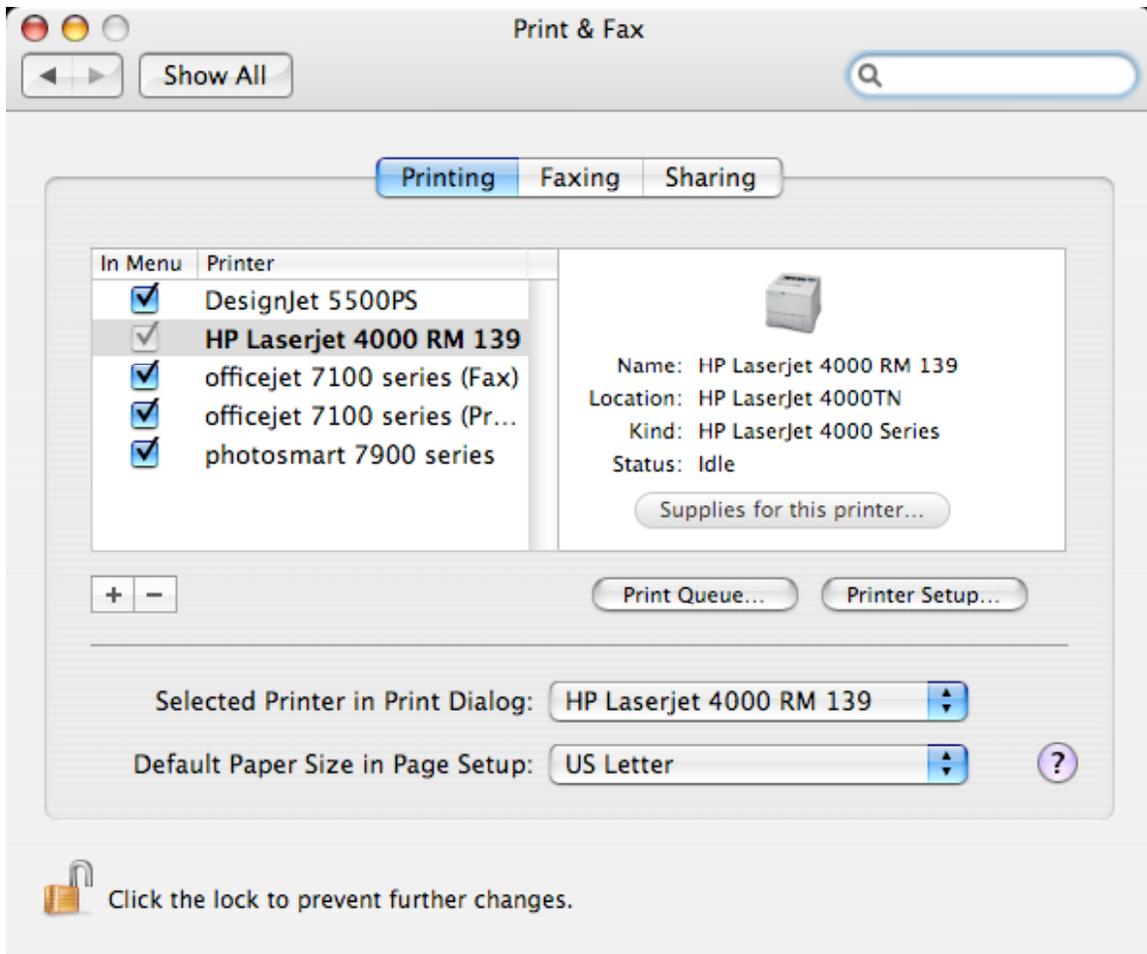
The installation begins.



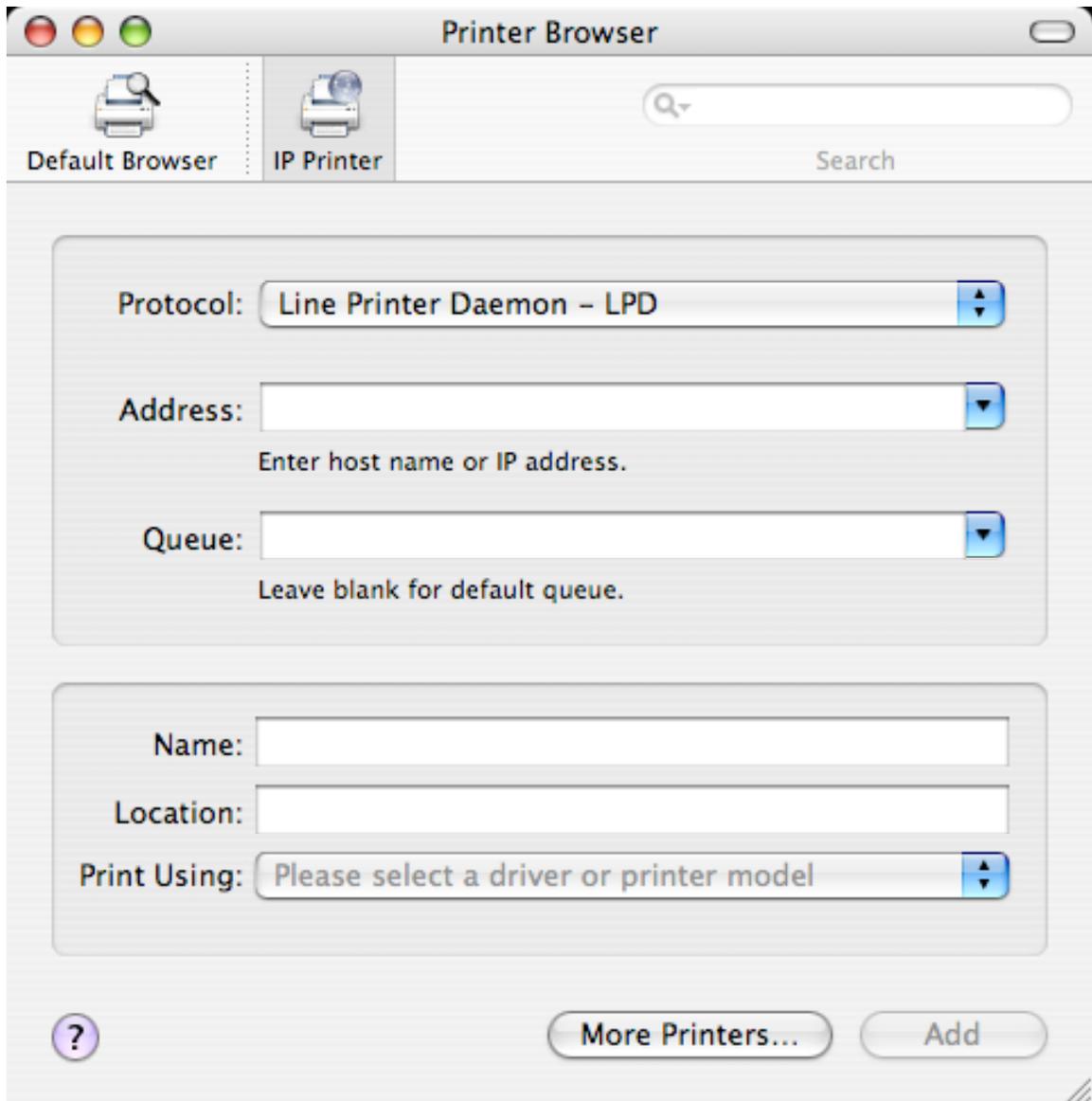
The installation finishes, click Close



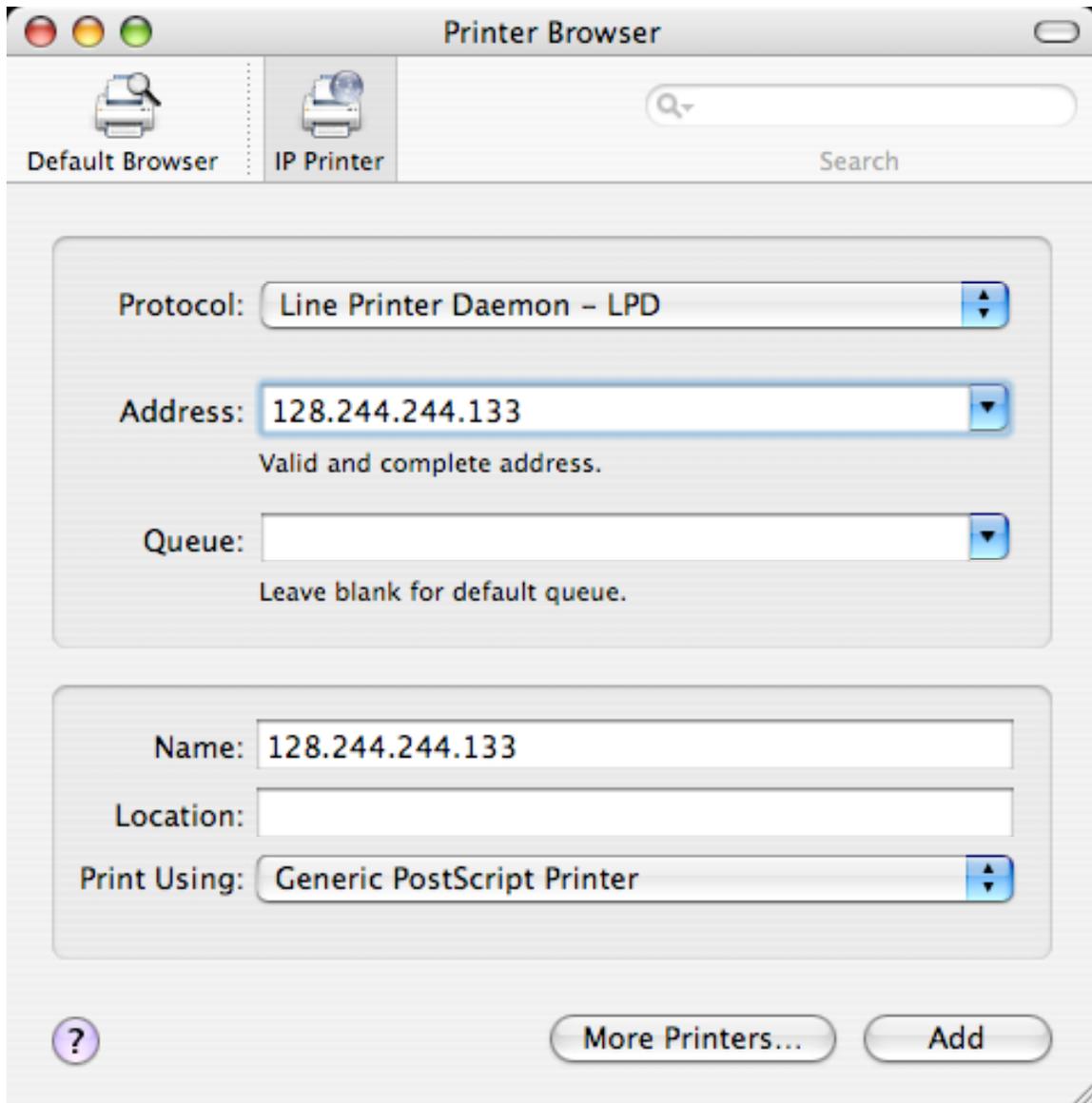
Open System Preferences from the Apple menu.



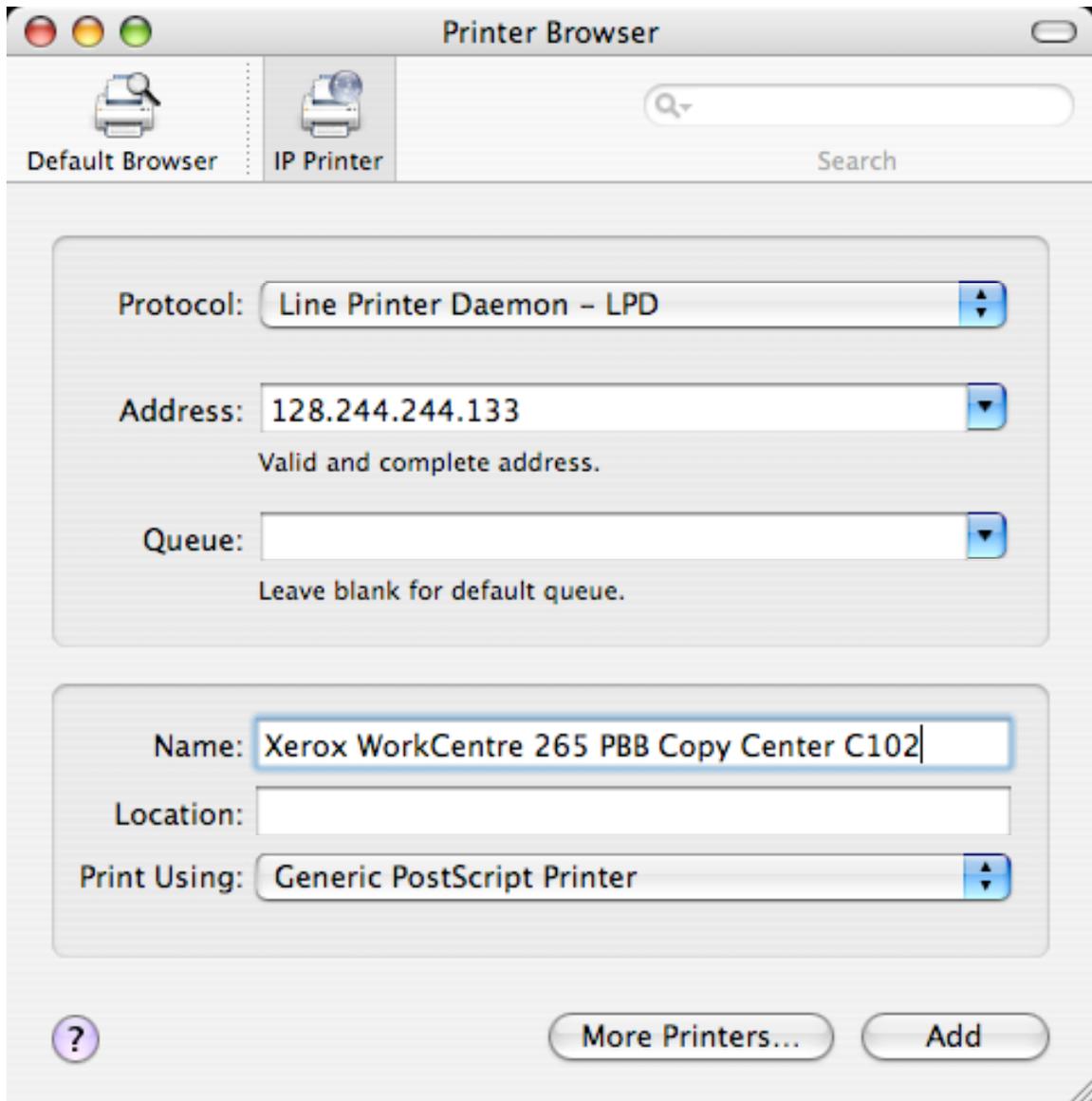
Open Print and Fax from the System Preferences window. Click the + sign to add a printer. You may have to click the lock to unlock the system before adding a printer.



The Printer Browser window opens.



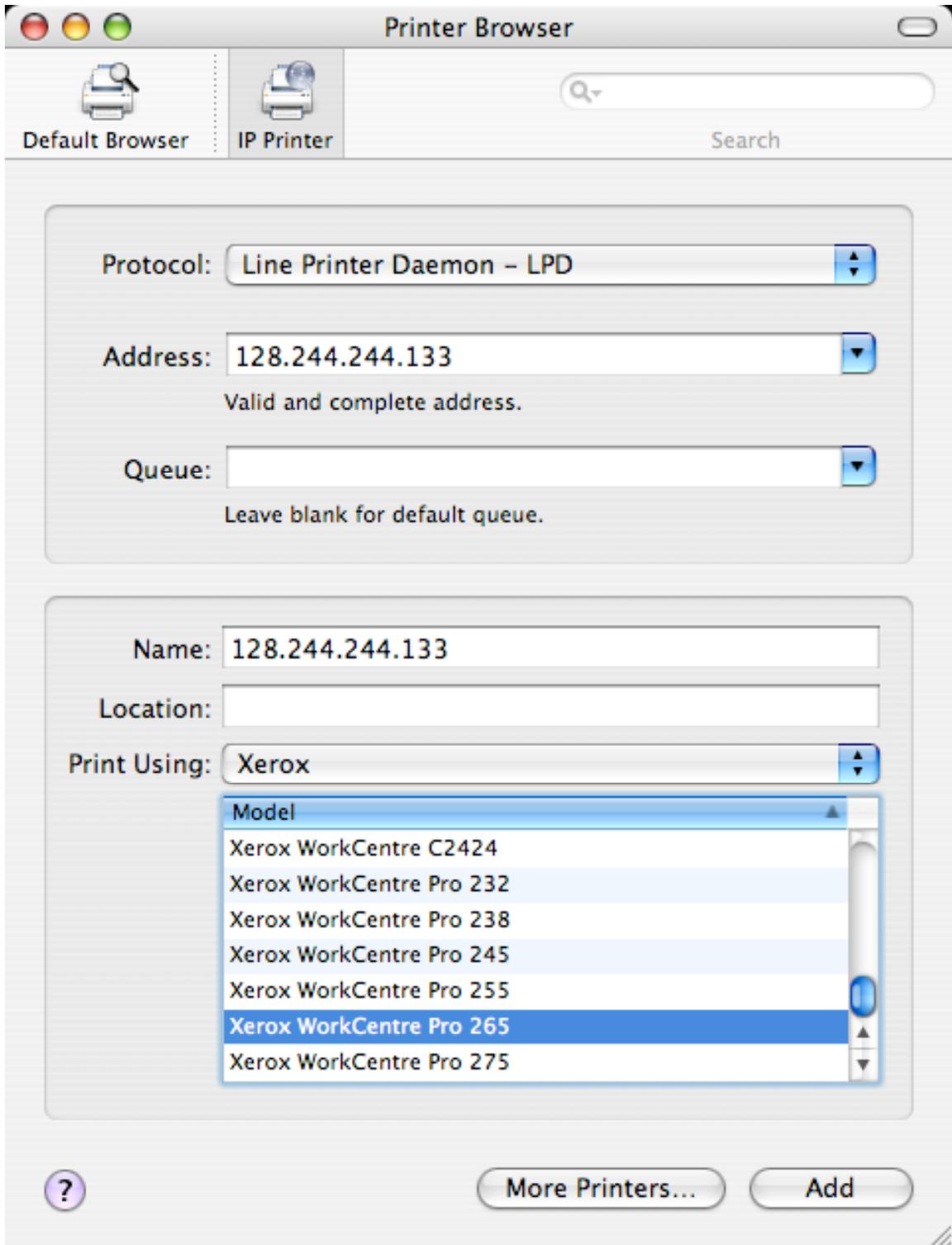
In the Printer Browser window, type in the address 128.255.244.133



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.



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



Installable Options

128.244.244.133

Make sure your printer's options are accurately shown here so you can take full advantage of them. For information on your printer and its optional hardware, check the documentation that came with it.

Trays 3 and 4 (High Capacity):

Finisher/Output Tray:

Hole Punch Unit:

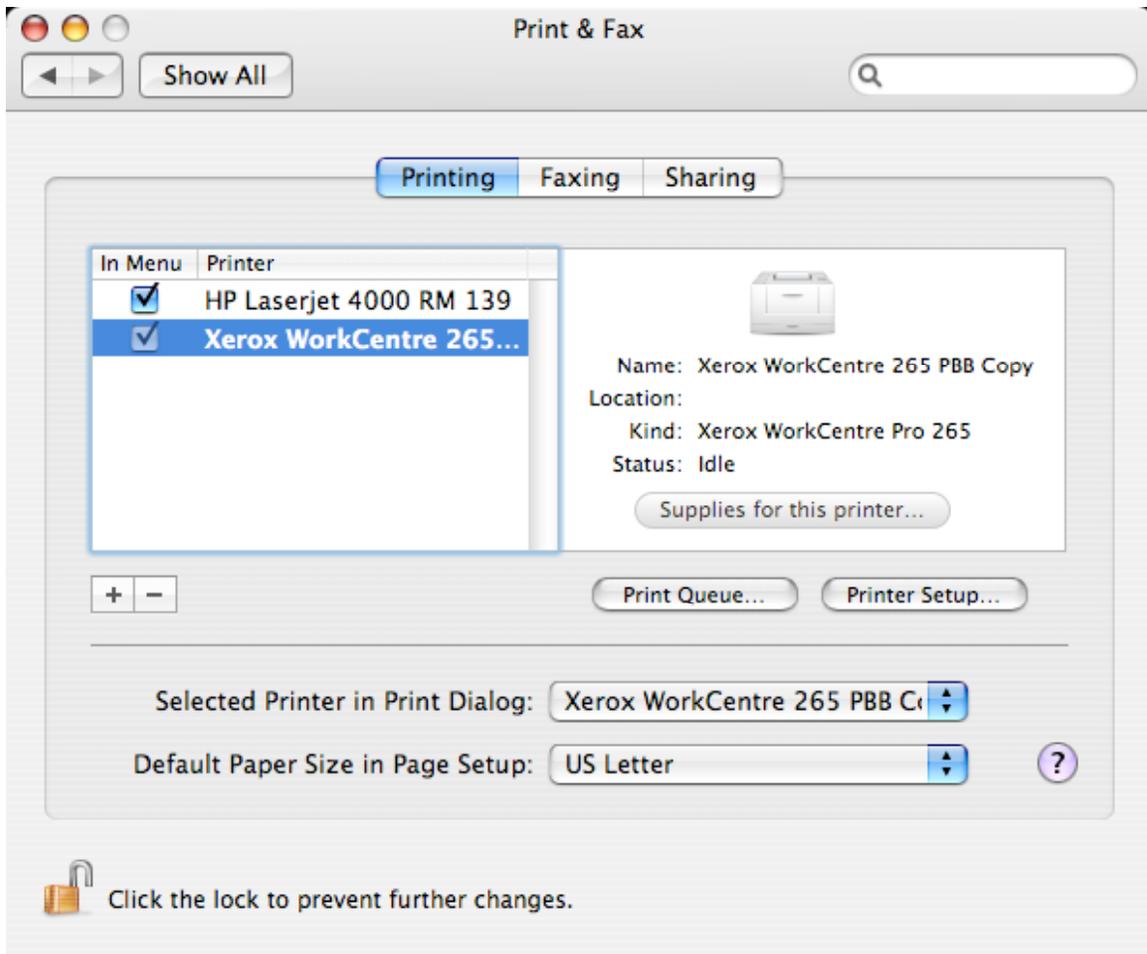
LAN Fax:



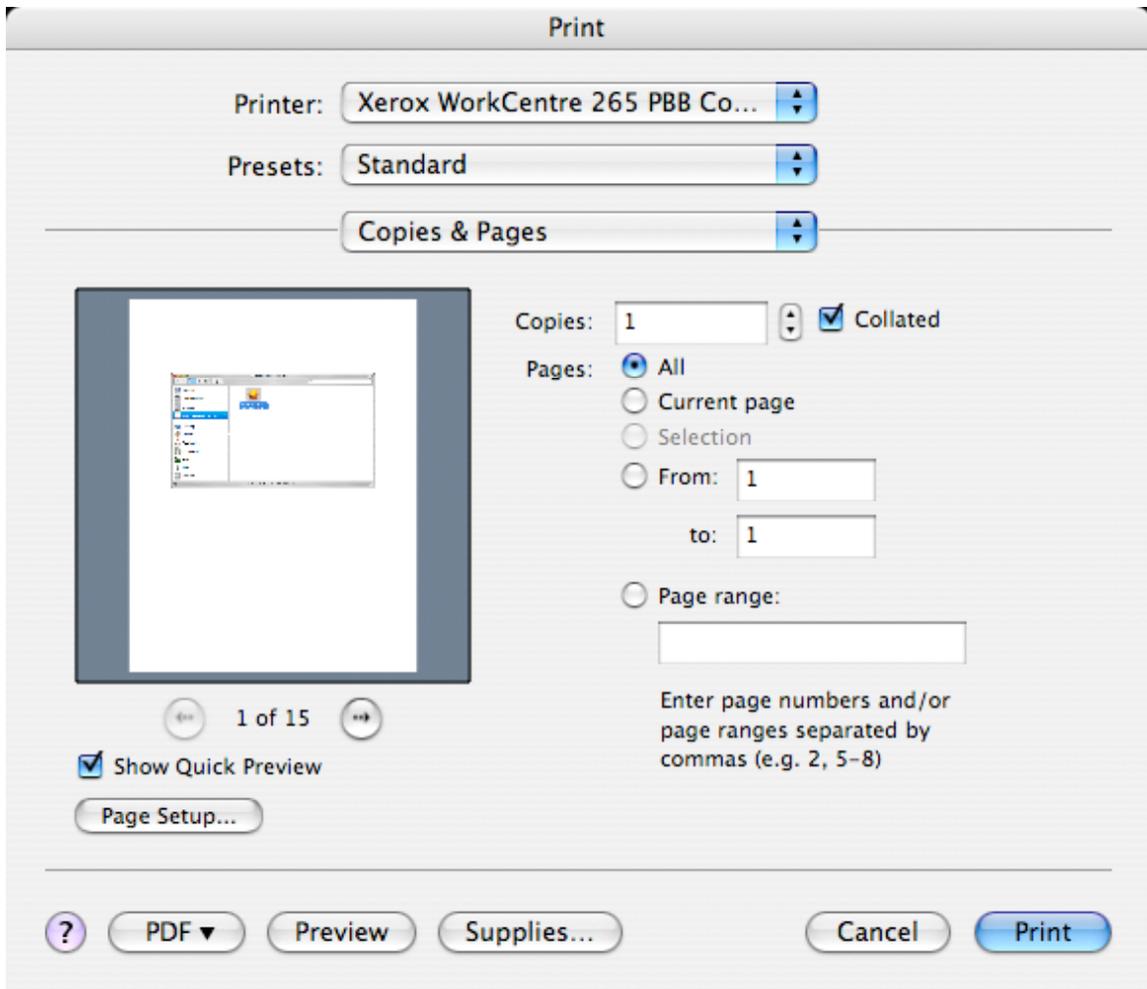
Cancel

Continue

The installable options window appears. Click Continue.



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



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

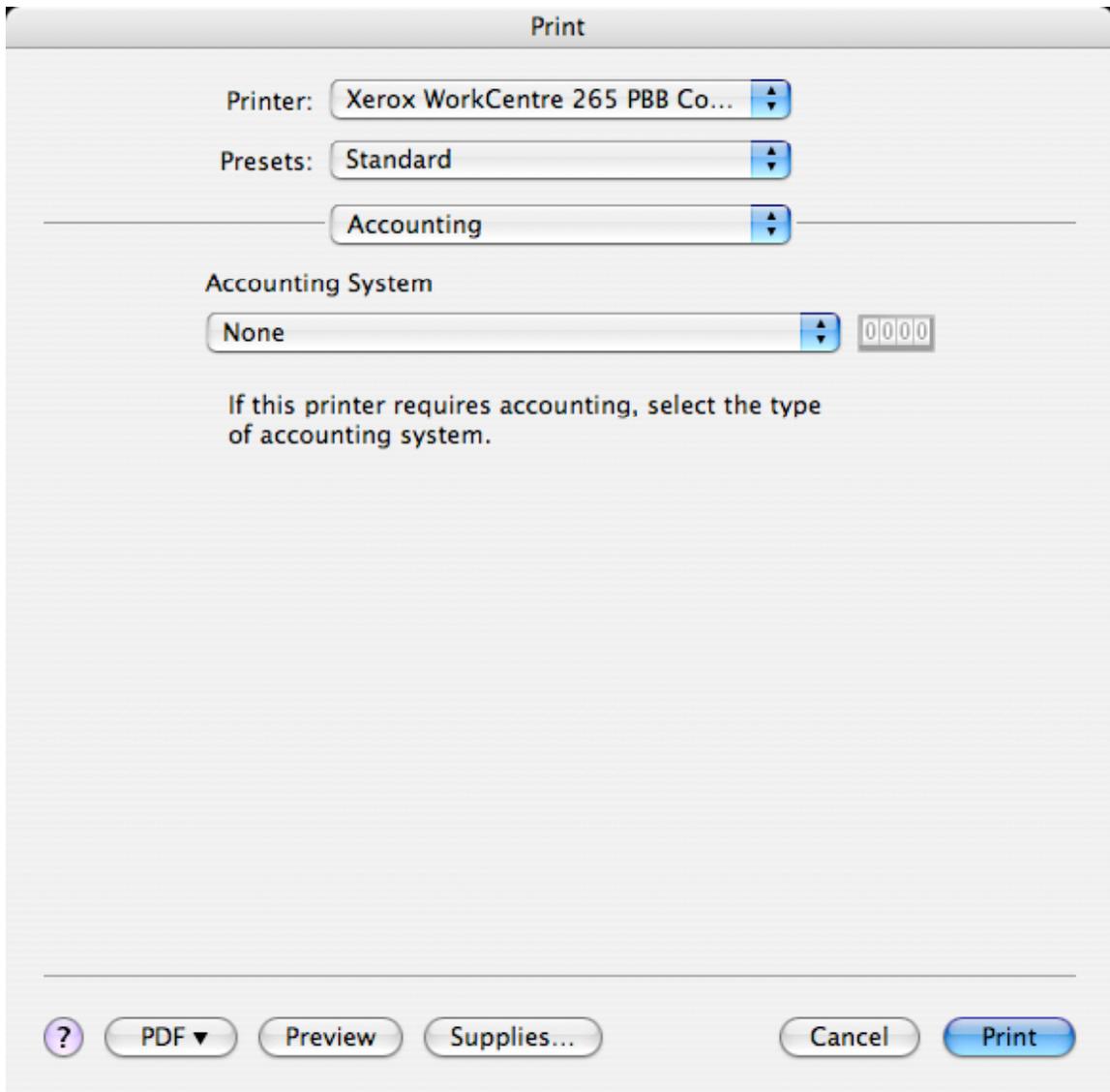
Xerox Features

Accounting

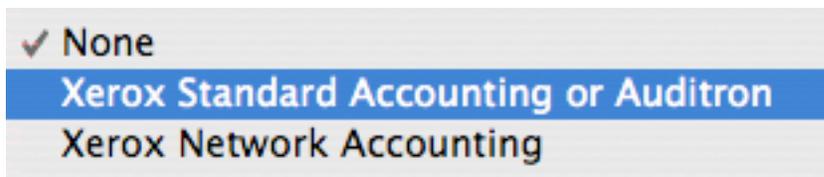
Microsoft Word

Summary

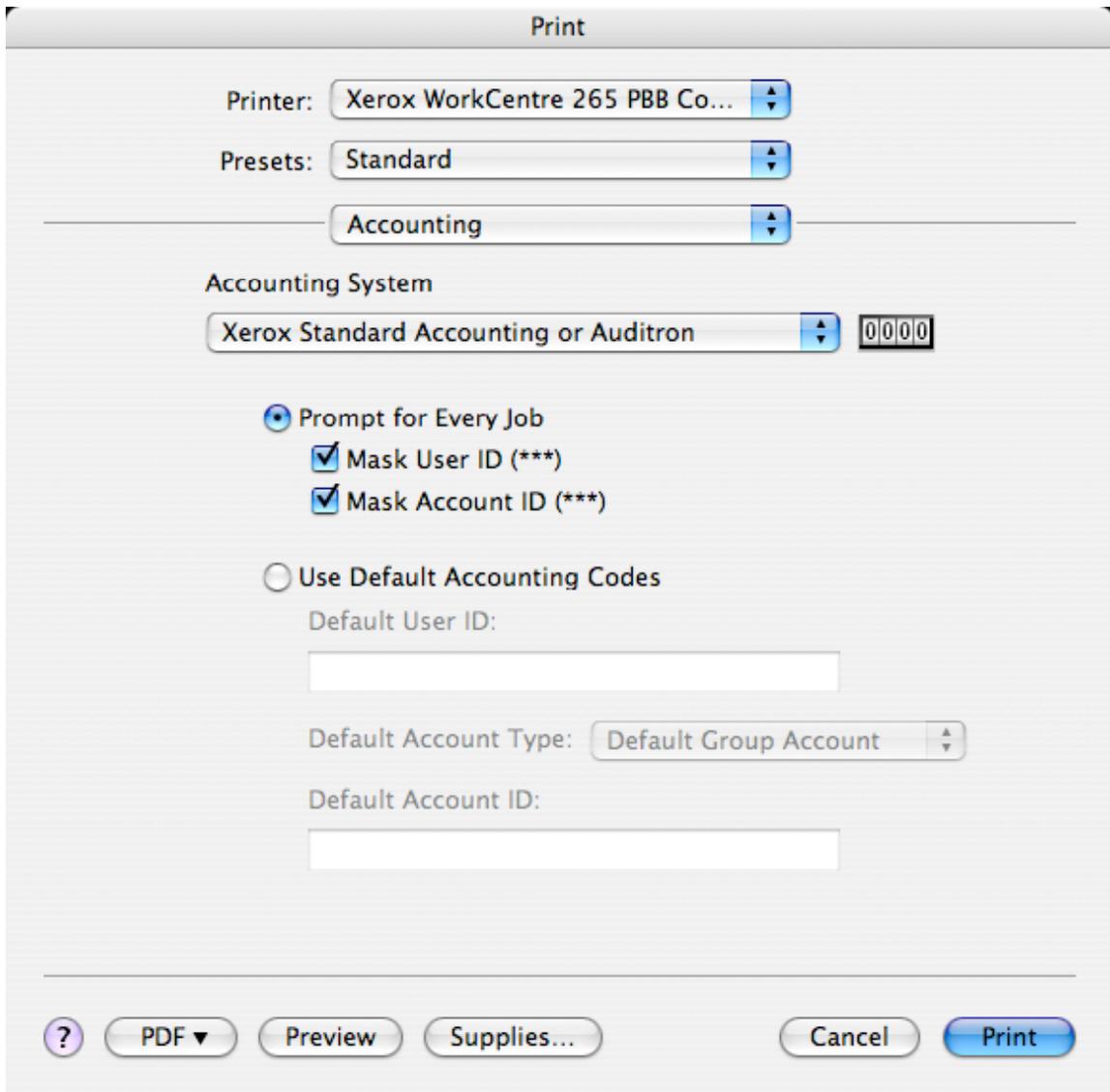
Select Accounting.



The Accounting system properties displays.



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



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.

The image shows a dialog box titled "Accounting". It contains three input fields: "User ID:" which is empty, "Account Type:" which is set to "Default Group Account" in a dropdown menu, and "Account ID:" which is empty. At the bottom left is a help icon (a question mark in a circle). At the bottom right are two buttons: "Cancel" and "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.

The image shows the same "Accounting" dialog box, but now the fields are filled. The "User ID:" field contains six dots, the "Account Type:" dropdown is set to "Group Account", and the "Account ID:" field contains ten dots. The "OK" button is highlighted in blue, indicating it is the active button.

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 BUSSVC-IT-SUPPORT@LIST.UIOWA.EDU for IT support.