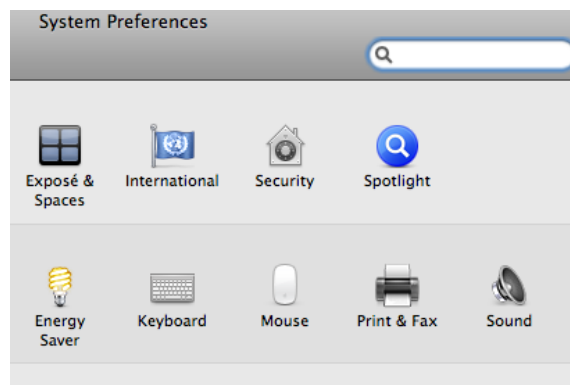


Installing New Xerox Machine on Mac OS X

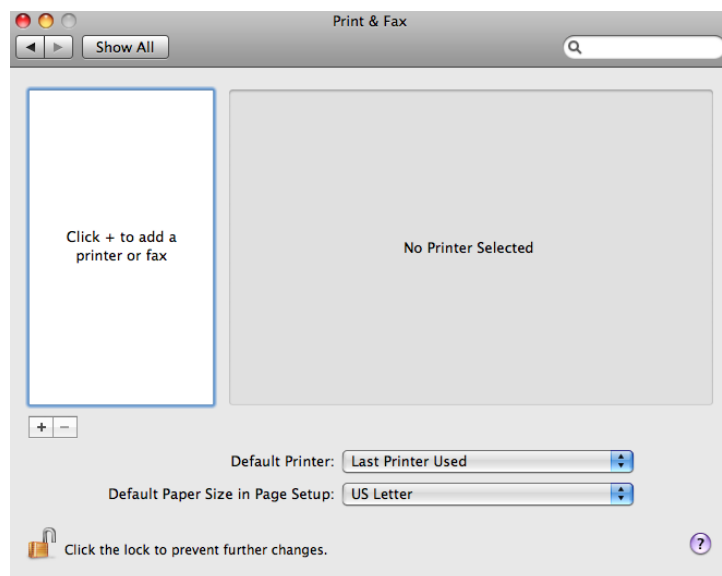
1. Click on the Apple in the upper left corner and select System Preferences.



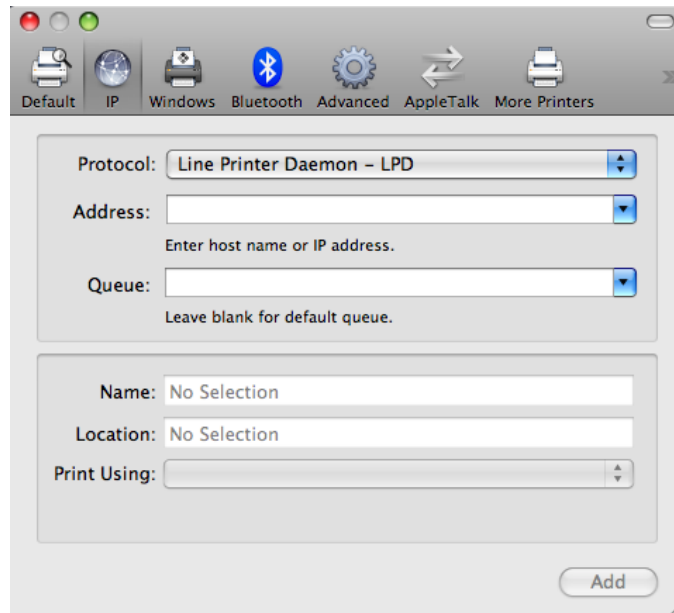
2. Click on Print & Fax icon



3. Click on the + sign to add a printer

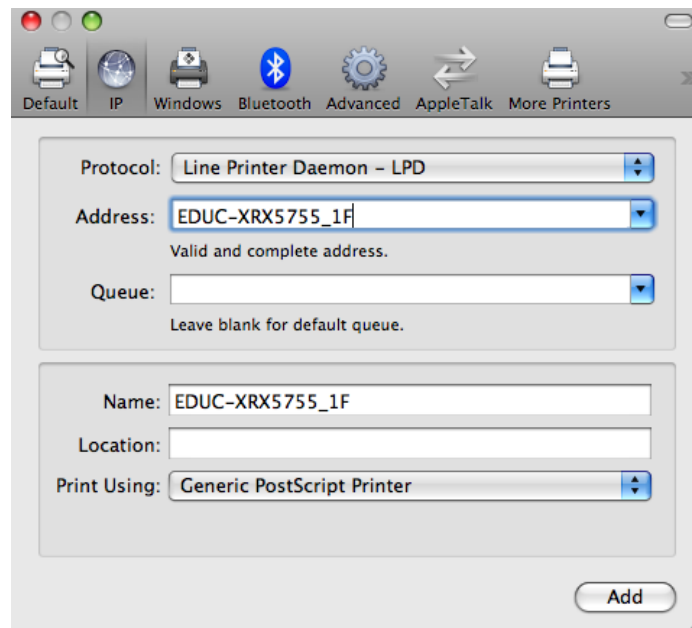


4. Click on IP on the menu atop the window.



5. Enter the name of the printer in the Address bar. The names are as follows:

- a. EDUC-XXR5755_1F (1st. Floor Xerox Machine)
- b. EDUC-XXR5755_2F (2nd Floor Xerox Machine)
- c. EDUC-XXR5755_3F (3rd Floor Xerox Machine)



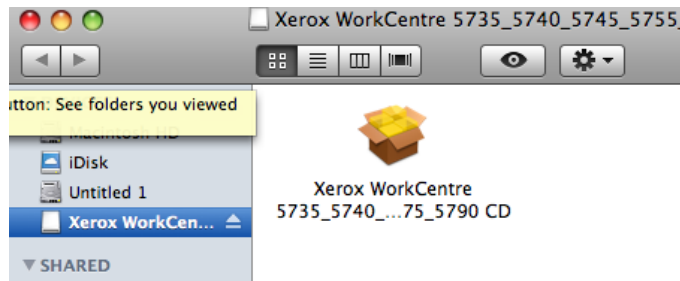
6. Click Add.

7. Now you need to download the Xerox Driver for the machine.

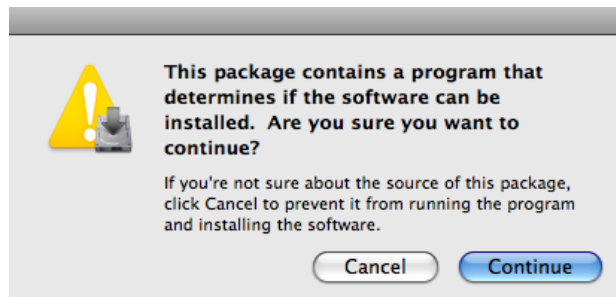
8. Click the link below to download the driver. When the page opens click Accept button at bottom to start the download.

<http://www.support.xerox.com/support/workcentre-5735-5740-5745-5755/file-download/enus.html?operatingSystem=macosx&fileLanguage=en&contentId=110248&from=downloads&viewArchived=false>

9. When it downloads it will open and begin to run. The window below will also open in the background



10. Click Continue to the message below.



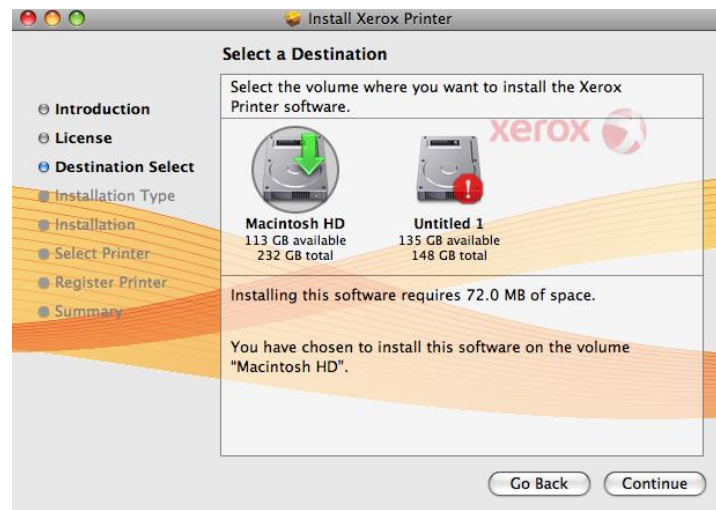
11. Click Continue.



12. Click Continue

13. Click Continue

14. Click Agree



15. Select Your Hard Drive (It should be called Macintosh HD) as pictured above.

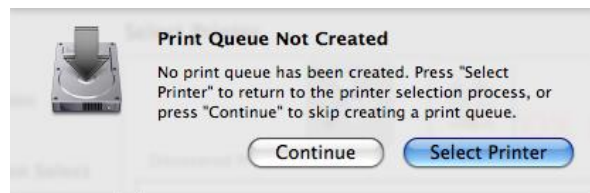
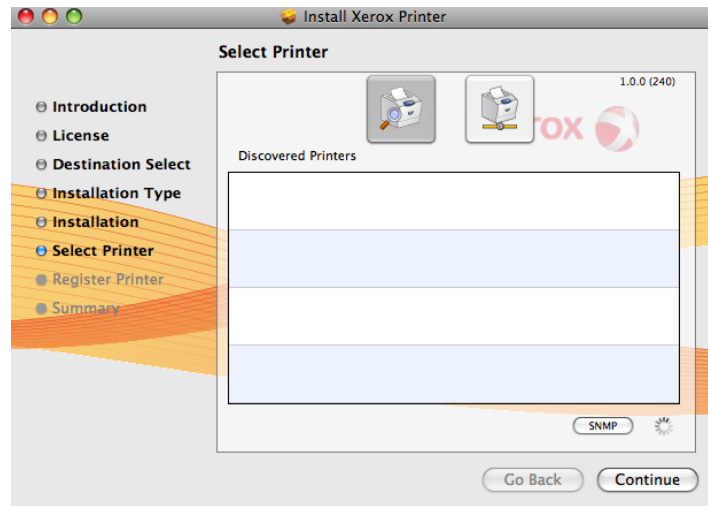
16. Click Continue

17. Click Install

18. You will be prompted to enter your username and password to install the software. Enter the appropriate information and click OK.



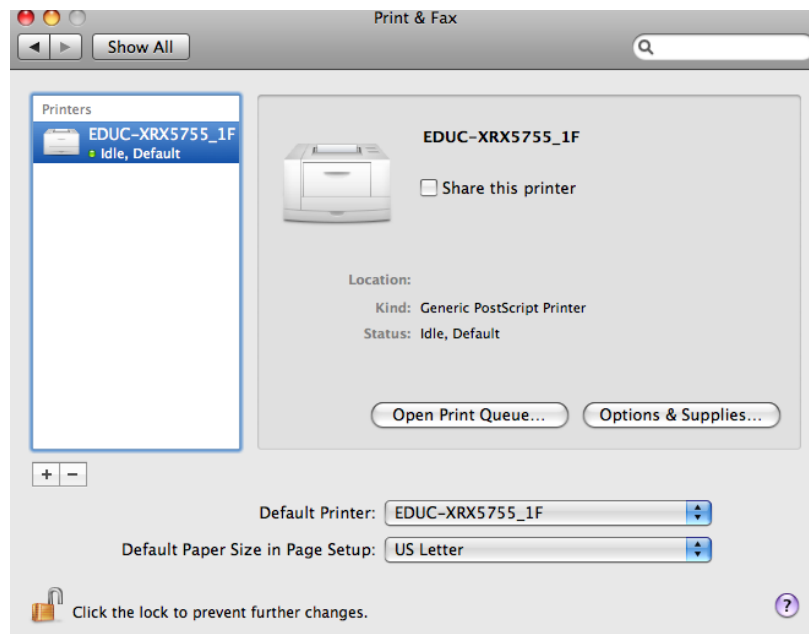
19. When the installation is finished the Select Printer window will come up, Click on Continue.



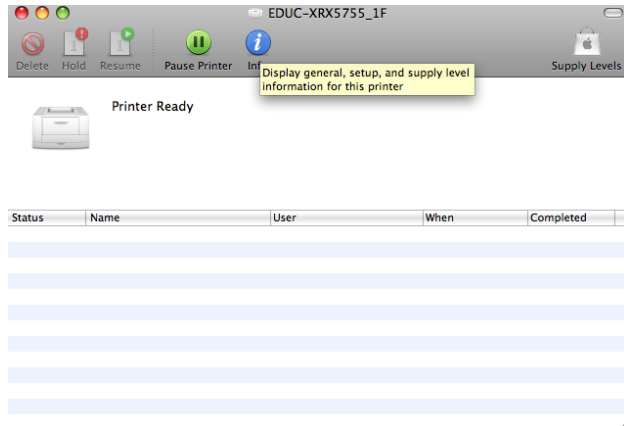
20. Click Continue when prompted about Print Queue Not Created as shown above.

21. Click Close on the Xerox Driver Installation completion window.

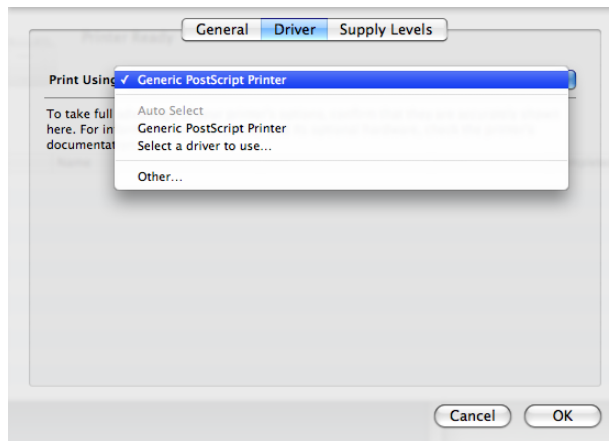
22. Go back to Printer and faxes window and select the printer and click the Open Print Queue... button.



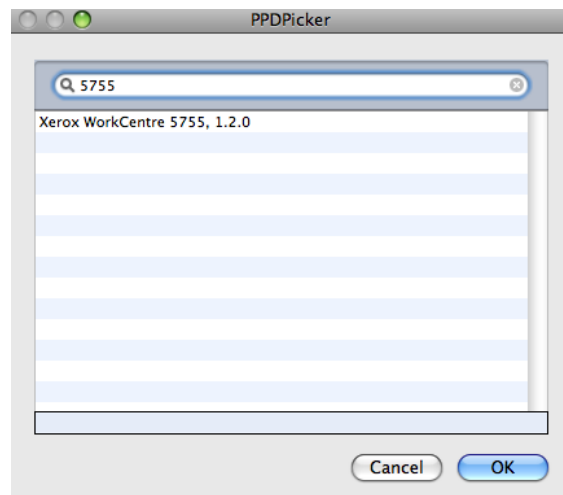
23. When the queue opens click on Info. (Users with SnowLeopard will click on Printer Setup)



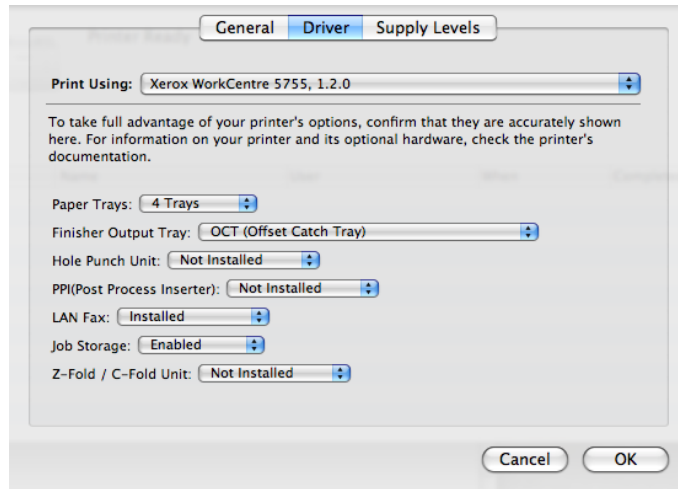
24. Click the Driver tab and select 'Select a driver to use...' from the drop down menu.



25. Type 5755 and click on the Xerox WorkCentre 5755 driver that shows up and then click OK.



26. The Driver Options will pop up and change the Paper Tray option to use '4 Trays' and then click OK.



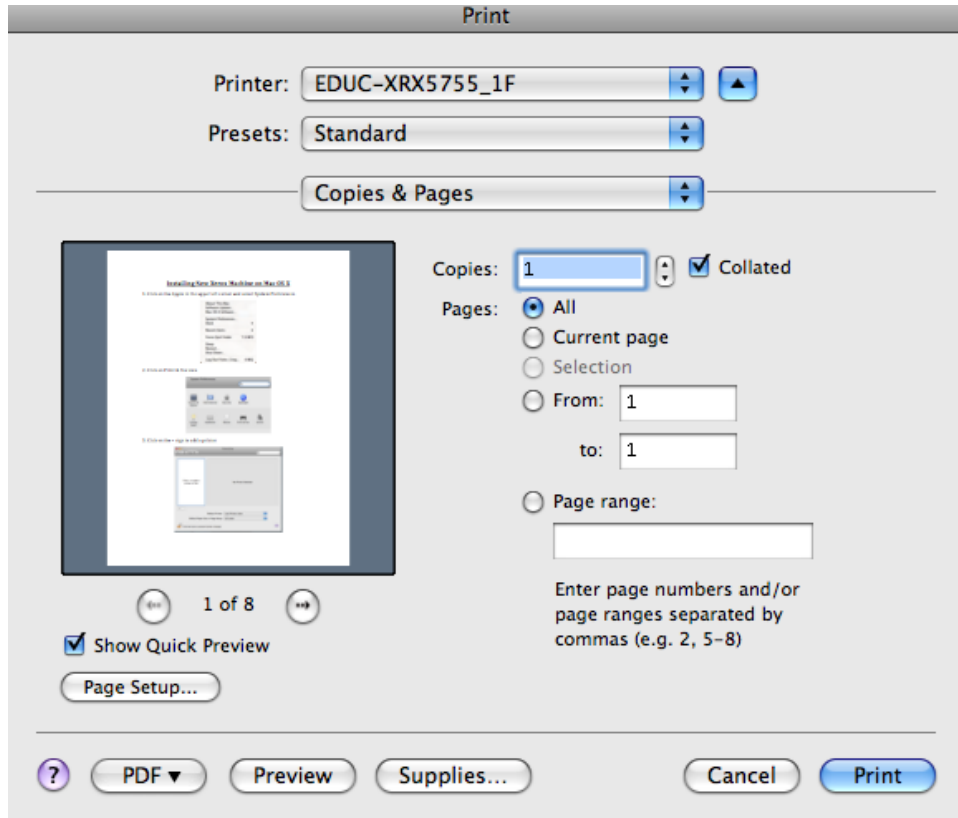
27. Now the Printer and the Driver have been installed. Next section will show you how to print with the new driver installed.

Printing with Accounting on a Xerox

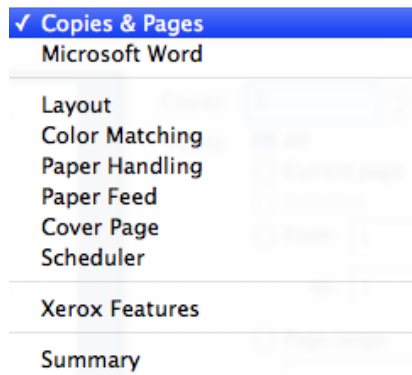
1. Within the program that you need to print go to File and select Print.

NOTE: Using the print shortcut buttons on the menu bar will not allow you to print properly.

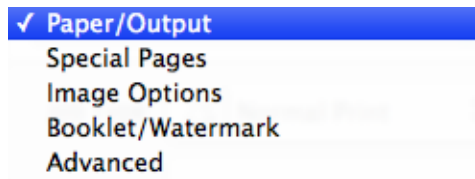
2. Select the proper EDUC-XXR5755 printer



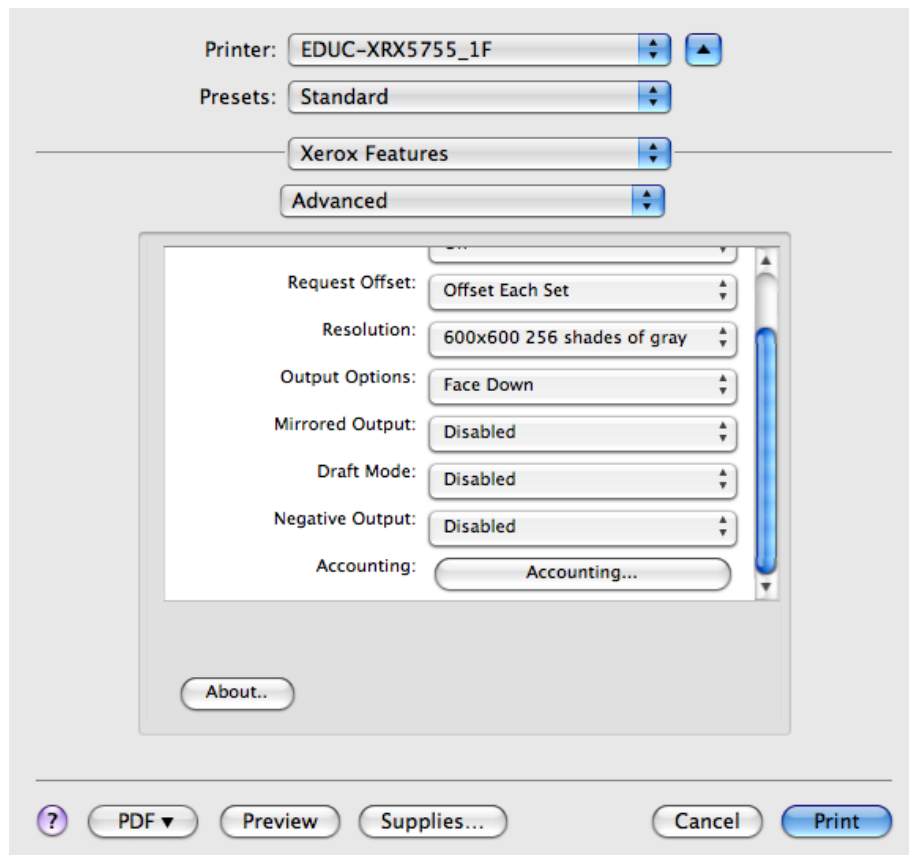
3. Click the drop box that says 'Copies & Pages' and select Xerox Features



4. Another drop box will appear below the one called Xerox Features. Click on it and select Advanced.

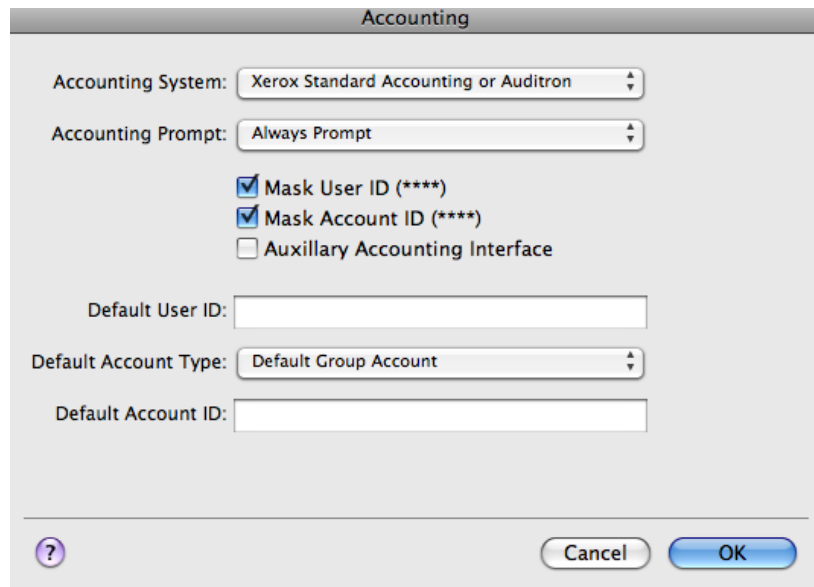


5. After selecting Advanced, scroll to the bottom on the pane as shown below and click on Accounting...



6. The Accounting Window will pop up. On the drop down box that says 'None', click on it and select Xerox Standard Accounting and Auditron.

7. Make sure the selections are the same as the image below.



8. Now enter your pin number to the Default User ID field and enter your pin to the Default Account ID field.

9. Click OK

10. Now you are back to the print window. Click on the Print button.

11. You will have to repeat all of these steps when printing from any program on your Mac in order to get it to work properly with the Xerox machines.