

LSU Print Driver Setup for Xerox Multi-Function Devices

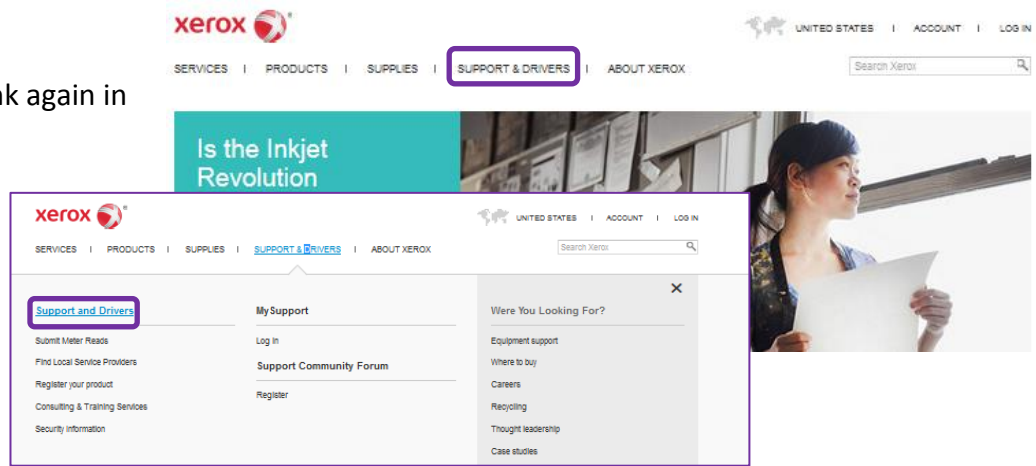
How to Install Xerox Print Drivers on MAC Workstations/Laptops

To Download Xerox Print Driver from Web

Open web browser and go to the following link: www.xerox.com

Click on **Support and Drivers** link in Menu Bar

Click on Support and Drivers link again in the 2nd menu screen



In the **Search or Choose Field**, type in the model of your copier:

4250, 4260, 4265, 7830, 7835, 7845, 7855 or 5875 then Enter

Select:

WorkCenter 4250 , 4260 or 4265; or

WorkCenter 7830/7835/7845/7855 with built in controller; or

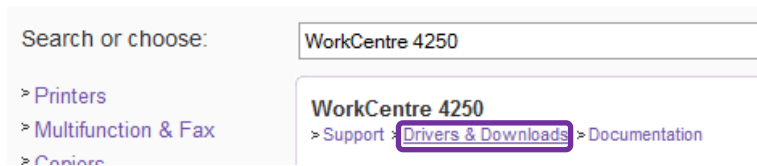
WorkCenter 5875 with built in controller

Support & Drivers

Find easy, instant, online assistance. Search for your product below for our knowledge base. Watch a quick video overview. Access the resources that Xerox Technical Service offer products.

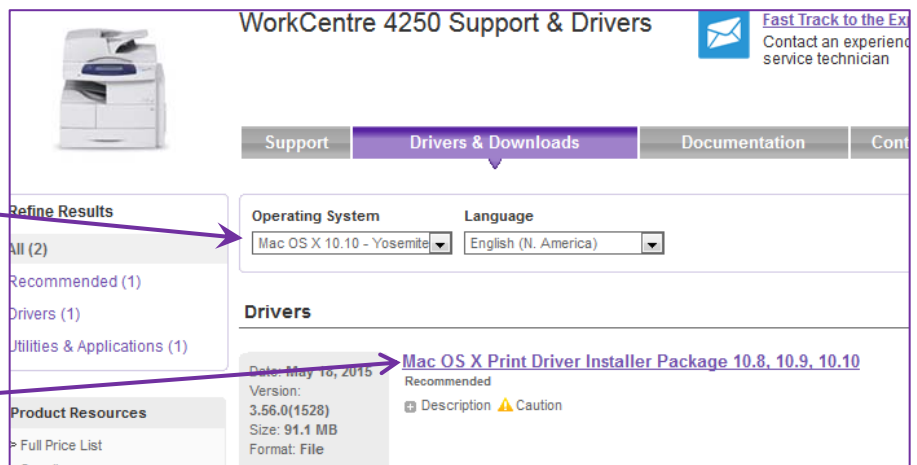
Search or choose:	4250
> Printers	DocuPrint 4250/MRP Mid Range Printer
> Multifunction & Fax	WorkCentre 4250

On next screen, under the model of your machine, **WorkCentre #####**, Click on **Drivers and Downloads**



In the Pull Down Menu Under Operating System, select correct MAC OS version

Click on first link under "Drivers" section labeled **Mac OS X Print Driver Installer Package**.



Click Accept on the End User License Agreement, Download will begin of the print driver compressed file
Once download is complete, double click on the downloaded file in the Downloads folder. Downloaded file will be named based on the OS you've selected. An example of the file downloaded name will look similar to Xerox Print Driver 3.56.0 1528.dmg

The **print driver window** will open.

Extract the Xerox print driver file by double clicking the icon .

Select Continue when pop-up window displays the message **“This package will run a program to determine if software can be installed”**

Select Continue to install when Printer Installer dialog box appears

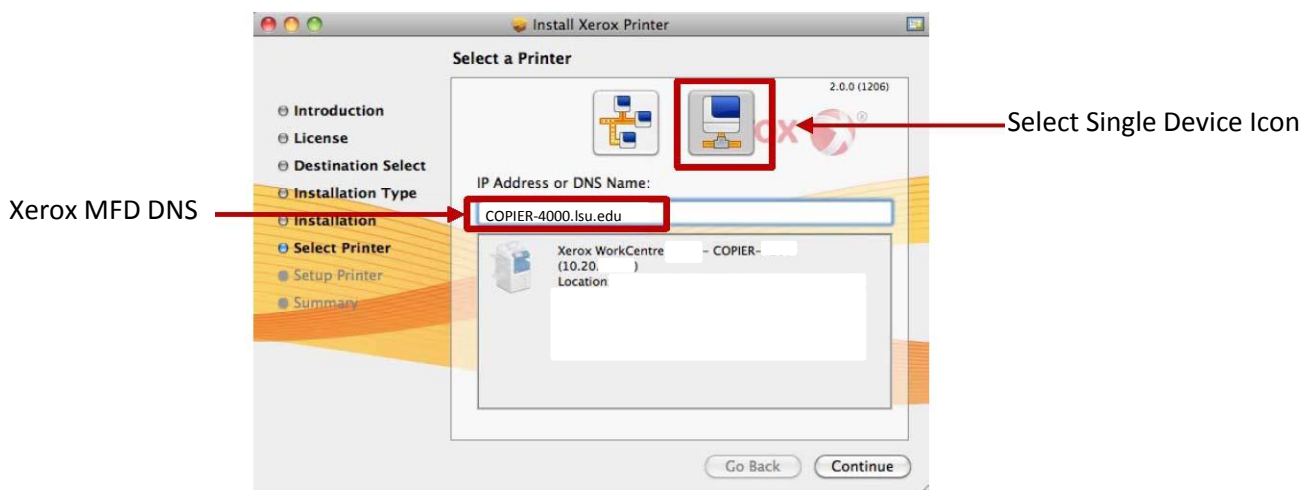
Select Continue, Agree, Continue, Install, Installation of print driver software begins.

Selecting your Xerox MFD Printer/Copier

When the system completes the installing the print driver, it will be necessary to select and add your Xerox MFD in the setup.

Select the 2nd icon which displays a single computer on the network (see image above).

Type in the DNS or Host Name of your Xerox MFD The host name can be found by pressing the **Machine Status Button** on the Control Panel of your copier. It will start with **COPIER-**. When entering in setup add the domain **LSU.EDU**. **Example: COPIER-4000.lsu.edu**



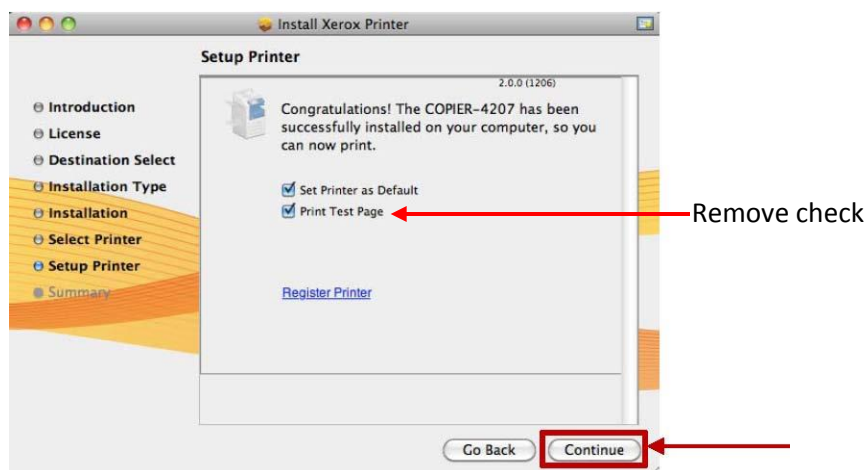
Press Enter. Program will search for machine on the network

When the device is discovered, as in the example above, Information will be displayed in the window
Select Continue

If this will be your default printer, place a check mark next to Set Printer as Default

Do not send test print at this time

Select Continue



Select **[Close]** when successful installation dialog box is displayed.

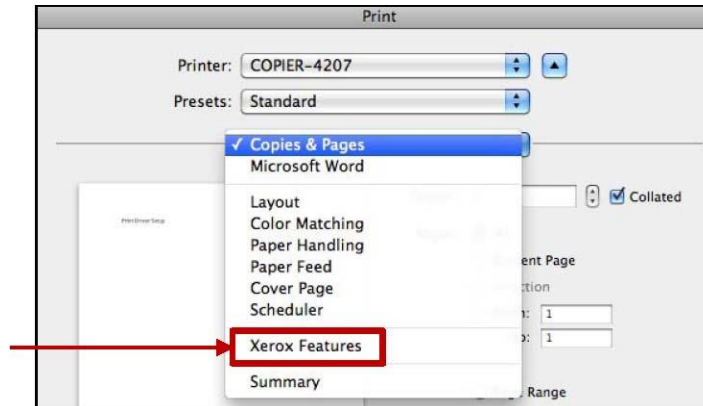


Configure Xerox Print Driver Defaults and Store User Code in Preset

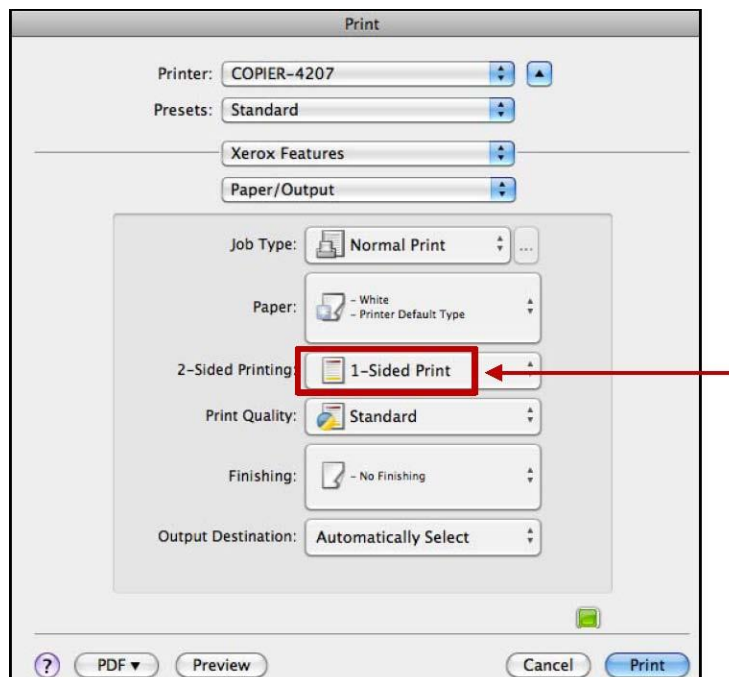
Open up a blank MS Word Document and select **File, Print**

Select your newly installed printer (ex. **COPIER-4####.lsu.edu**)

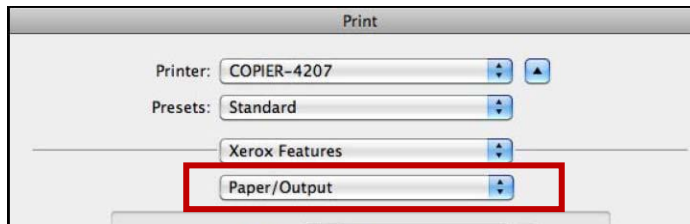
Click on **Copies & Pages** to open drop-down menu, Select **Xerox Features**



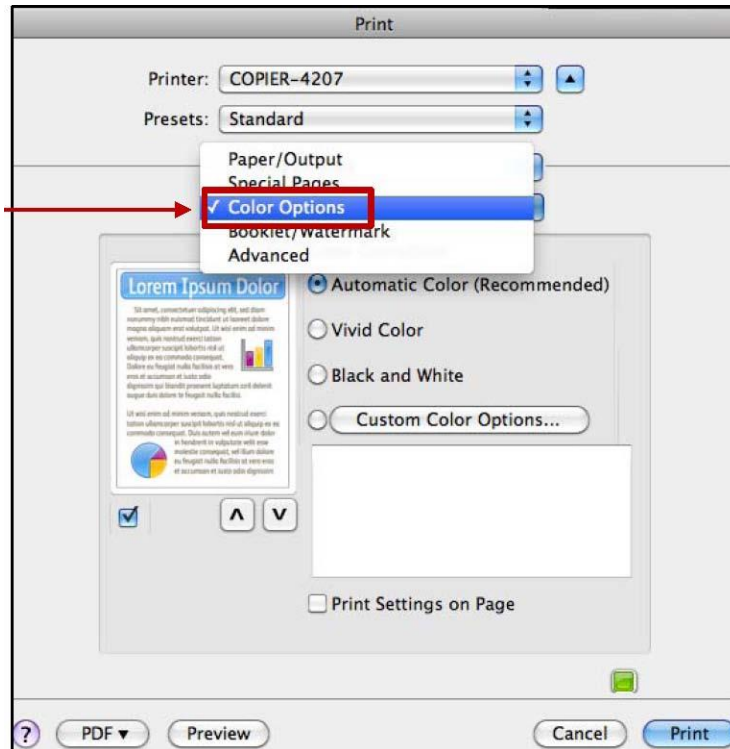
Change 2-sided Printing default to **1-Sided Print (if desired)**



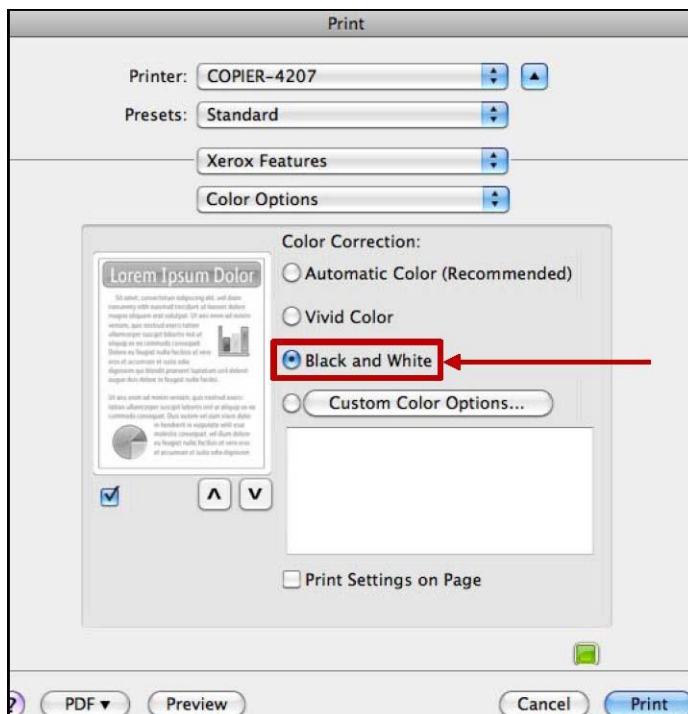
Click on **Paper/Output** to open drop-down menu, (Go to Advanced)



Select **Color Options** (Skip - Color option not available on 4250 or 4260.)

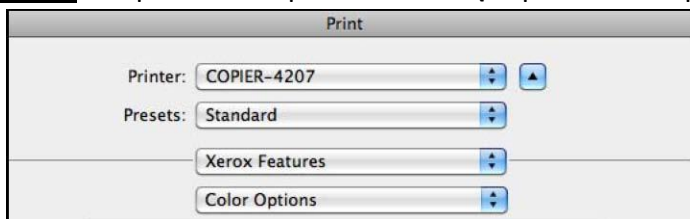


Change the default from Color to **Black and White** (Skip - Color option not available on 4250 or 4260.)

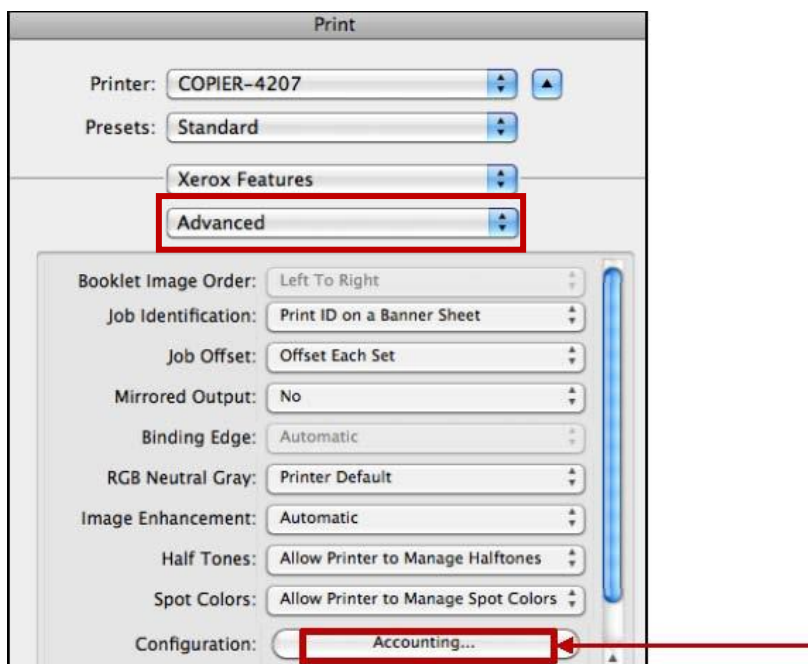


)

Click on Color Options to open the drop down menu (Skip to next step)



Select **Advanced**



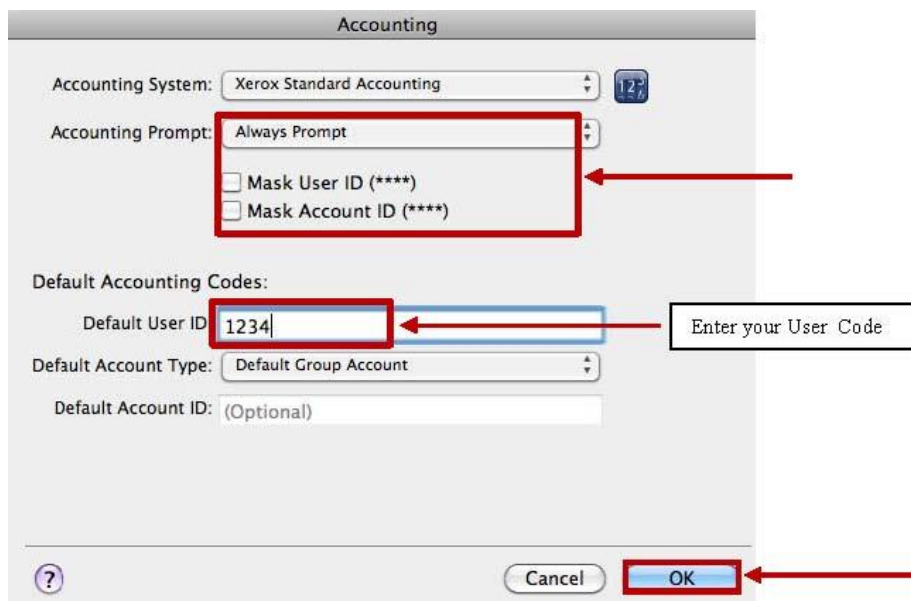
From the Configuration option, select **Accounting...**

Select **Accounting System, Xerox Standard Accounting**

Make following changes:

Accounting Prompt: Always Prompt

Uncheck: Mask User ID (****)

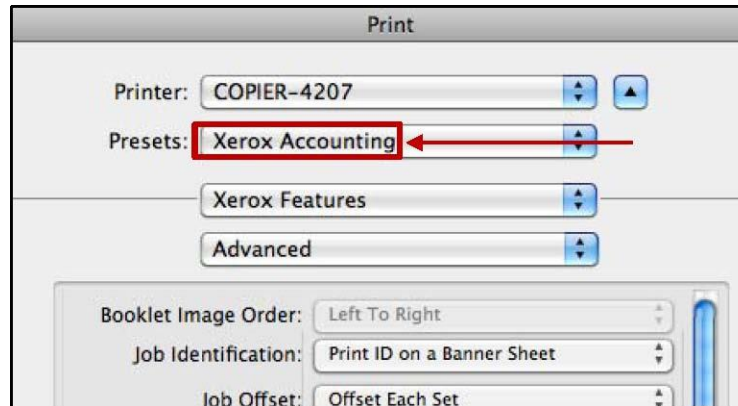


Default User ID: Type in your user code (Copy Code)Select **OK**

Name and Save the Preset

Select Presets **pull down menu**

Give this new preset a name, example: **Xerox Accounting or User Code**



Test Newly Installed Print Setup and Preset

Open a file, example: **Word** or other application

Select **File, Print**

For Printer: Choose newly installed Xerox MDF (**COPIER-4###.lsu.edu**)

For Presets: Choose newly created Preset

Select **Print**