This guide is intended to provide information on printing on University of Missouri-St. Louis Fleet Refresh 2019 printers using Mac OS X workstations.

- Installing Printers on Mac OS X
- Print using Secure Release
- Print Using Secure Print
- Print using Direct Print

Installing Printers on Mac OS X

1. Log in to the Mac desktop using an administrator account.
2. Download and install the Xerox driver package for the Mac OS you are using (recommended).
3. Obtain the Mac installer for your OS version at the link below (scroll to the bottom of the page): https://up-print.stl.umsl.edu/uniprint/packages.asp
4. Double-click the downloaded archive; extract the **popup.dmg** file to create a new disk image in Finder.
5. Double-click the **Popup.pkg** installer contained within to run it. You will be requested to authenticate yourself as an administrator.
6. Select a destination disk (you will only be able to select the startup disk).
7. Click **Install** (or **Upgrade**). The installer automatically installs the Popup application.

*To install printers for Mac OS X, you will need to add printers using the **Printers & Scanners** utility:*

1. Open **System Preferences** and click on the **Printers & Scanners** icon.
2. Click the **+** button underneath the installed printer list.
3. Hold down the **CONTROL** key on the keyboard and click anywhere on the toolbar. From the popup menu that appears, select **Customize Toolbar**...
4. Drag the **Advanced** icon to the toolbar and close the customization dialog.
5. Click on the **Advanced** button in the toolbar.
6. From the Type popup button, select **Pharos Print Server**.
7. In the **<URL>** field, the value you enter should have the format

   popup://osxprint1.umsl.edu/<*printer-name*>

   For example, the correct URLs for the Secure printers are:
   `popup://osxprint1.umsl.edu/Secure-Release`
   `popup://osxprint.umsl.edu/Secure-Print-Queue`

   For **Direct Print** printer names, ask your printer contact or contact the **Technology Support Center**

8. In the **Name** field, enter the printer name.
9. From the **Print Using** popup button, select the correct printer model. For **Secure Release** or **Secure Print**, **Xerox VersaLink C400** is recommended.
10. Click **Add**. The new printer will now show up in the list.

To print, select the printer from the **Printer** drop-down button in the print dialog of any application.
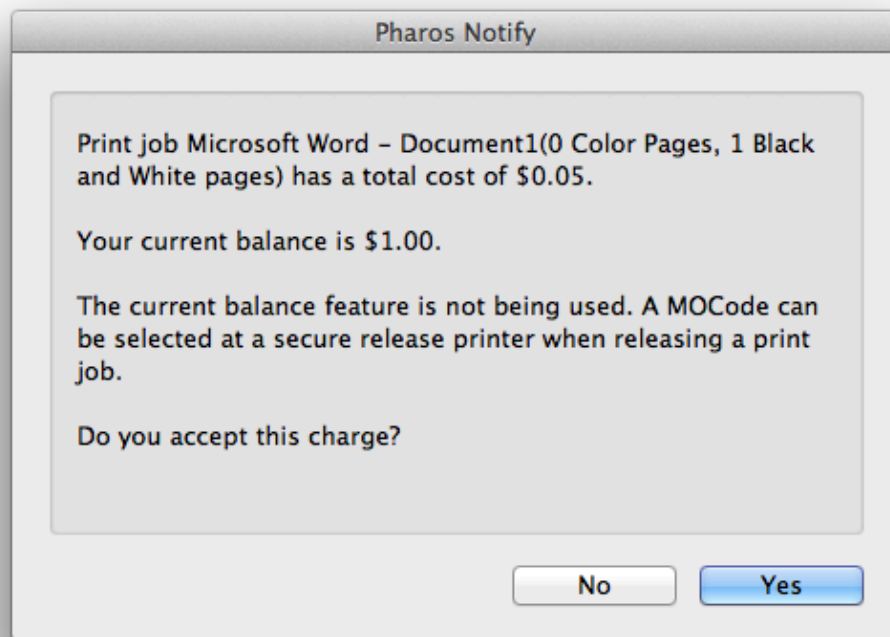
Print using Secure Release

Important: Secure Release is only compatible with Macs that login using UMSL SSO ID. Macs using local accounts, must use Secure Print

Once installed, **Secure Release** will allow you to send print jobs to your personal queue, and release those jobs from any print device with UMSL ID swipe card access.

Open the document you wish to print and select **Print** from the **File** menu. Select **Secure Release** and click **Print**:
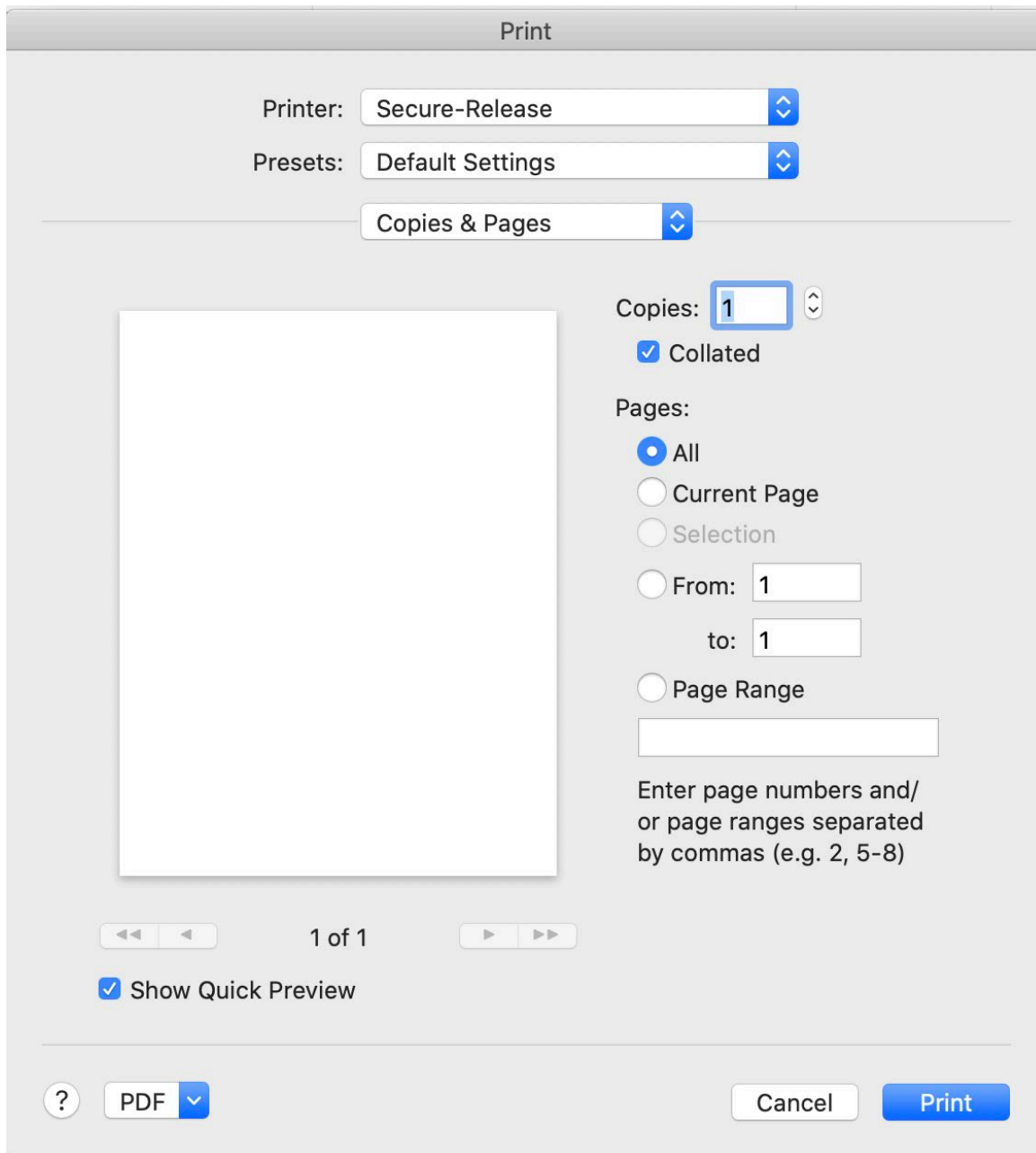
A message will appear detailing the cost of your print job and ask you to accept the charge:
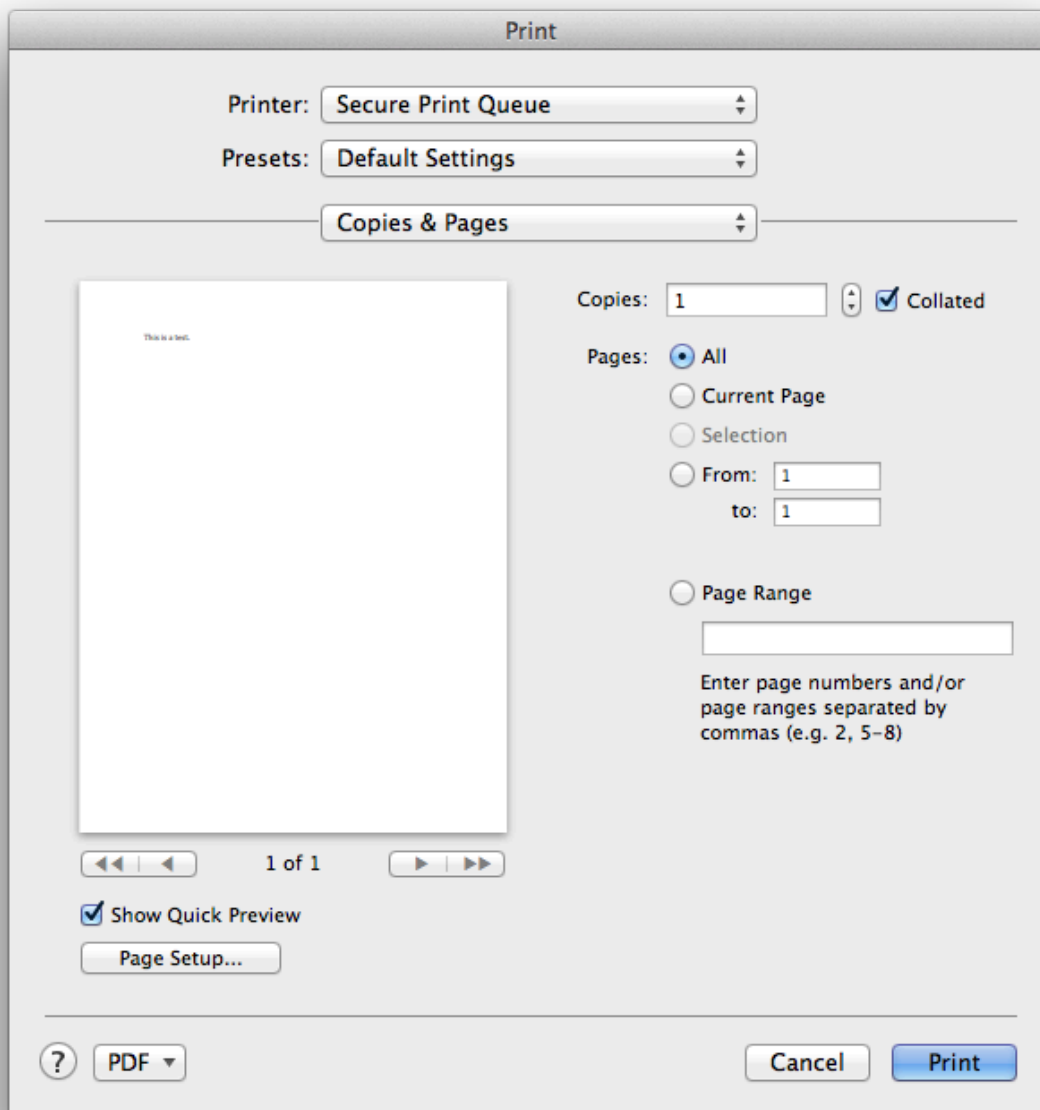

The message will also inform you that you will be able to charge this job to a **MOCode** at the printer when you securely login (using UMSL ID card or SSO keypad entry), release and print your document.

Print using Secure Print

Once installed, **Secure Print Queue** will allow you to login using your SSO ID and send print jobs to your personal queue, and release those jobs from any print device with UMSL ID swipe card access.
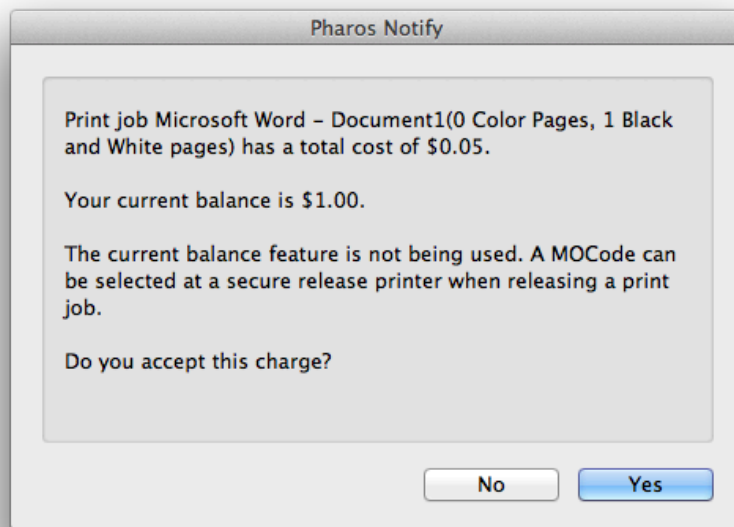
Open the document you wish to print and select **Print** from the **File** menu. Select **Secure Print Queue** and click **Print**:

In the dialog that appears, enter you **UMSL Secure Sign-on (SSO) ID** and password, then click **Print**:
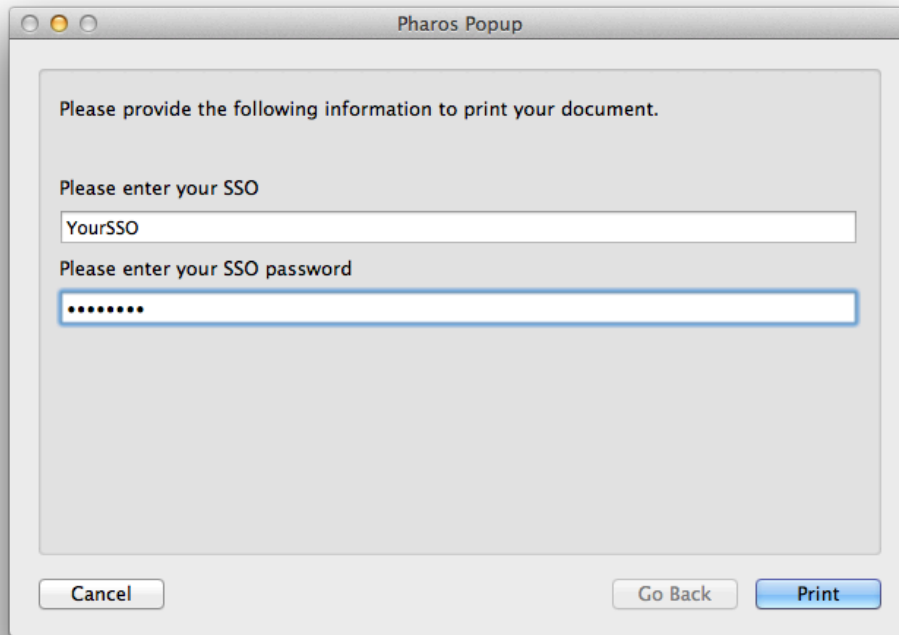
If successful, a message will appear detailing the cost of your print job and ask you to accept the charge:

The message will also inform you that you will be able to charge this job to a **MOCode** at the printer when you securely login (using UMSL ID card or SSO keypad entry), release and print your document.
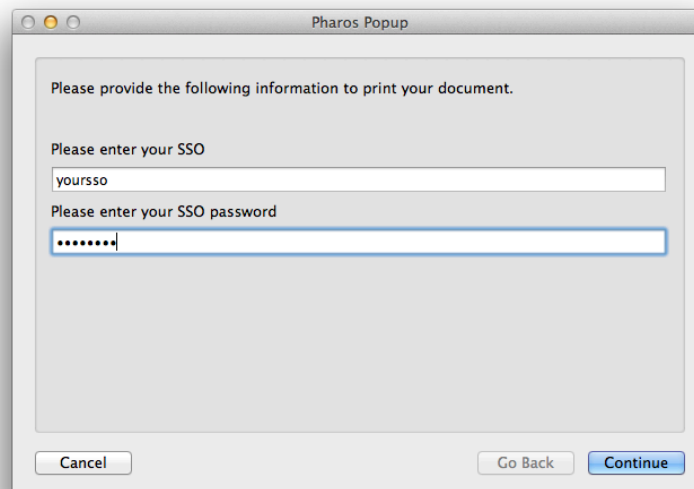
Print using Direct Print

Once installed, Direct Print will allow you to print jobs directly to a chosen print device.
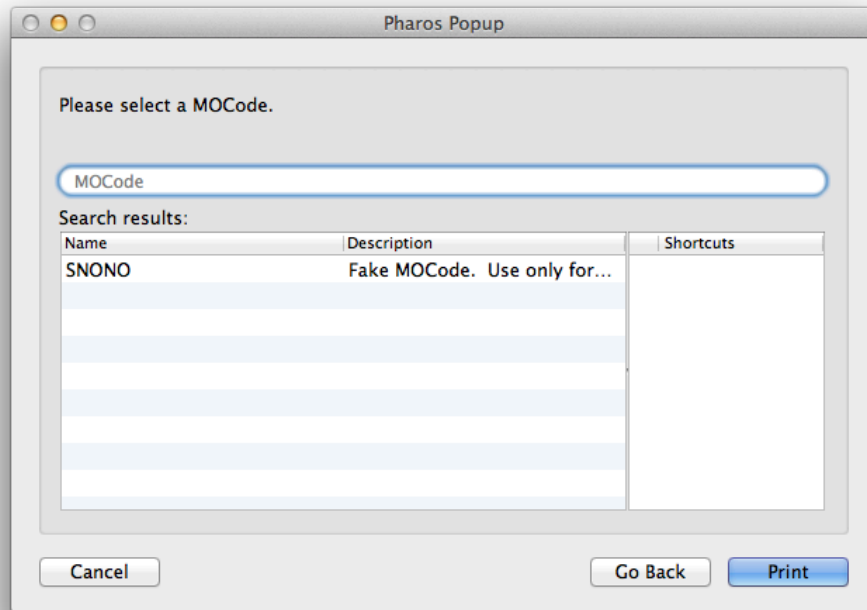
Open the document you wish to print and select **Print** from the **File** menu. Choose the printer you wish to print to and click **Print**:
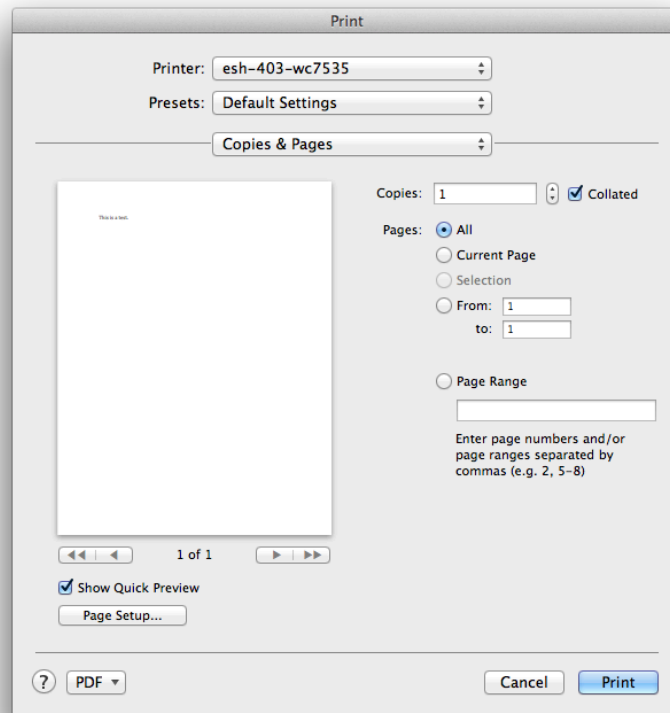
Enter you **UMSL Secure Sign-on (SSO) ID** and password, then click **Continue**:

At this point, a dialog will appear which will allow you to charge the print job to a **MOCode**:


Note: If choose not to enter a MOCode, your print job will be charged to your default MOCode

For convenience, you can add any **MOCode** to your shortcut list by dragging the relevant search result entry on the left, to the Shortcut list on the right:
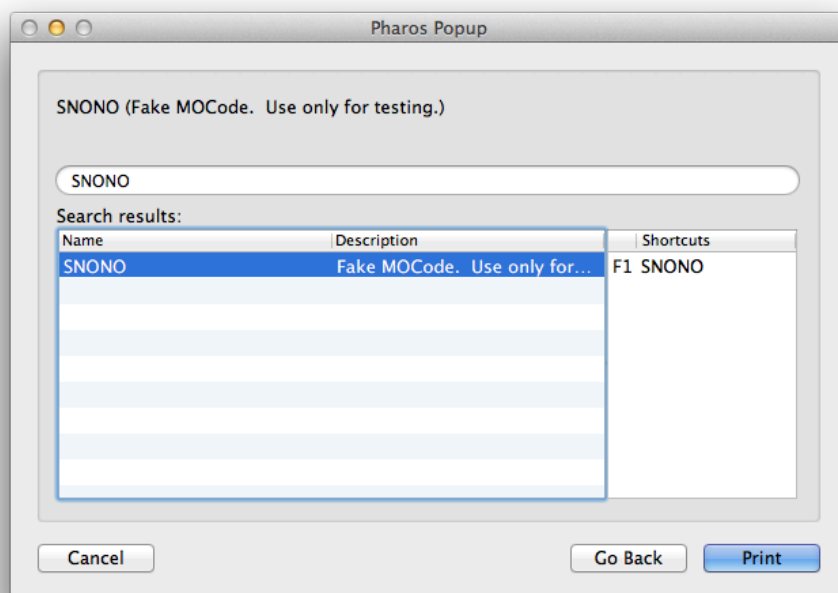
Each shortcut will display alongside a function key name. Pressing this function key (**F1** through **F10**) at this dialog next time will choose the corresponding MOCode automatically.

When you press the **Print** button, a message will appear detailing the cost of your print job and ask you to accept the charge:
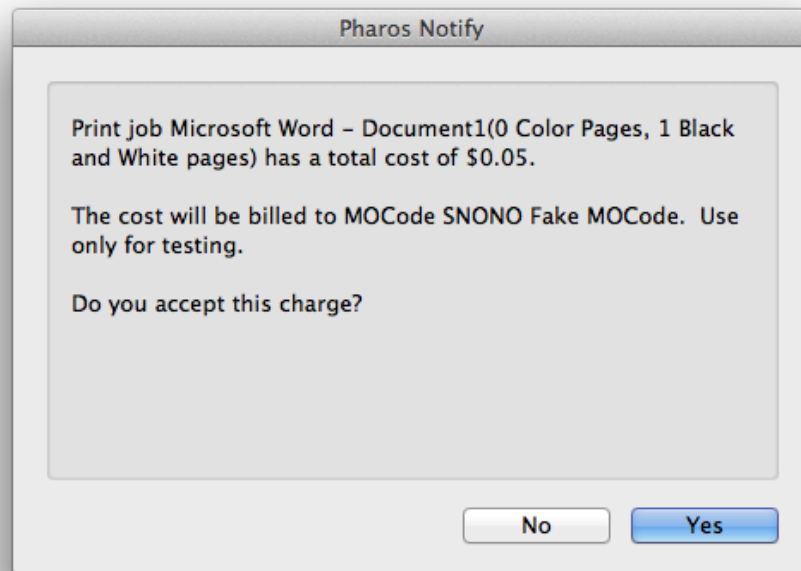
Once the charge is accepted, the print job will be sent to the printer and print immediately.

Important Note: If the job you wish to print contains private or sensitive information, it is highly recommended to use Secure Release or Secure Print instead.