University of Missouri-St. LouisInformation Technology ServicesUMSL Printing for Mac OS X User Guide (Revised for 2019 Print Fleet Refresh)

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://osxprintl.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 <u>Secure Print</u>

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**:

	Print	
Printer:	Secure-Release	○
Presets:	Default Settings	
	Copies & Pages	O
		Copies: 1 Collated Pages: All Current Page Selection From: 1 to: Page Range Enter page numbers and/ or page ranges separated by commas (e.g. 2, 5-8)
Show Quick Preview	P PP	
? PDF Y		Cancel Print

A message will appear detailing the cost of your print job and ask you to accept the charge:

Print job Microsoft Word and White pages) has a	d – Document1(0 Color Pages, 1 Black total cost of \$0.05.
Your current balance is	\$1.00.
The current balance fea be selected at a secure job.	ture is not being used. A MOCode can release printer when releasing a print
Do you accept this char	ge?
	No

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**:

Printer:	Secure Print Queue		*
Presets:	Default Settings		\$
(Copies & Pages		\$
		Copies:	1 Collated
This is a test.		Pages:	
			Current Page
			O Selection
			O From: 1
			to: 1
			O Page Range
			Enter page numbers and/or page ranges separated by commas (e.g. 2, 5-8)
【▲▲ ▲ 1 of 1			
Show Quick Preview			
Page Setup			
			Cancel

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In the dialog that appears, enter you UMSL Secure Sign-on (SSO) ID and password, then click Print:

Please provide the following i	nformation to print your document.
Please enter your SSO	
YourSSO	
Please enter your SSO passwo	rd
•••••	
Cancel	Go Back Print

If successful, a message will appear detailing the cost of your print job and ask you to accept the charge:

Print job Microsoft Word and White pages) has a to	- Document1(0 Color Pages, 1 Black otal cost of \$0.05.
Your current balance is \$	1.00.
The current balance featu be selected at a secure re job.	re is not being used. A MOCode can lease printer when releasing a print
Do you accept this charge	e?

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.

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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**:

Printer:	esh-403-wc7535	\$
Presets:	Default Settings	\$
(Copies & Pages	*
Taki M		Copies: 1 Collated Pages: All Current Page Selection
		Page Range
		page ranges separated by commas (e.g. 2, 5–8)
Show Quick Preview	44 4	
PDF -		Cancel

Enter you UMSL Secure Sign-on (SSO) ID and password, then click Continue:

Please provide the following information to print your document.			
Please enter your SS)		
yoursso			
Please enter your SS) password		
•••••			
		Go Back Continue	

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

Please select a MOCo	de.	
MOCode		
Search results:		
Name	Description	Shortcuts
	Pake MOCOUE. Use Unity IUI	
Cancel	Ga	o Back Print

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:

SNONO		
earch results:		
Name	Description	Shortcuts

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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:

Print job Microsoft V and White pages) ha	Vord – Document1(0 Color Pages s a total cost of \$0.05.	, 1 Black
The cost will be bill only for testing.	ed to MOCode SNONO Fake MOCo	ode. Use
Do you accept this o	harge?	
	No	Yes
	No	Yes

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 <u>Secure Release</u> or <u>Secure Print</u> instead.