

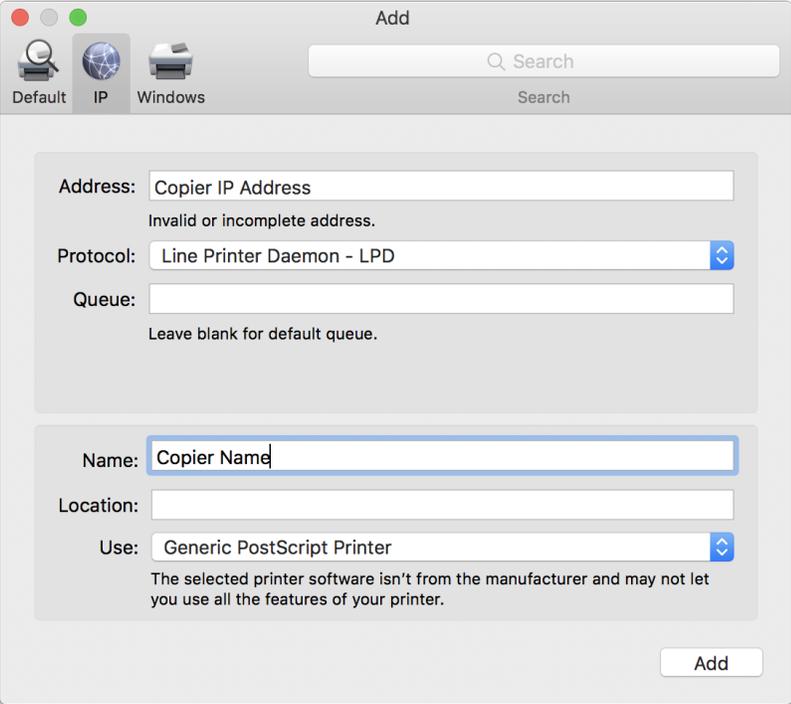
macOS - Printing directly to Xerox copiers

Printing to **ONLY to Xerox** copiers directly from personally owned macOS computers will require the following steps. Depending on the copier configuration, you may require a department ID for access. If you need to add a different model printer please follow [these](#) instructions.

Step-by-step guide

note: you will need the IP address for the copier. That information is outside the scope of this document, and will need to be retrieved from the administrative offices where the copier is located.

1. Search, download & Install the desired Xerox copier drivers - located [here](#).
2. Click the Apple menu, open System Preferences Printers and Scanners.
3. Click the "+" button to add a new printer, select "IP"
 - a. Select "Line Printer Daemon - LPD" as the protocol
 - b. Enter the information for the copier (IP address, copier name).

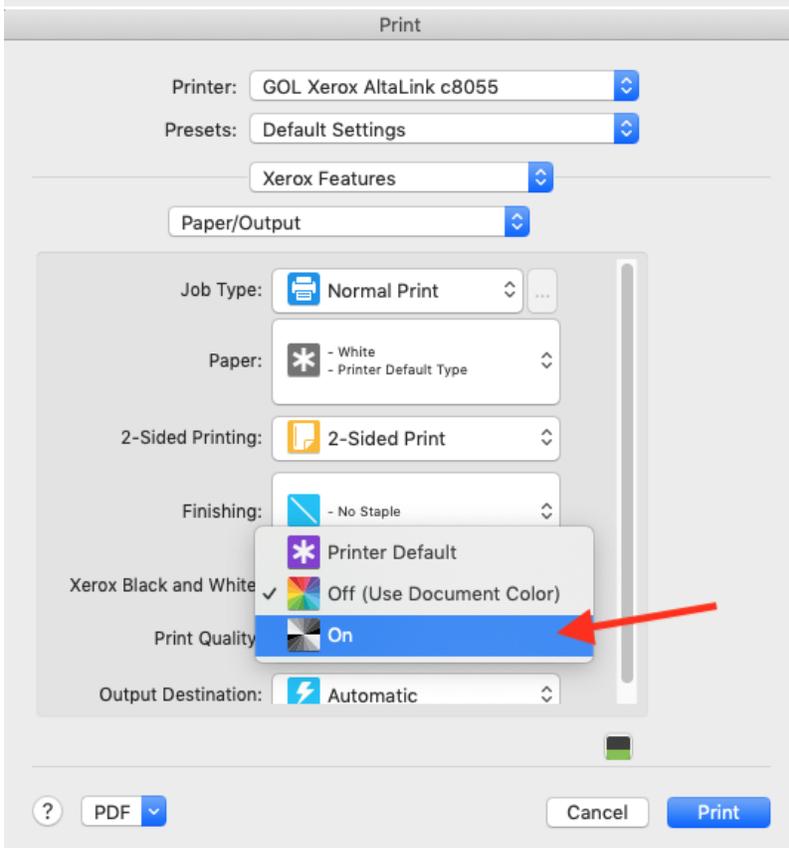
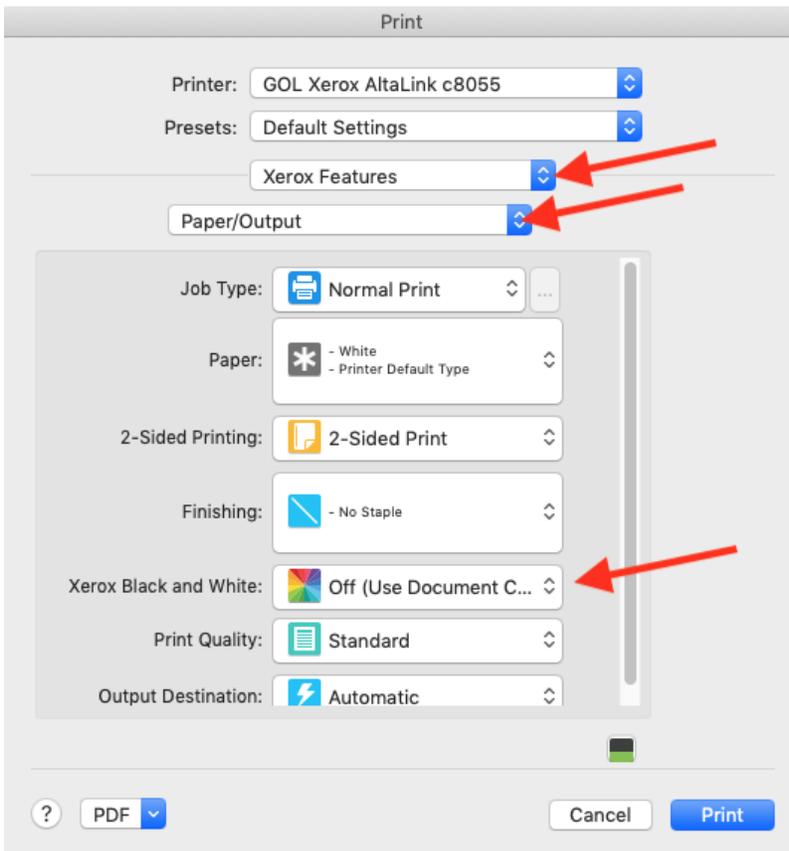


The screenshot shows the 'Add' dialog box in macOS System Preferences. The window title is 'Add'. At the top, there are three tabs: 'Default', 'IP', and 'Windows', with 'IP' selected. A search bar is present with the text 'Search'. Below the tabs, there are several input fields and dropdown menus:

- Address:** A text field containing 'Copier IP Address'. Below it, a message reads 'Invalid or incomplete address.'
- Protocol:** A dropdown menu showing 'Line Printer Daemon - LPD'.
- Queue:** A text field that is currently empty. Below it, a message reads 'Leave blank for default queue.'
- Name:** A text field containing 'Copier Name'.
- Location:** An empty text field.
- Use:** A dropdown menu showing 'Generic PostScript Printer'. Below it, a message reads 'The selected printer software isn't from the manufacturer and may not let you use all the features of your printer.'

An 'Add' button is located at the bottom right of the dialog box.

- c. In the bottom drop-down menu, select "Select Software..."
 - d. Type in the Xerox model number in the search field - if you have installed the software in step 1, you will see the appropriate driver for the Xerox model in the list.
4. Click "Add" to add the printer.
 5. In order to print in Black and White only, you will need to adjust the following settings:
 6. Click on the 2nd drop down box under Presets and choose "Xerox Features" then in the next drop down, choose " Paper/Output" and choose "On" for the Xerox Black and White option.



7. This setting can be saved as a preset by clicking on "Default Settings" and choosing the "Save Current Settings as Preset" option.
8. Name the Preset and click OK.
9. If your department uses account codes, in the same Xerox Features window, click on the Paper/Output drop down box and choose Advanced.
10. Scroll down to Configuration and click on Accounting.
11. In the window that pops up, choose Xerox Standard Accounting.

12. You can customize your options in here. You can choose Always Prompt or Do Not Prompt for instance. Your account code needs to be entered into the **Default User ID** field.



For devices with Xerox Standard Accounting (that require an ID to use), you need to be sure to use the System print dialog box. In products such as Google Chrome, and the Adobe product suite, they use their own printer dialog boxes - for these, be sure to switch to the System dialog (or click on the "Printer..." button in Adobe products, then "Print" from there). Otherwise, you will not be prompted for the print code, and your print job will fail. For some Xerox printers, using an account code to print from macOS specific applications such as Preview and Safari, along with others, the print job will fail. This is due to a Xerox driver limitation in the macOS. Please use Microsoft Office products and Adobe products to print from when using an account code to print.

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