

## **Xerox WorkCentre 7855 Copiers – Psychology Department**

### **macOS Driver Installation and Printer Setup**

For this overall process, you should be located on campus and be connected to the campus network. The process should work if you are connected via a wired network cable, or via the UO Secure WiFi network. I recommend closing or hiding other windows on your computer before starting this setup process to eliminate the possibility that existing windows may obscure the new pop-up windows that you will need to interact with during setup.

These instructions apply to Mac computers that are running the following macOS versions:

**macOS Mojave (10.14), macOS High Sierra (10.13), macOS Sierra (10.12)**

#### **Note:**

- If your computer is running OSX 10.11 (El Capitan) or older, there are different drivers that are still available on the Xerox website that you can download and use. They may follow a similar installation process as these instructions, but due to the dwindling use of those operating system versions, we aren't going to include them, here. If necessary, you can [contact the PsychIT staff](#) to help you with the installation of the Xerox printer driver on those older versions of OSX.

#### **Downloading the Printer Driver:**

The current recommended driver version is: 4.22.2 (2045), released on 2018-12-10.

Click on this [direct download link](#) to immediately start the download of that driver (which usually is accomplished by automatically starting the download via your default web browser).

#### **Note:**

- Depending on the default web browser that you are using to download the driver, you may have the option of automatically opening the file after the download finishes, instead of just saving it. Choose the option to open the file (XeroxPrintDriver\_4.22.2\_2045.dmg). Opening that file should cause a new drive icon to appear on your desktop, labelled as “Xerox Print Driver 4.22.2”, and should automatically open a pop-up window by the same name. If you saved the file instead of opening it, open the Finder and go to the folder where the download was saved (usually, “Downloads” or “Desktop”). Double-click on the XeroxPrintDriver\_4.22.2\_2045.dmg file to manually open that file and its corresponding window.

*Alternate Download Option (if your download was already successful via the above steps, you can skip to the “Installing the Printer Driver” section, below):*

If the direct downlink link above doesn't work (or you wish to check for a newer version of the driver), you can [go to the Xerox Drivers & Downloads page for the WorkCentre 7855](#) to see the full list of currently available drivers. Be aware that there are multiple driver options to choose from, and most of them will not be appropriate for our use here in Psychology (i.e. – we do not use the ICA Scan driver or the TWAIN Scan Driver).

Find the driver listed as “macOS Common Print Driver Installer” and click on it. Scroll down the page and click on the ‘Accept’ button to start the download of the driver installation file.

**Note:**

- The specific driver version available will vary over time as new versions are released. The examples provided in these instructions were current at the time they were written. If a newer driver version exists, go ahead and use that, being aware that the installer file names will most likely have changed to match the new version. In general, while Xerox may release slightly updated drivers over time, the process of installing that driver often remains the same or so similar that these instructions may still work. In addition, be aware that just because new driver versions have been released does not necessarily mean that the old driver versions no longer work.

**Installing the Printer Driver:**

After following the instructions from the previous section, you should now have a “Xerox Print Driver 4.22.2” icon on your desktop, and see an open window of the same name.

Double-click on the “Xerox Print Driver 4.22.2.pkg” file in that window to start the driver installation process.

You should see a pop-up window that says, “This package will run a program to determine if the software can be installed.” Click the ‘Continue’ button.

*On the ‘Install Xerox Printer’ pop-up window:*

Click the ‘Continue’ button on the Introduction.

Click the ‘Continue’ button on the License.

Click the ‘Agree’ button.

Click the ‘Install’ button.

Enter the password for your computer login and click the ‘Install Software’ button to start the installation.

On the 'Select a Printer' window:

There are two icons at the top of this window, which have no text label, but will identify their name if you hover your mouse over them. By default, the left icon, 'Discover Printers' will be selected. There will be an animated circle showing progress as the computer automatically searches for available copiers. That search will fail, so you should immediately click on the icon to the right ('IP address or DNS' will appear if you hover your mouse pointer over that icon).

In the "IP Address or DNS Name" text box, enter (or copy and paste from below) the appropriate copier's network address.

Location	Network Address
Straub first floor / front office copier	psy-copier-stboffice.in.uoregon.edu
Straub third floor (STB-362) copier	psy-copier-stb362.in.uoregon.edu
LISB third floor (Faculty Suite) copier	psy-copier-lisb.in.uoregon.edu

The copier model may be auto-detected at this point (in which case, you can click 'Continue' and skip to the next step - waiting for the installation to complete), but you may see a warning, "The printer model at this address is not supported by this installer. To continue, choose a supported model or enter a new IP address or DNS name."

- If you see the warning, click in the model selection drop-down box and select 'Xerox WorkCentre 7855' and then click 'Continue'. Be aware that the drop-down box list is not alphabetical; the entry you want is in the bottom half of the list.

Wait for the driver installation to complete (usually less than 60 seconds). You should see a message that indicates that the copier was successfully installed on your computer. Click the 'Continue' button.

On the next window, two check-boxes will be listed ("Set printer as default" and "Print test page"); they both will be checked by default.

Note:

- Printing a test page will only work if you enter your copier code into a pop-up window, but that code won't be stored for future use. Since you are going to be saving that code into a preset in a later step, it is unnecessary to attempt to print a test page now.

Un-check both of those boxes and click 'Continue'.

You should see a message saying, "The installation was successful." Click the 'Close' button.

You can now close the 'Xerox Printer Driver 4.22.2' window and drag the mounted volume of the same name to the trash.

You are now finished installing the driver for the Xerox WorkCentre 7855 copier and adding one of the specific department copiers to your computer. However, there are still some final configuration changes that you will need to apply before you can successfully print to the copier.

### **Final Configuration Changes (including copier code entry):**

If you do not perform these steps, all of your print jobs will be automatically rejected by the copier.

### ***Disabling Color Printing and Entering Your Copier Code:***

#### Important Note:

- If you do not disable color printing in the manner listed below, and you try to print any document that contains even one color character on it, your print job will be automatically rejected by the copier. Your computer will act as if it has printed successfully, but nothing will be printed by the copier.
- You will get the same result if you don't enter your copier code (or if you enter your code, incorrectly).

Open the Mac System Preferences (by clicking the apple icon in the top left of the screen and choosing that option) and then select 'Printers & Scanners'.

Confirm that you have the new copier listed. By default, it will use the network address (minus the .in.uoregon.edu part) as the printer name.

Close the System Preferences window.

You are now going to save a new printing preset that will contain the default printing values for all future printing to the copier:

Open a document that you want to use as a test print and choose File -> Print from the pull-down menu (or use the Command+P key combination). I recommend using Microsoft Word for this step, if possible.

*On the Print window that appears:*

Choose the new copier in Printer drop-down box.

In the middle of the print window, there is usually a drop-down box (the exact name of the default option in that box varies by the app that you are printing from; in Microsoft Word, it is usually 'Copies & Pages'). Click in that drop-down box and select 'Xerox Features'.

You will see several basic print settings (Job Type, Paper, 2-Sided Printing, Finishing). Generally, you will leave those settings at their default values.

**Next to the “Xerox Black and White” option click and change the default option of ‘Off (Use Document Color)’ to ‘On’.**

**Note:**

- **It is very important that you change this setting to ‘On’! If you forget this step, all of your print jobs will be automatically rejected by the copier despite your computer behaving like your document printed normally.**

Click on the drop-down box (currently displaying the “Paper/Output” option) and select ‘Advanced’.

To the right of ‘Configuration:’, click on ‘Accounting...’.

*On the Accounting pop-up window:*

Click on the drop-down box to the right of ‘Accounting System’ and select ‘Xerox Standard Accounting’.

Then click on the drop-down box to the right of ‘Accounting Prompt’ and change the value from ‘Always Prompt’ to ‘Do Not Prompt’.

In the ‘Default User ID’ field, type in your 7-digit copier code, and then click ‘OK’.

**Notes:**

- **It is very important that you enter your copier code correctly after changing the above setting to ‘Do Not Prompt’! If you forget this step or enter an invalid code, all of your print jobs will be automatically rejected by the copier despite your computer behaving like your document printed normally.**
- Most department employees should have received a copier code from PsychIT staff when they started working for the department (if you haven’t yet received your code, you can send an email to [psychtech@ithelp.uoregon.edu](mailto:psychtech@ithelp.uoregon.edu) to request one). Undergraduate students are usually NOT given personal copier codes, but can instead use their associated research lab’s generic copier code (in that case, contact your lab manager or lab head for that code).

Back on the Print window (near the top) click on the drop-down box to the right of ‘Presets:’ and select ‘Save Current Settings as Preset’.

Enter a name for the new preset. I recommend, “Xerox Copier with Code”.

Select the option to have the preset available for ‘All Printers’.

### Note:

- This will allow you to use the same preset for any of the three department copiers at any point in the future. If you save the preset for only this printer, it will never appear as an available preset option for any of the other department copiers.

Click the print button at the bottom right of the Print window to print your test document. After you print once using the new preset, your computer should remember to use that same preset in the future (just when printing to that copier; not when printing to other printers).

You should now be able to print to the newly added copier via most apps on your computer.

### Important Note:

- **Be aware that there are known issues when printing from certain apps (mainly Google Chrome and any Adobe app) on a Mac computer to any printer that uses job accounting codes (which includes these Xerox copiers).** There are known workarounds to those issues, which must be used every time you print a document from the affected apps. If you don't use the workaround, your computer will behave like the document has printed normally, but your print job will be automatically rejected by the copier. For more information on those issues and the necessary workarounds, view this separate PDF entitled, "[Troubleshooting Mac Printing Problems with Printers that Use Accounting Codes](#)".

### **Adding Multiple Copiers to the Same Computer (optional):**

If you are adding multiple copiers to the same Mac, you can do that without running the Xerox Installer again (once the driver files are installed from the first copier's setup, you don't need to install them again). Use the following instructions to add the second or third copier to your computer.

Click on the apple icon in the upper left-hand corner of the screen and then select 'System Preferences'. On the 'System Preferences' window, select 'Printers & Scanners'. You may need to click on the gold padlock at the bottom of that window and enter your computer's login password before you can make changes to your printer configuration. Click on the "+" sign to add a new printer.

*On the 'Add' window:*

On the top of the window, click on 'IP'.

In the 'Address' field, type in the appropriate copier's network address listed in the table on page 3 of these instructions.

In the 'Protocol' field, make sure 'Line Printer Daemon – LPD' is selected.

You can leave the 'Queue' field blank.

The 'Name' field will default to the copier's full network address, but you can edit it to be whatever you want (I recommend removing the ".in.uoregon.edu" part at the end of the name to keep the name shorter and easier to read).

The 'Location' field can be left blank.

The 'Use' field should default to 'Xerox WorkCentre 7855, <driver version>'.

- If it defaults to "Generic Postscript Printer", click on that text and select "Select Software...".
- On the 'Printer Software' window that appears, in the Filter box at the top, type in "7855".
- Click on "Xerox WorkCentre 7855, 4.22.2" and click the 'OK' button at the bottom right.

Click the 'Add' button at the bottom right of the window. You can now close the Printer & Scanners window.

The first time that you print to one of the newly added copiers, you will need to change the 'Preset' selected at the top of the Print window from 'Default Settings' to the 'Xerox Copier with Code' preset that you created in when you installed the very first copier. Once you complete one successful printing to the newly added copier, your Mac should remember to use that Xerox preset for all future printings to that copier.

### **Still Need Help?**

Please send an email to [psychtech@ithelp.uoregon.edu](mailto:psychtech@ithelp.uoregon.edu) if you need further assistance adding one of the department copiers as a printer on your Mac-based computer.