This guide is intended to provide information on printing on University of Missouri-St. Louis-managed Xerox printers using macOS workstations.

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Installing Printers on Mac OS X

1. Xerox printer drivers and the Pharos Popup application should be installed when you receive the computer from ITS. If one or both applications are not installed, you can find them available for installation in UMSL Self Service.

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

1. Open **System Settings** and click on the **Printers & Scanners** icon.
2. Click the **Add Printer, Scanner, or Fax…** button.
3. This will bring up a prompt for an administrator password; please contact the Technology Support Center at (314) 516-6034 for assistance.
4. Hold down the **CONTROL** key on the keyboard and click anywhere on the toolbar. From the popup menu that appears, select **Customize Toolbar**...
5. Drag the **Advanced** icon to the toolbar and close the customization dialog.
6. Click on the **Advanced** button in the toolbar.
7. From the Type popup button, select **Pharos Print Server**.
8. In the **<URL>** field, the value you enter should have the format **popup://osxprint1.umsl.edu/<*printer-name*>**

   For example, the correct URL for the Secure printers is:
   `popup://osxprint1.umsl.edu/Secure-Release`

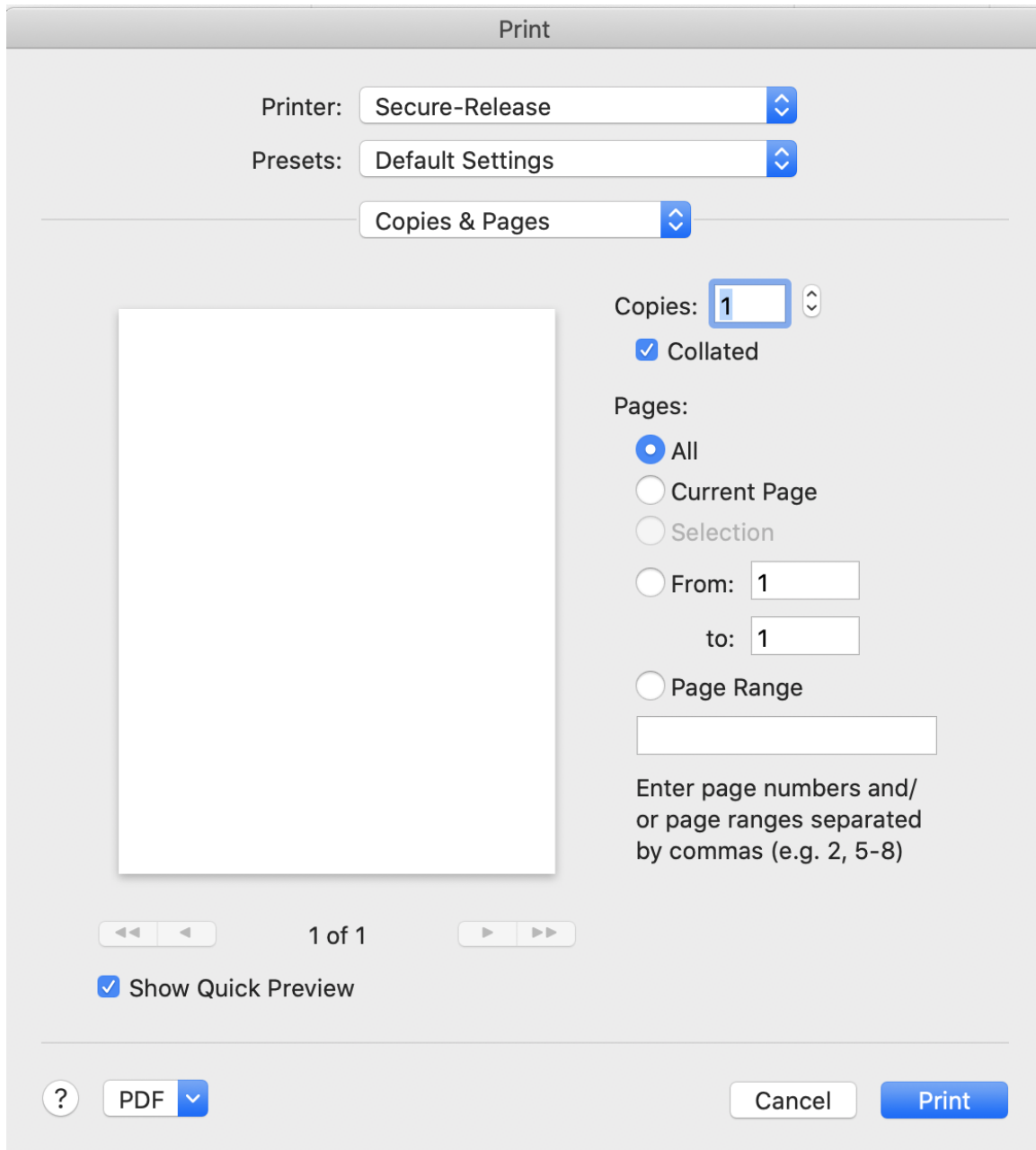   For **Direct Print** printer names, ask your printer contact or contact the **Technology Support Center**

9. In the **Name** field, enter the printer name.
10. From the **Print Using** popup button, select the correct printer model. For **Secure Release**, **Xerox VersaLink C400** is recommended.
11. 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.
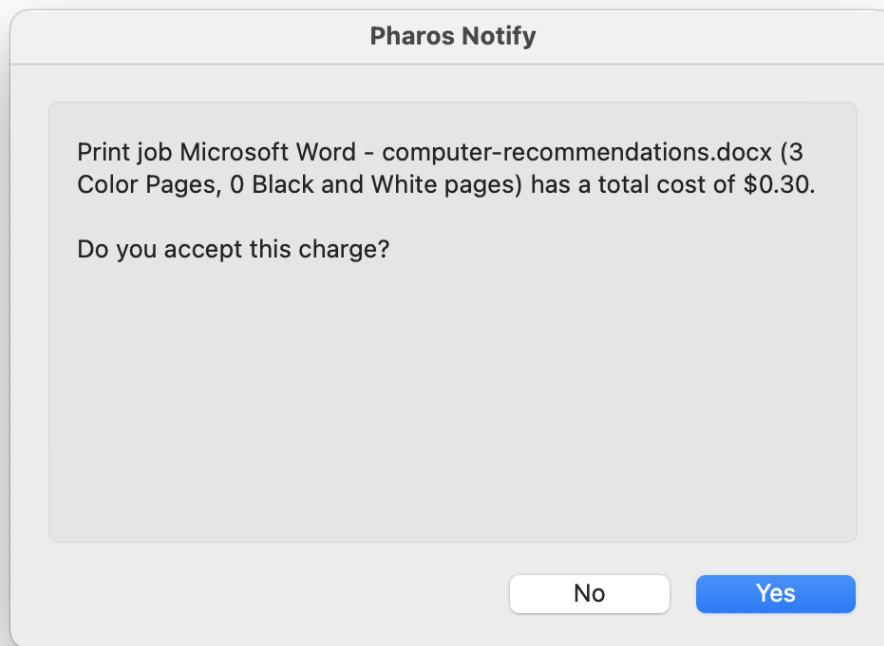
Print using Secure Release

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**:
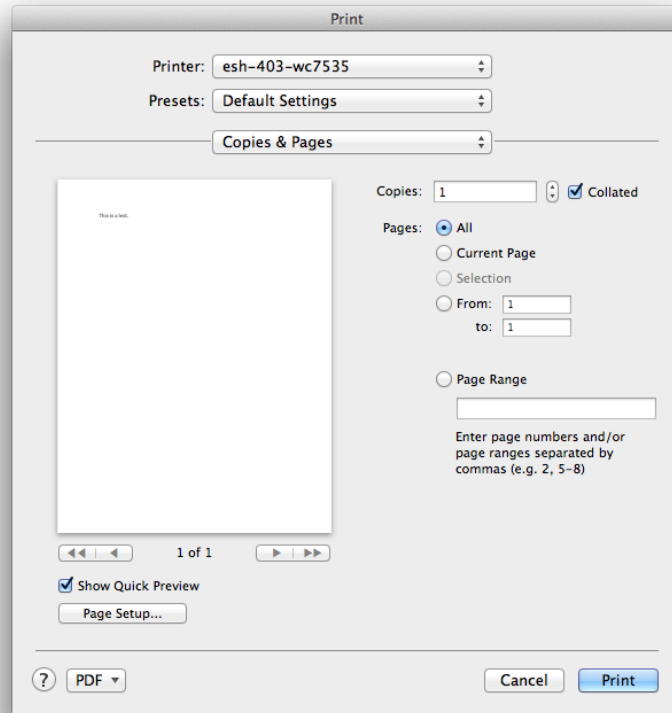
	Print

Printer: Secure-Release

Presets: Default Settings

Copies & Pages

Copies: 1

☑ Collated

Pages:

◉ All

◯ Current Page

◯ Selection

◯ From: 1

to: 1

◯ Page Range

Enter page numbers and/
or page ranges separated
by commas (e.g. 2, 5-8)

◄◄ ◄   1 of 1   ► ►►

☑ Show Quick Preview

? PDF ▼   Cancel   Print

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

Pharos Notify

Print job Microsoft Word - computer-recommendations.docx (3 Color Pages, 0 Black and White pages) has a total cost of $0.30.
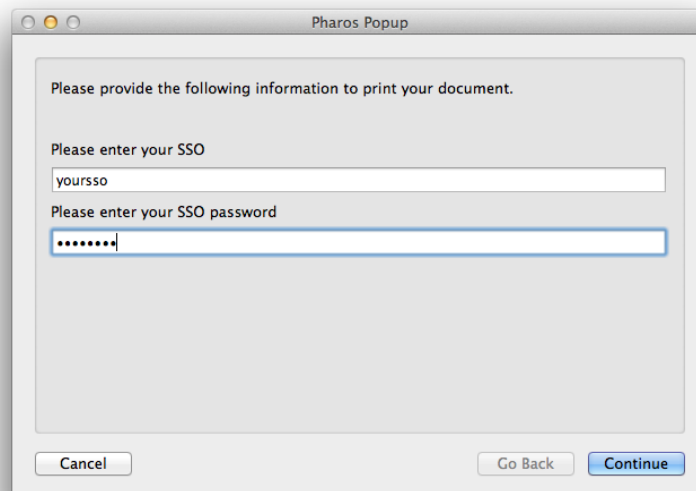
Do you accept this charge?

No   Yes

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

At this point, if you are assigned more than one MOCode, a dialog will appear which will allow you to select which one to charge the print job to:
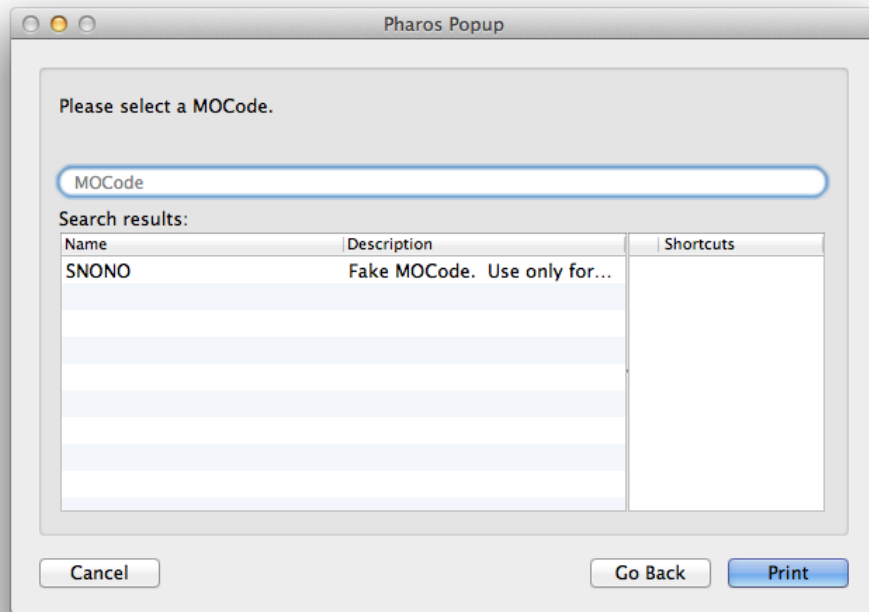

If you are only assigned one MOCode, you will be immediately prompted to accept the charges; skip to page 6.

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:
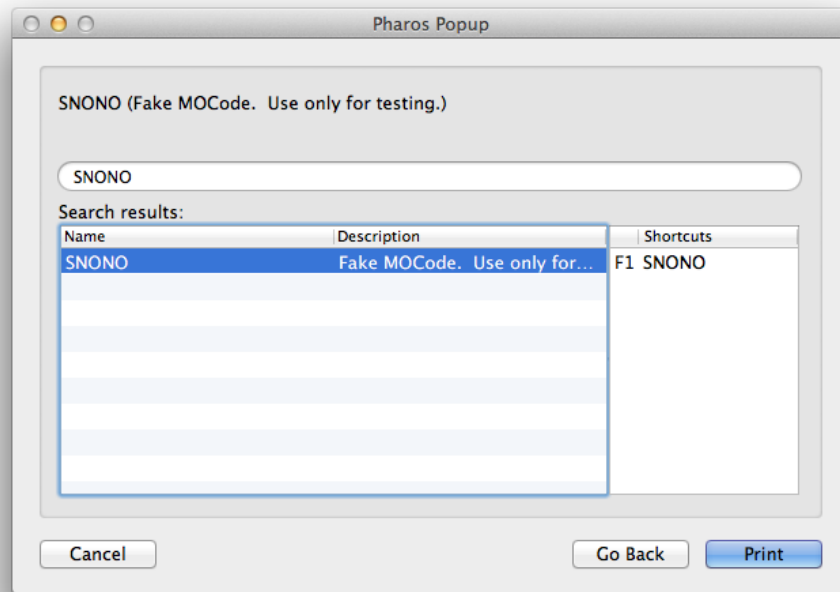
Each shortcut will display alongside a function key name. Pressing this function key (**F1** through **F10**) at this dialog next time will choose the corresponding MOCode automatically.

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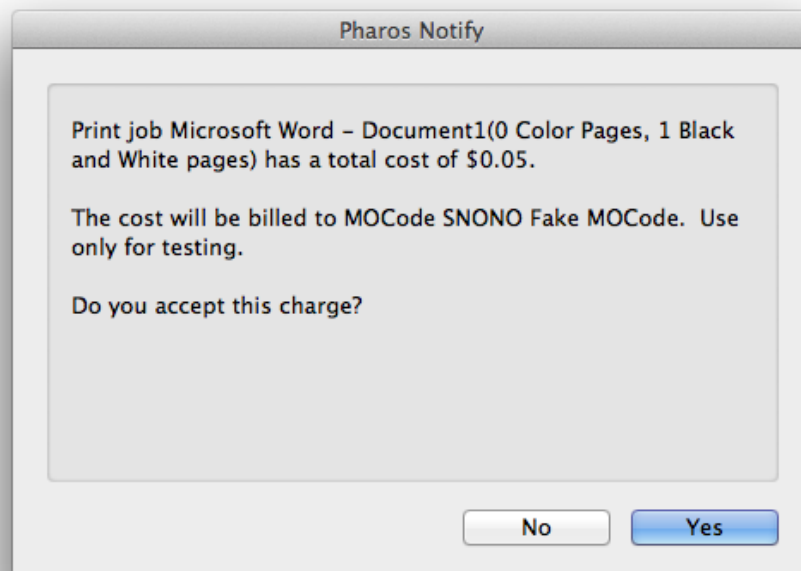
Once the charge is accepted, the print job will be sent to the printer and print immediately.

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