Drucker-AG KaWo 3 e.V. Updated on: 2020-02-05

Printer Setup on macOS Catalina (10.15)

In KaWo 3, the printer is located at house 2 (Kastanienweg 10), to the right of the mailboxes. Before printing a file, ensure that you have **enough credits** at <u>drucker.kawo3.de</u>. You can recharge your account at an office hour (for the time being in cash without change).

Downloading the driver

- 1. Navigate to this webpage.
- 2. Click on the name of the driver and accept the licensing agreement.





Installing the driver

1. Open the downloaded file ending with .dmg and the installer inside.





Xerox Drivers 5.4.2.pkg

- 1. Follow the dialog to install the driver.
 - 1. Accept the prompt to determine if the software can be installed.

0 0 0	Install Xerox Drivers
l	This package will run a program to determine if the software can be installed. To keep your computer secure, you should only run programs or install software from a trusted source. If you're not sure about this software's source, click Cancel to stop the program and the installation.
	Cancel Continue
xerox	
	Go Back Continue

- 2. Continue with the installation process.
- 3. Agree to the licence agreement.
- 4. Enter your password to install the new software.

\bigcirc	Installer is trying to install new s	oftware.
Ð	Enter your password to allow this.	2
	Username: Your Username	
	Password:	+
	Cancel	Install Softwar

 On older versions of macOS (this guide does not support them), you might be asked to select & setup a printer right after the installation. Try skipping it. Otherwise, the process should end with a summary.



- 2. Move the installer to the bin.
- 3. Close the summary.

Adding the printer

1. Open 'System Preferences' and navigate to the 'Printers & Scanners' page.

•••			System Pr	references		QSearch	
	Apple ID, iClos	ud, Media & Ap	p Store			Apple ID	Family Sharing
General	Desktop & Screen Saver	ogao Dock	Mission Control	Siri	Q Spotlight	Language & Region	Notifications
Internet Accounts	Users & Groups	Accessibility	Screen Time	Extensions	Security & Privacy		
Software Update	Network	Bluetooth	Sound	Printers & Scanners	Keyboard	Trackpad	* Mouse
Displays	Sidecar	Energy Saver	Date & Time	Sharing	Time Machine	Startup Disk	
Java							

Easy way:

1. Click the '+' button to add a new printer.

	Printers & Scanners	Q print	8
+ -	No printers are Click Add (+) to se	e available. et up a printer.	
	Default printer: Last Printer Default paper size: A4	Used 🗘	?

 Select the 'Xerox VersaLink C7020 (90:46:f9)'. Do NOT pick the one ending in (90:0c:5a).

		Q Search		
ult IP V	Vindows		Search	
Vame			∧ Kind	
(erox VersaLi	nk C7020 (90:0c:5a)		Bonjour Multif	unction
	(90.46:19)		Bonjour Multi	unction
	Yana Vanalink	07000 (00:40:40		
Name:	Xerox versaLink	C7020 (90-46:19) 2	
Location:	Druckerraum H2			
Use:	Xerox VersaLink	C7020, 5.4.2		\$

- 3. **Optional**: Rename the printer into something memorable (drucker.kawo3.de for the rest of this guide).
- 4. Confirm the printer selection by pressing 'Add'.

Alternatively, if the easy way doesn't work:

1. Open the **IP** section on the printer page.

	0h
erault IP windows	Search
Name	∧ Kind
· · · · ·	Bonjour
Name:	
Location:	
Lise.	0
030.	×
	bbA
	- Turu

2. Enter the printer address: drucker.kawo3.de (1).

2	-	Q Search			
fault IP V	Vindows		Se	arch	
1					
Address:	drucker.kawo3.de				
	valid and complete n	ost name or add	ress.		
Protocol:	AirPrint				\$
Queue:					
Name:	drucker.kawo3.de	,			
Name:	drucker.kawo3.de	9			
Name: Location:	drucker.kawo3.de				
Name: Location: Use:	drucker.kawo3.de AirPrint	9			
Name: Location: Use:	drucker.kawo3.de AirPrint	:			
Name: Location: Use:	drucker.kawo3.de AirPrint	2			
Name: Location: Use:	drucker.kawo3.de AirPrint	3			Âdd

3. Select the software to use with the printer (2).

✓ AirPrint	L	
Auto Select		
Select Software		
Other		

4. Search for 'Xerox VersaLink C7020'.

		Q xerox versa	link c7020	×
Xerox VersaL	ink C7020, 5.4.2			
		Can	icel	ϽΚ

5. Confirm the selection (1) and click 'OK' (2).

$\bigcirc \bigcirc \bigcirc$	Print	ter Software	
		Q xerox versalink c7020	×
Xerox VersaLink C	7020, 5.4.2		
-	T ₁		
		2	
		Cancel	ЭК

6. Confirm the printer selection by pressing 'Add'.

ault IP windows Search	
Address: drucker.kawo3.de	
Valid and complete host name or address.	
Protocol: AirPrint	\bigcirc
Queue:	
Name: drucker.kawo3.de	
Location:	
Use: Xerox VersaLink C7020, 5.4.2	
	Add
	Add

Printing a document

- 1. Open a document you want to print.
- 2. Open the print dialog.
- 3. Select the printer just added.

O ● ● 125 % → + View Zoom Add Page	Insert Table Chart	Initial 2 — Edited Image: Shape Media Comment	Collaborate	Format Docume
		Printer drucker.kawo3.de Presets: Default Settings	0	xt
		Copies: 1 Two-Side Pages: • All From: 1 to: •	d	out More
		Layout Pages per Sheet: 1		
		Layout Direction:	s n n	 30 pt S ◊
		Border: None Two-Sided: Off	 ○ 	None ~
		Rever	se page orientation orizontally	
?	PDF V Hide Details		Cancel Print	3 8
			▲ 下	* *
			► Spacing	1.0 - Single
			► Bullets & Lists	None

4. Navigate to the 'Xerox Features'.



5. **Optional**: On the '**Paper/Output**' page, select the color of the document.

Image: Weight of the second	Untitled 2 — Edited	ent Collaborate	Format Document
	Printer: drucker.kaw Presets: Default Setti Copies: 1 Pages: All From: 1	o3.de O ngs O Two-Sided	t More
	Xerox Paper/Out	put	 ⇒ 30 pt ≎
	Job Type: Paper:	Normal Print Normal Print Nite Printer Default Type	S Q× ne ×
V tof1	2-Sided Printing: Finishing:	1-Sided Print C No Staple No Folding C	
	Xerox Black and White: Print Quality:	Off (Use Document C \Diamond	
		-	0 - Single 🗘
? PDF Y Hide Details		Cancel Print	

		Printer: drucker.kawo3.de 🗘 Presets: Default Settings 🗘	
		Copies: 1 Two-Sided Pages: All From: 1 to: 1	it More
		Xerox Features	
		Job Type:	 30 pt S Ø
		Paper: White Printer Default Type	ne
		2-Sided Printing: 1-Sided Print	
		Finishing: No Staple	3
		Xerox Black and White: North (Use Document C 3	
		Print Quality: 📘 Standard	
			0 - Single
?	PDF V Hide Details	Cancel	Print one ~
			_

1. Turn the feature 'Xerox Black and White' on to print in grayscale.



2. Leave the feature turned off to print in color.

- 6. Go to the 'Advanced Features' page.
- 7. Open the 'Accounting' dialog.

Untitled 2 — Edited	
View Zoom Add Page Insert Table Chart Text Shape Media Comment Collaborate	Format Document
Printer: drucker.kawo3.de	
Presets: Default Settings	
	tt. Moro
From: 1 to: 1	it wore
Xerox Features	
Advanced	\$
Booklet Image Order:	≎ 30 pt ≎
Mirror Output: No	÷ \$~
RGB Neutral Gray: Printer Default	ne v
Skip Blank Pages: Off 🗘	
Binding Edge: Automatic (Recommended)	
Draft Mode: Off	
Job Identification: Disable Job ID	
Halftones: Allow Printer to Manage Halftones	3 8
Image Enhancement: Automatic	►
Request Offset: Offset Each Set	<u> </u>
Configuration: Accounting	0 Singlo
	0 - Siligle V
	one ~
? PDF Hide Details Cancel Print	

- 1. Enter your username as the 'Default User ID' (3).
- 2. Enter the passcode as the 'Default Account ID' (4).
- 3. Confirm with 'OK' to exit the dialog. Your credentials (username and passcode) will be stored after completing your first print.

	Accounting	
Accounting System:	Xerox Network Accounting	\$
Accounting Prompt:	Always Prompt	\$
$\frac{1}{2}$	Mask User ID (****) Mask Account ID (****)	
Default User ID	username	3
Default Account ID :	code	4
?		Cancel OK

8. Hit 'Print'. You might be asked to authorise this print.