

# ITD Fact File:

## Installing MFDs (Mac OS10.5 and OS10.6)



Information Technology Directorate – IT Service Desk

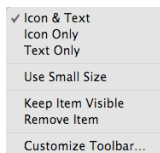
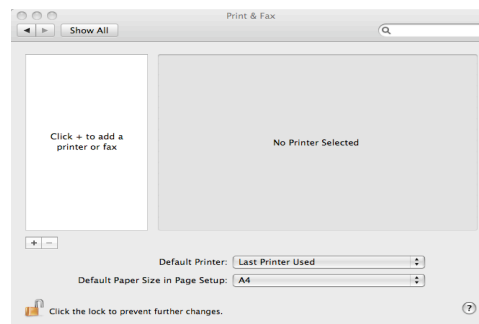
*Note: You need an active **UNE domain username** and password to install this device. Contact the IT Service Desk(x5000, servicedesk@une.edu.au) for help with your account or the setup.*

### Mac OS 10.5 and Mac OS 10.6

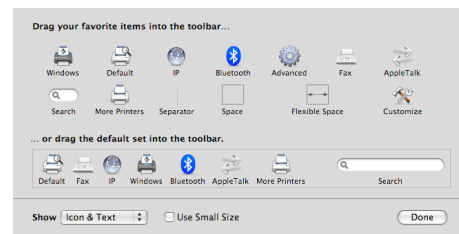
You need to have an Active UNE domain username and password. Mac OSX.5 has the printer drivers for the MFD's already installed – there is no need to download additional drivers.

- Open "System Preferences"
- Open "Print & Fax"
- Click on the "+" icon to add a new printer

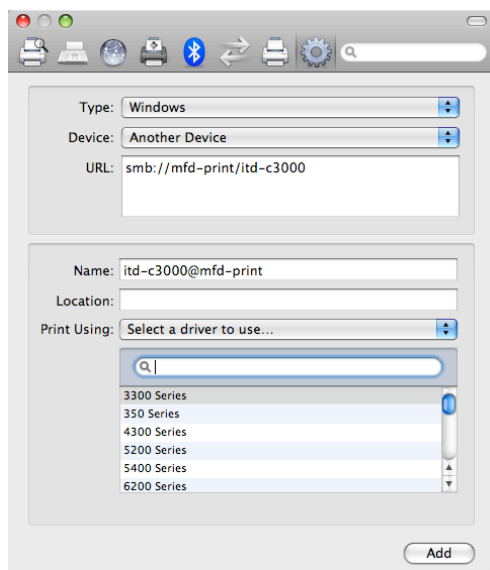
By default on the "Advanced" option is not visible on the toolbar and you will need to customise the toolbar, see instructions below.



Hold down the Control key and click in a vacant area between the toolbar icons you will see the menu below. Select **Customize Toolbar**



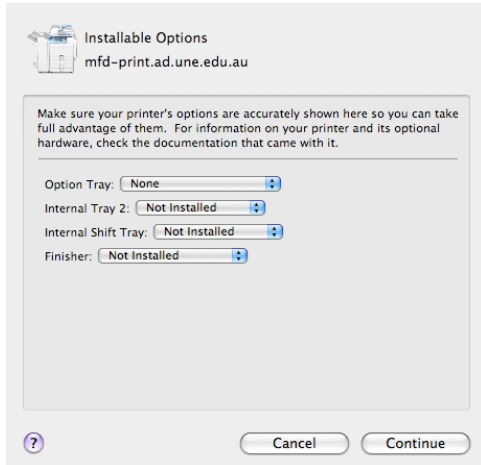
Select the **Advanced** icon and click on **Done**. This will add the Advanced Button to your toolbar



- Select **Advanced** from the toolbar and enter the settings below.
- Select "Windows" from the "Type" drop down box.
- Enter the name for the printer in "Name:"
- Enter the following in the "URL":  
**smb://mfd-print/**printrname****

**NOTE:** In the URL field enter the following address replace the "printrname" with the printer name for your area.

Click on the "Print Using" drop down list and choose "Select a driver to use" (10.5) or "Select Printer Software" (10.6), highlight the driver for your printer and click "Add" (10.5) or "OK" (10.6).

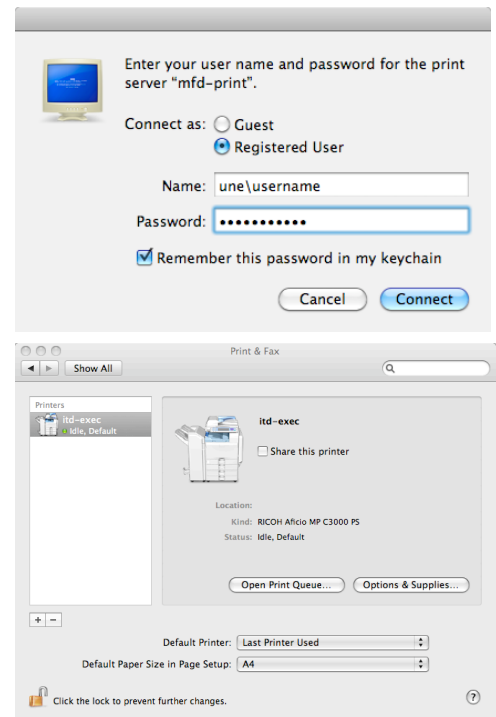


You will now be prompted to select the printer's installable options. Once done click Continue

The printer is then installed

The first time you print you will need to authenticate. Until you do this all prints will fail.

1. Send a job to the printer, at this point 10.5 users will be prompted to authenticate. You **MUST** use the format une\username. 10.5 users are finished at this point. 10.6 users continue to step 2.
2. Go to Print & Fax (in the System Preferences) and select the new printer.
3. Click on "Open Print Queue...". Your job will show the message "On Hold (Authentication required)".
4. Click on "Resume" you will now be prompted for your username and password. Please enter your username in the format une\username and tick "Remember this password in my keychain"
5. Your job will now print.



### Configuring the Printer:

If you wish to change the configuration, click on the Options & Supplies button on the screen above and configure the drop-down boxes with the options available on your printer (Duplexer etc).

### Error Notices:

If you see any messages requesting you to update the printer software, please go to Software Update to check for new printer drivers