

# Wireless Xerox Printing in CCS Labs

A guide to wireless printing to the Xerox printers

# Wireless printing to the Xerox 4622/7800 from a Mac

As a CCS student, you can print wirelessly to the Xerox 4622 or the Color Xerox 7800 from your mac laptop. To do so, you will need to first download and install:

- The Xerox printer driver software
- The Papercut client software

## Installing the Xerox drivers

To download the universal Xerox printer driver, open a web browser and navigate to the CCS Access Manager page ([idp.collegeforcreativestudies.edu](http://idp.collegeforcreativestudies.edu)).

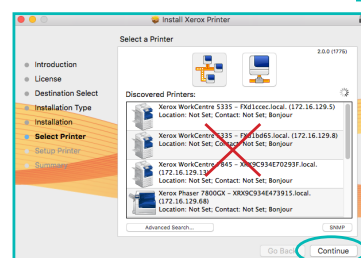
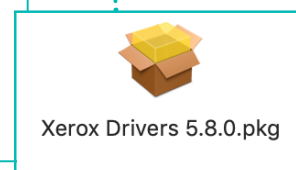
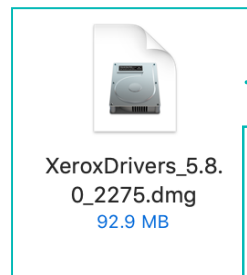
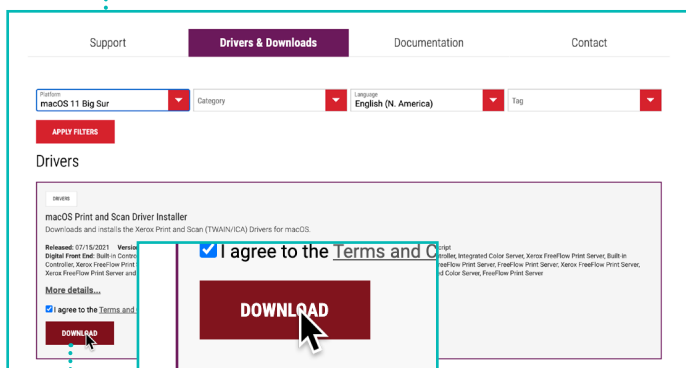
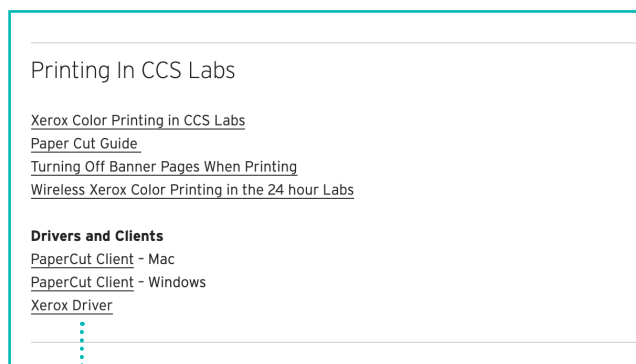
Navigate to **Campus Offices > Information Technology Services > Printing in CCS Labs**.

Click on the **Xerox driver** link to go to Xerox's website. Select your macOS, then click Download under the **macOS Print and Scan Driver Installer** to download the driver, which will be called something like **XeroxDrivers\_xxxx.dmg**.

Double-click the .dmg file to open it, then double-click the package (.pkg file) to run the Xerox printer driver installation.

**Note: Near the end of installation, DO NOT SELECT any printer in the "Discovered Printers" list that pops up.**

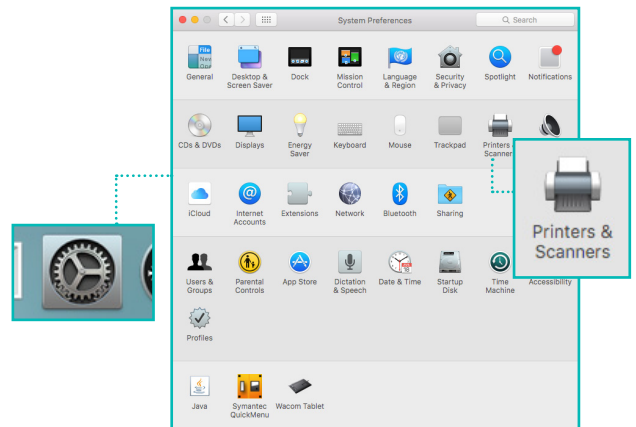
**Select "Continue" without selecting a printer.**



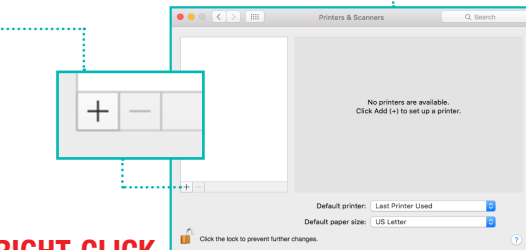
# Adding the print queue

Once the Xerox drivers are installed, follow the steps below to add a print queue.

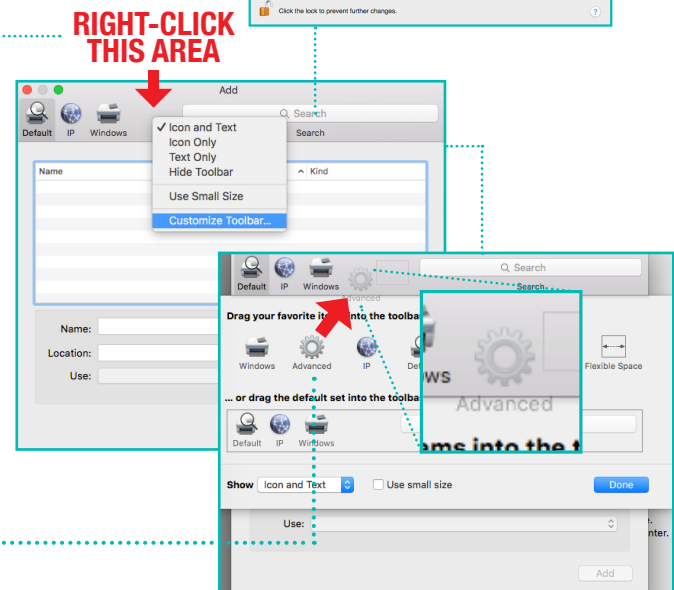
(1) Open the System Preferences. Click **“Printers & Scanners”**.



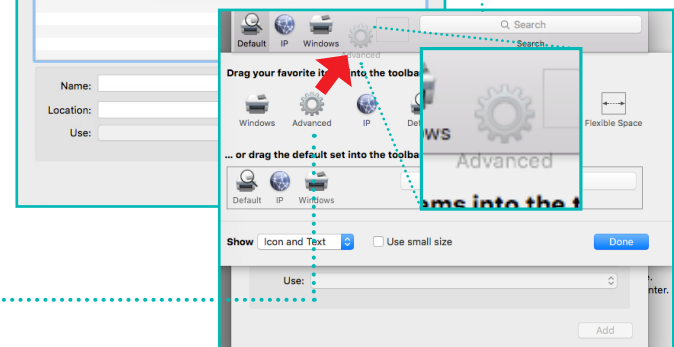
(2) Click the **“+”** button in the bottom-left corner of the printer queue area to add a print queue.



(3) In the Add window, **right-click** the blank space to the right of **“Windows”**, and select **“Customize Toolbar”**.



(4) Click and drag the **“Advanced”** icon directly into the menu bar. Click Done.

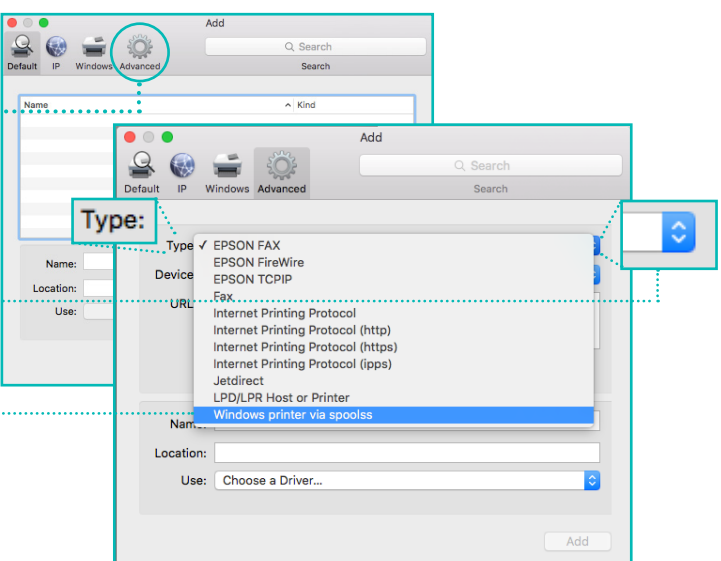


(5) After dragging the **Advanced** icon onto the menu bar, click on it.

Click the arrow button to the right of the Type menu.

A drop-down menu appears.

Select **“Windows printer via spoolss”**.



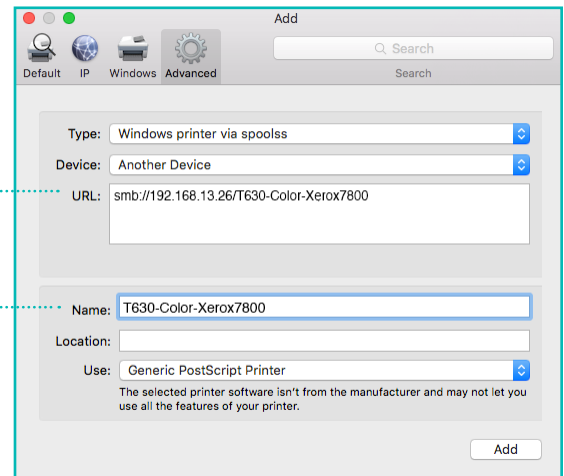
(6) For the purposes of this demonstration, we will use the Color Xerox in the Taubman 24-hour lab.

**Note:** To add other print queues, please see the list on page 4.

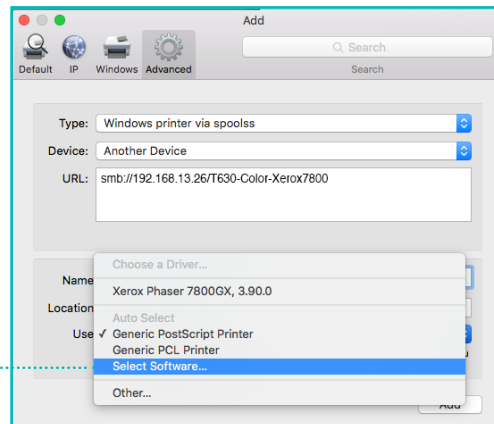
Type in these values exactly in the fields specified:

**URL:** `smb://192.168.13.26/T630-Color-Xerox7800`

**Name:** `T630-Color-Xerox7800`

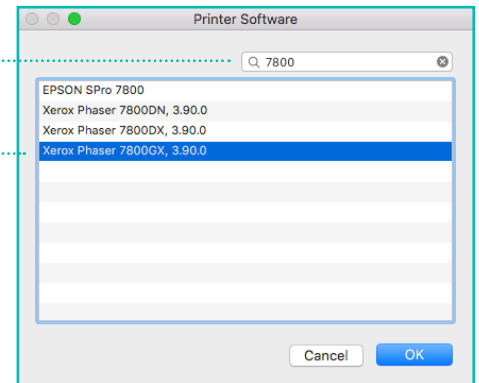


(7) To select the correct driver for the printer you just installed, click the “**Use**” menu, then choose “**Select Software**”.

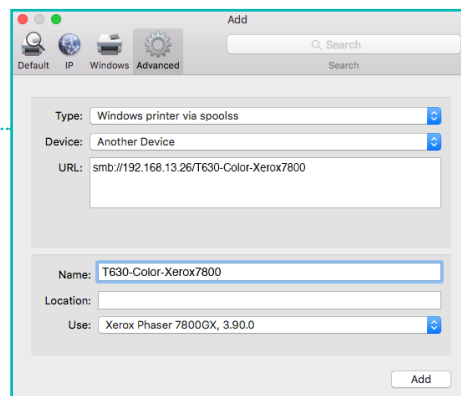


(8) In the “**Printer Software**” window’s search field, type in the model number of the printer (i.e. **7800**).

Select “**Xerox Phaser 7800GX**”. Select it, then click OK.



(9) Your window should look like this. Click “**Add**” to finish adding the printer.



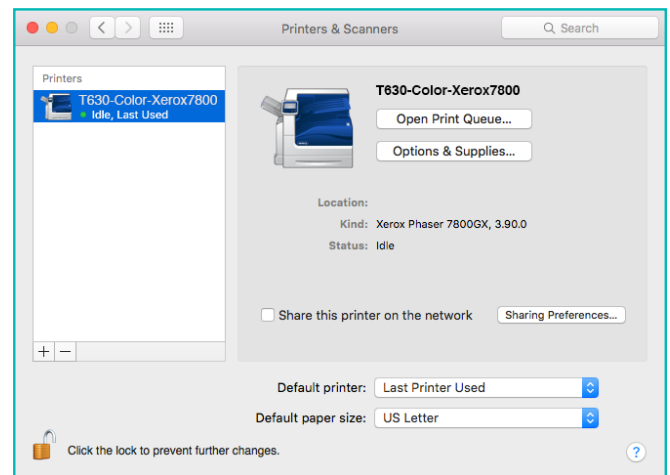
To add additional printers, click the “+” button again and go through the “**Adding the print queue**” process from before, starting at page 2, step 5, but enter a different print queue from the list below.

For instance, when adding the Xerox 4622 in the 24-hour lab, you would enter the following in the “Add” window:

**URL:** smb://192.168.13.26/T630-Xerox4622

**Name:** T630-Xerox4622

You would then select “**Xerox 4622**” as the driver in the “**Printer Software**” window (page 3, step 8).



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## Taubman Campus:

- **T630-Xerox4622 (Black & White, Letter-size only)**

URL: smb://192.168.13.26/T630-Xerox4622

Name: T630-Xerox4622

- **T630-Color-Xerox7800 (Color, Letter and Tabloid sizes available)**

URL: smb://192.168.13.26/T630-Color-Xerox7800

Name: T630-Color-Xerox7800

- **T812-Xerox4622 (Black & White, Letter-size only)**

URL: smb://192.168.13.26/T812-Xerox4622

Name: T812-Xerox4622

- **T812-Color-Xerox7800 (Color, Letter and Tabloid sizes available)**

URL: smb://192.168.13.26/T812-Color-Xerox7800

Name: T812-Color-Xerox7800

## Ford Campus (use address smb://192.168.1.51 instead):

- **C201-Xerox4622 (Black & White, Letter-size only)**

URL: smb://192.168.1.51/C201-Xerox4622

Name: C201-Xerox4622

- **C201-Color-Xerox7800 (Color, Letter and Tabloid sizes available)**

URL: smb://192.168.1.51/C201-Color-Xerox7800

Name: C201-Color-Xerox7800



# Installing the Papercut Client

(1) To download Papercut, open a web browser on your mac and navigate to the CCS Access Manager page ([idp.collegeforcreativestudies.edu](http://idp.collegeforcreativestudies.edu)).

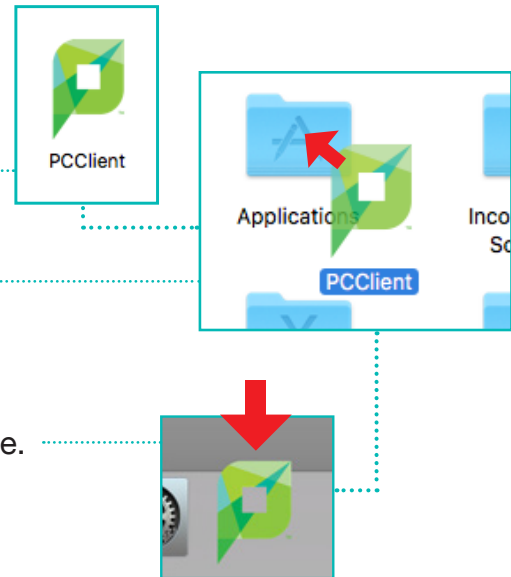
(2) Navigate to **Campus Offices > Information Technology Services > Printing in CCS Labs**.

(3) Click on the “**Papercut Client - Mac**” file to download it.

(4) Once downloaded, double-click the .zip file to unpackage it, which will produce the PCClient application file, as shown.

(5) Drag the Papercut application file into the Applications folder.

(6) From the Applications folder, drag the Papercut icon into your Dock at the bottom of your screen, for your convenience.



## Before printing

Before sending your jobs through Papercut to print, you need to set up the print options for your file properly, such as paper size or color and Black & White options.

Please refer to the “**Xerox Color Printing in CCS Labs**” booklet, located in each of the 24-hour labs **OR** online via **CCS Access Manager > Campus Offices > Information Technology Services > Printing in CCS Labs**.

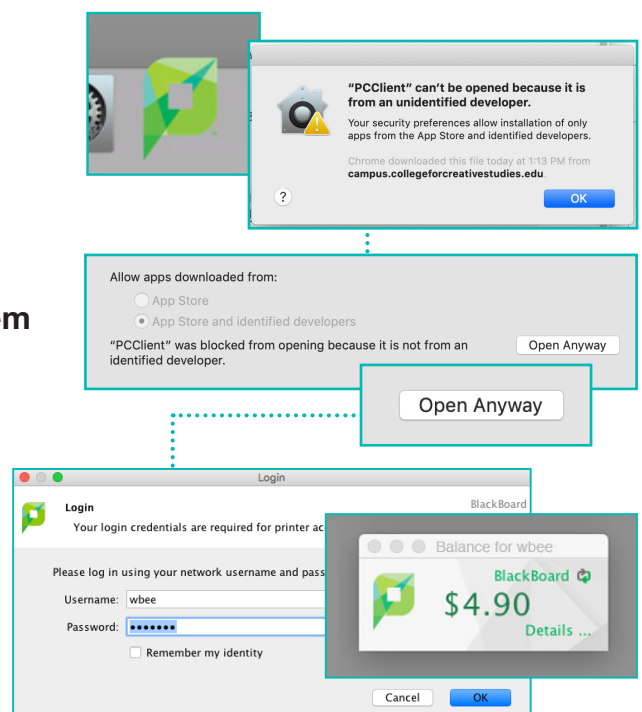
## Printing using the Papercut Client

(1) Before sending your print job, make sure Papercut is running by clicking its icon in the Dock.

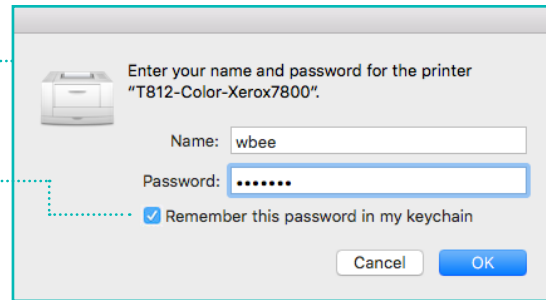
(If it prompts that it “can’t be opened because it’s from an unidentified developer” ... click **OK**, then open **System Preferences > Security & Privacy > General tab**.

Next to the prompt that says “**PCClient**” was blocked, click **Open Anyway**.

Papercut will prompt you to log in with your CCS username and password. Once logged, your balance window will load at the top-right corner of your screen.

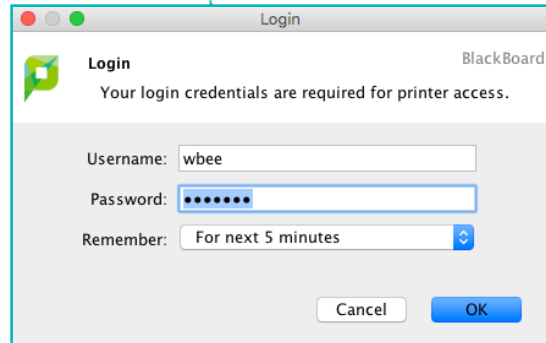


(2) The first time you send a print job, you should receive a login prompt.

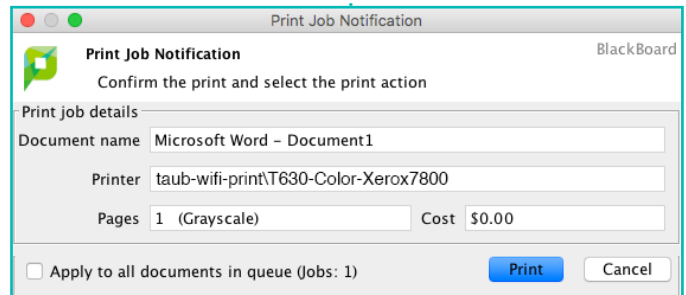
A screenshot of a macOS-style login window titled "Enter your name and password for the printer 'T812-Color-Xerox7800'". It features a printer icon on the left. The form has two text input fields: "Name:" with the value "wbee" and "Password:" with masked characters "\*\*\*\*\*". Below the password field is a checked checkbox labeled "Remember this password in my keychain". At the bottom right are "Cancel" and "OK" buttons. Dotted lines from the text to the left point to the "Remember this password in my keychain" checkbox and the "OK" button.

Type in your CCS username and password, and check the **"Remember this password in my keychain" button**. Click OK. You should not have to do this step again.

(3) On a successful login, you will then receive the Papercut login prompt. Type in your CCS username and password, and click OK.

A screenshot of a "Login" window titled "Login" with "BlackBoard" in the top right corner. It features a Papercut logo on the left. The text says "Your login credentials are required for printer access." Below this are three fields: "Username:" with "wbee", "Password:" with "\*\*\*\*\*", and "Remember:" with a dropdown menu showing "For next 5 minutes". At the bottom right are "Cancel" and "OK" buttons. A dotted line from the text to the left points to the "OK" button.

(4) You will receive a Print Job Notification window. Confirm that the selected printer and the cost is correct.

A screenshot of a "Print Job Notification" window titled "Print Job Notification" with "BlackBoard" in the top right corner. It features a Papercut logo on the left. The text says "Confirm the print and select the print action". Below this is a section titled "Print job details" with three fields: "Document name" with "Microsoft Word - Document1", "Printer" with "taub-wifi-print\\T630-Color-Xerox7800", and "Pages" with "1 (Grayscale)" and "Cost" with "\$0.00". At the bottom left is a checkbox labeled "Apply to all documents in queue (Jobs: 1)". At the bottom right are "Print" and "Cancel" buttons. A dotted line from the text to the left points to the "Print" button.

If not, click Cancel, and review your print setup options.

If correct, click **"Print"** to send the print job.

**Please note when printing wirelessly, your print jobs may take longer to print.**

**If you experience any issues or problems, please contact the Help Desk at (313) 664-7818 or submit a help desk ticket online by navigating to the CCS Access Manager > Help Desk, or directly via [helpdesk.collegeforcreativestudies.edu](http://helpdesk.collegeforcreativestudies.edu).**

# Wireless printing to the Xerox 4622/7800 from a PC

You can also print wirelessly to the Xerox 4622 or the Color Xerox 7800 from your Windows laptop. To do so, you will need to:

- Install the Xerox printers over the network
- Download and install the Papercut client software

## Installing the Xerox printers

(1) To connect to the network printers, click the Start button in the taskbar and select “Run” (or, type *run* in the “Search” field, and select the **Run** command in the top result).

(2) On the Taubman campus, type in:

**\\192.168.13.26**

On the Ford campus, type:

**\\192.168.1.51**

making sure to use the correct slash (“\”) key (located over the Enter key). Hit Enter.

(3) After some time, you will receive a login prompt.

Type in:

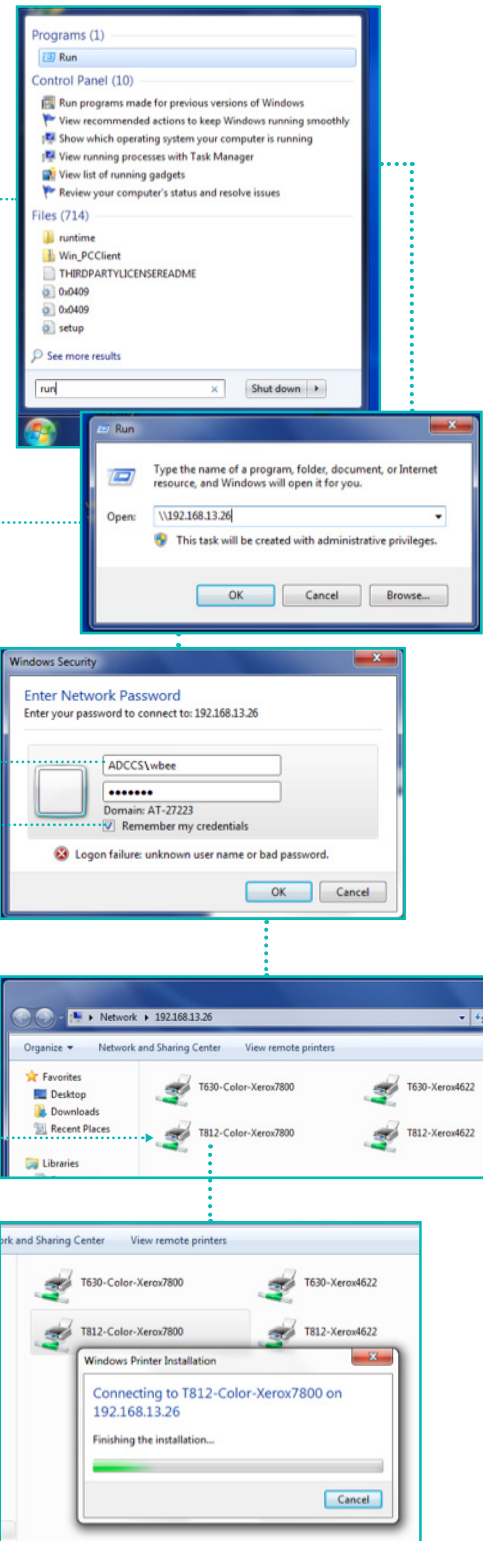
**ADCCS\username**

substituting your own CCS username, and using the correct slash key (“\”). Type your CCS password in the Password field.

Click the “**Remember my credentials**” checkbox to skip this login step in the future, then click **OK**.

(4) You will then receive a window listing the available printers. To install a printer, simply double-click the desired printer icon.

This will install the necessary drivers as well as add the print queue to your computer. To add another printer, simply double-click another printer icon.





# Installing the Papercut Client

(1) To download Papercut, open a web browser and navigate to the CCS Access Manager page ([idp.collegeforcreativestudies.edu](http://idp.collegeforcreativestudies.edu)).

(2) Navigate to **Campus Offices > Information Technology Services > Printing in CCS Labs**.

(3) Click on the **"Papercut Client - Windows"** linked file to download the **Win\_PCClient.zip** file.

(4) Once downloaded, double-click the **"Win\_PCClient.zip"** file to **extract** the files to its own **"Win\_PCClient"** folder on the desktop.

(5) Open it and double-click the **"client-local-install.exe"** file inside it, and go through the steps to install the Papercut client.

(6) Once complete, click **"Finish"** to launch the client.

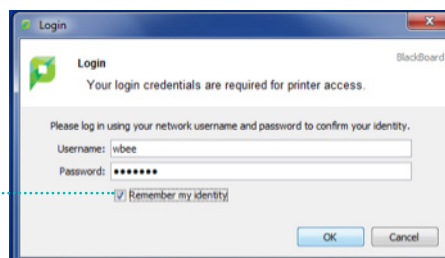
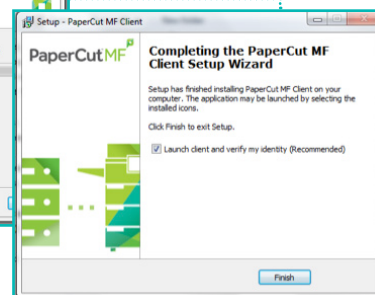
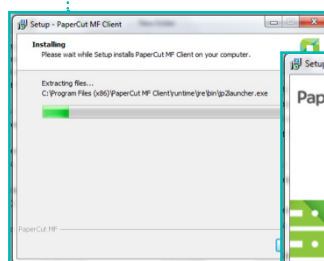
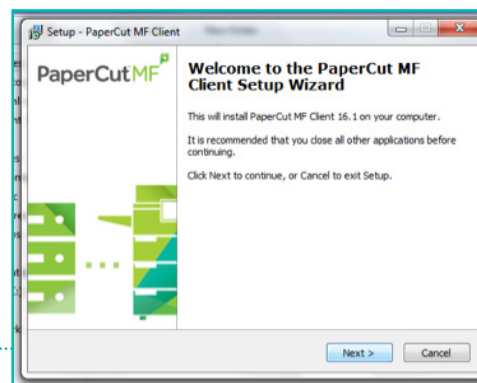
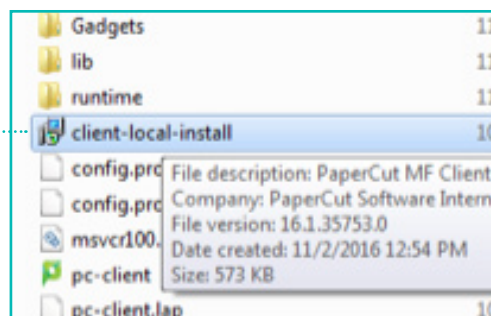
(7) When prompted, type in your CCS username and password. Click the **"Remember my identity"** check box to skip this login step in the future. Click OK to log in.

## Printing In CCS Labs

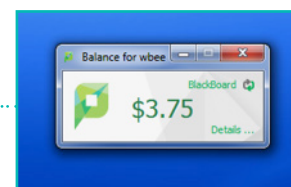
[Xerox Color Printing in CCS Labs](#)  
[Paper Cut Guide](#)  
[Turning Off Banner Pages When Printing](#)  
[Wireless Xerox Color Printing in the 24 hour Labs](#)

### Drivers and Clients

[PaperCut Client - Mac](#)  
[PaperCut Client - Windows](#)  
[Xerox Driver](#)



(8) On a successful login, the Papercut balance window will load at the top-right corner, displaying your current balance.



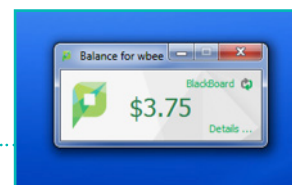
## Before printing

Before sending your jobs through Papercut to print, you need to set up the print options for your file properly, such as paper size or Black & White options.

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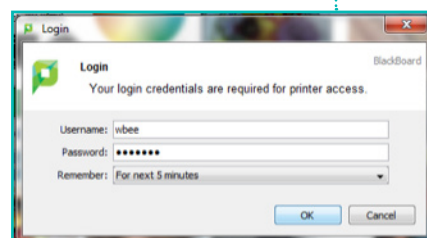
## Printing using the Papercut Client

(1) Before sending your print job, make sure Papercut is running, noted by the balance window loaded at the top-right corner. If not, launch it by clicking on the **Start menu > All Programs > Papercut MF > Papercut MF Client**.



(2) Once you send a print job, you should receive the Papercut login prompt.

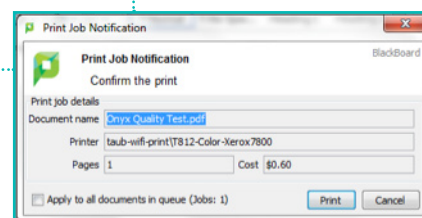
Type in your CCS username and password, then click OK.



(3) You will receive a Print Job Notification window. Confirm that the selected printer and the cost is correct.

If not, click Cancel, and review your print setup options.

If correct, click “**Print**” to send the print job.



**Please note when printing wirelessly, your print jobs may take longer to print.**

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