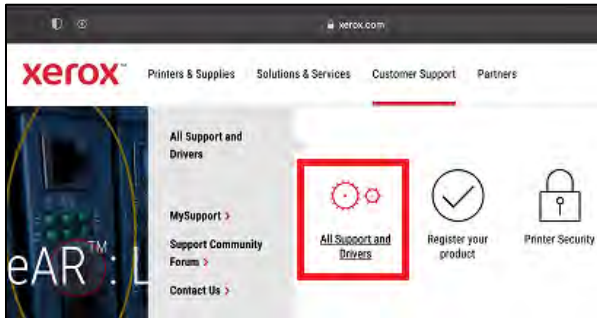


# Installing a Xerox Multi-Function Device from Carolina Managed Print Services for Big Sur - Mac Users

## 1.0 Download and Install Drivers

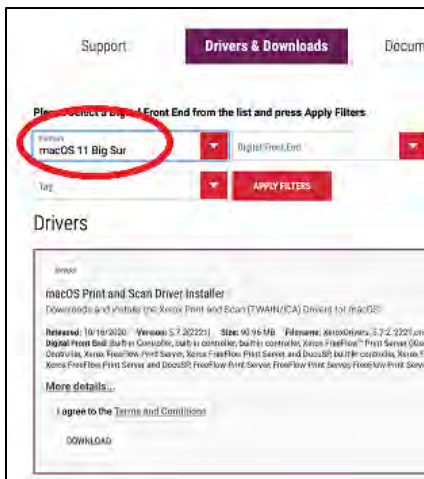
1.1 Select the “All Support and Drivers” link under the Customer Support Section of the Xerox.com website.



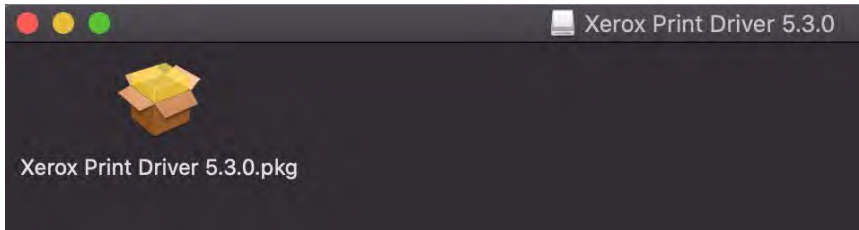
1.2 Enter the model of device you are using (Enter the model in the search window: 7535, 7556, c8055, c405, etc), and select the Drivers & Downloads option.



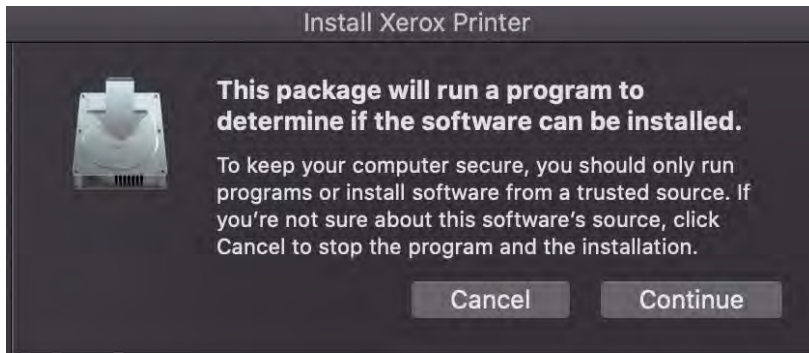
1.3 Verify your Mac operating system in the dropdown menu at the top and download the driver.

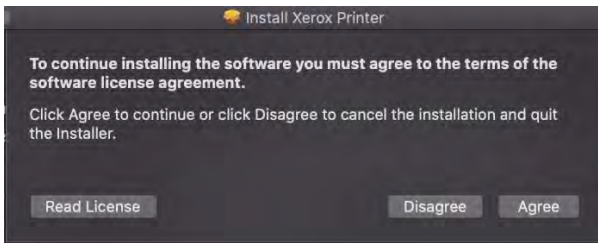
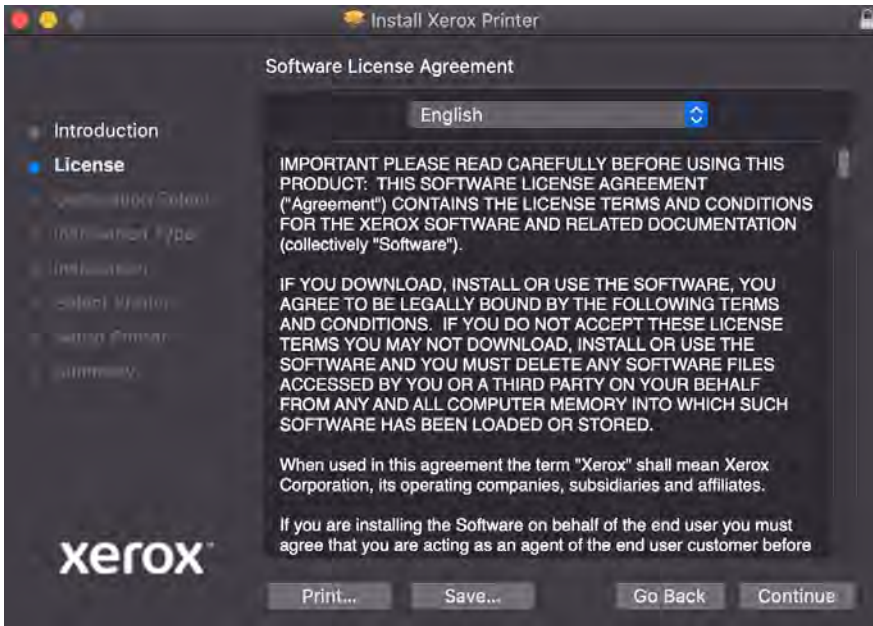


1.4 Double-click the installer package to begin install:



1.5 Select “continue”, “continue”, “continue”, “agree” and “install” through the next screens:

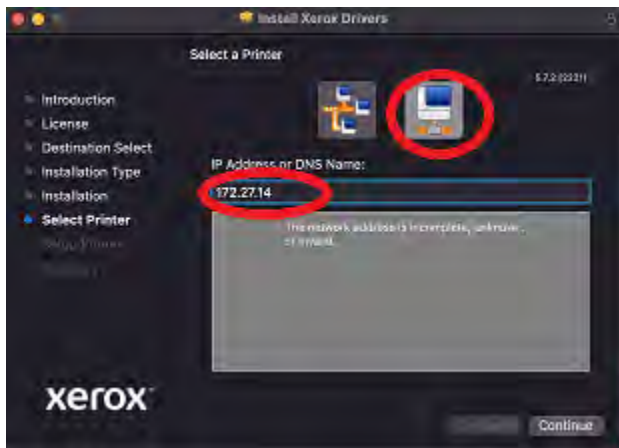




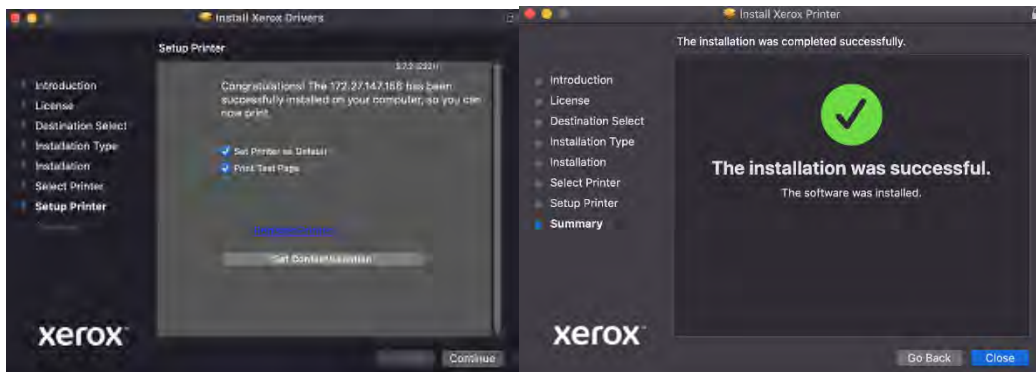
1.6 Enter your Password when prompted to complete installation:



1.7 Select the icon on the right and enter the IP address of your printer then “continue”.

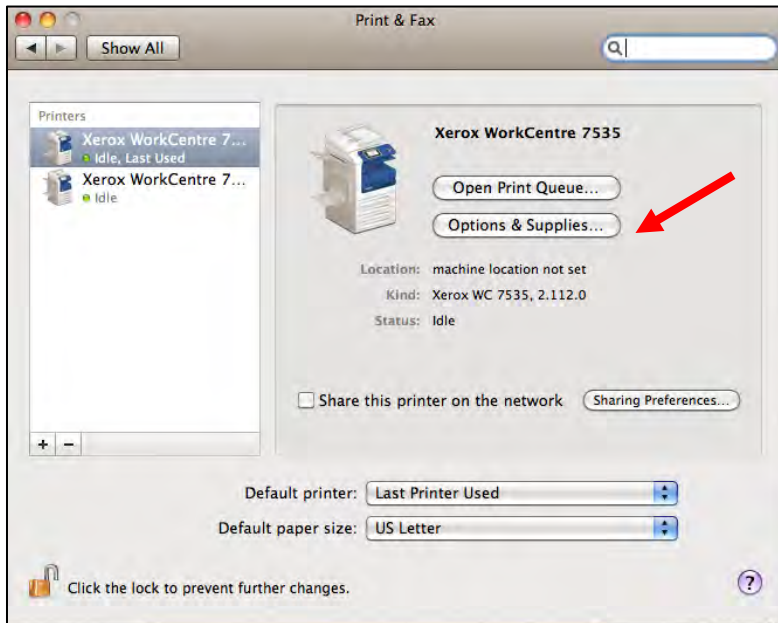


1.8 Select “continue”, and “close” to complete installation:



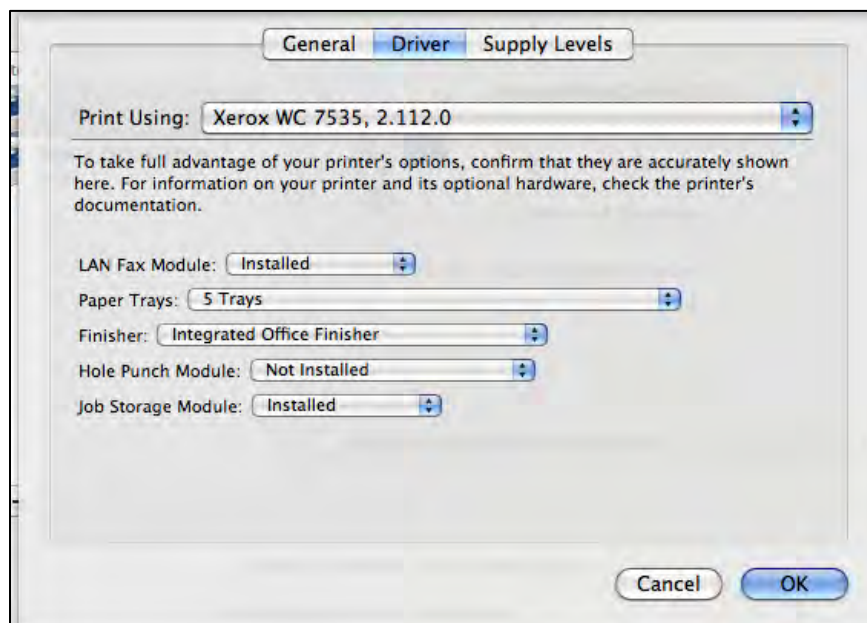
## 2.0 Configure Settings

### 2.1 Choose the printer you just installed and select **Options & Supplies**:

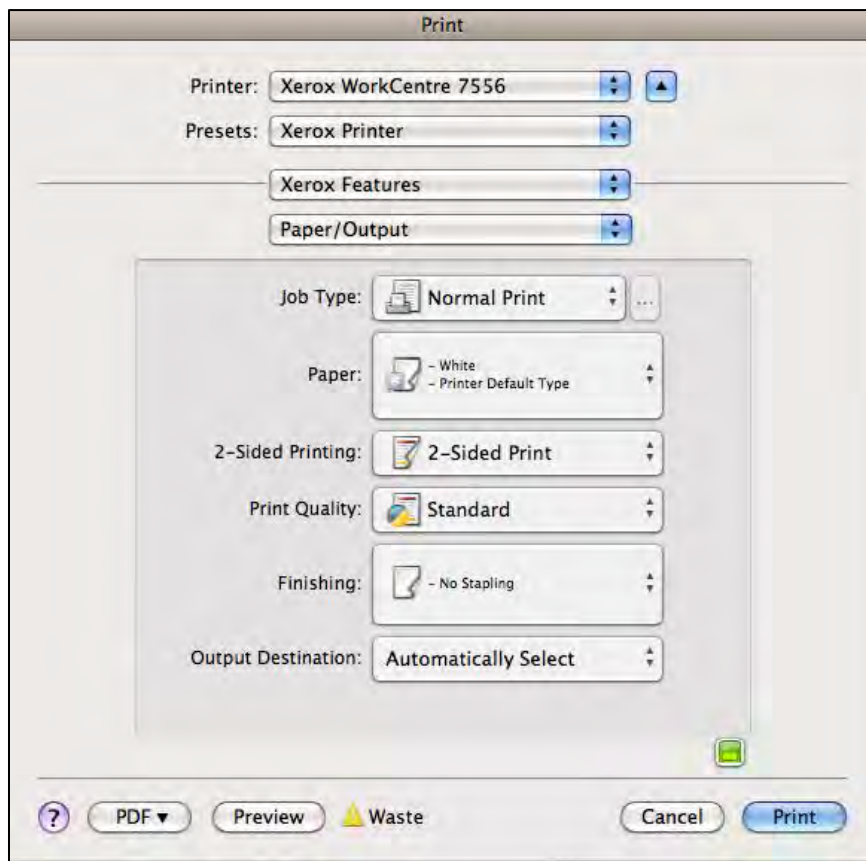


### 2.2 Select the **Options** tab and choose the correct options for your Xerox MFD: (there are three options you should configure)

- All Xerox MFDs are **installed** with a **Fax Module**, even if your office does not have the device connected to a fax line.
- For **WC7535** or **c8035** choose **5 Trays** and the **Integrated Office Finisher**.
- For **WC7556** or **C8055**, choose **5 Trays (High Capacity Tandem Trays)** and **Office Finisher LX**.



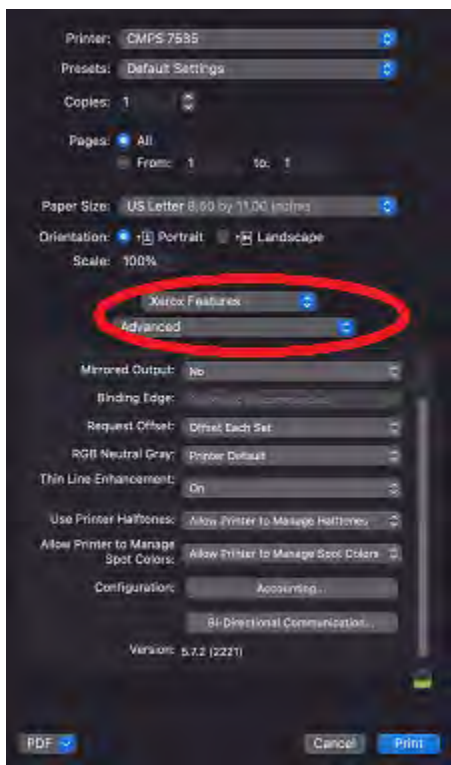
2.3 When you print from your applications, you will now have the print features of your new device available to you:



**2.4 If your office tracks printing on the Xerox MFD using accounting codes, you will need to set the printer defaults so that you will be prompted in each application for an accounting code when printing.**

### 3.0 Setting up Accounting Codes

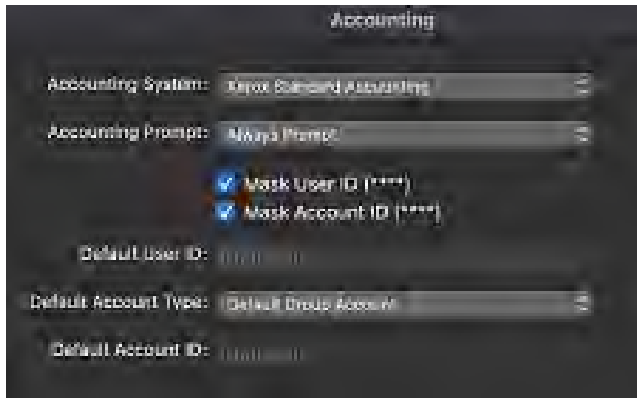
3.1 Choose **Xerox Features** and **Advanced** from the drop down menus:



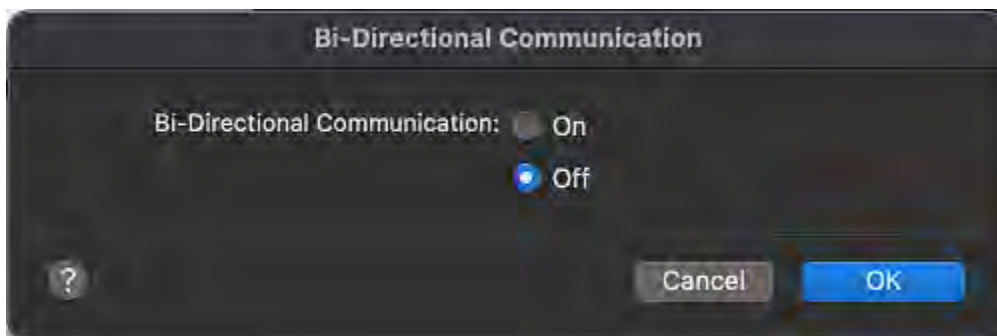
3.2 Scroll to the bottom of the options and choose **Accounting** from the Configuration option. Then choose **Xerox Standard Accounting** as your accounting system:



- 3.3 You should select **Always Prompt** if you use more than one code to print. If you only use one code, select **Do Not Prompt** and enter your code in the **Default User ID** box. Choose **Mask User ID** and **Mask Account ID**; and set the Default Account Type to **Default Group Account**. You can leave the Default Account ID blank. Then select **OK**:



- 3.4 Then choose **Bi-Directional Communication** and verify that it is **OFF**.





3.5 Before you close the Print options window, save your settings so that they will be available the next time you print:

