

Procedure	Adding MyPrint to macOS	Date Updated	01/12/2018
Team	ORC	Owner	Tomas Satala
Status	Approved (version 47)		

This document covers all steps necessary to allow utilisation of MyPrint Services on Apple computers using macOS.

University of Derby - IT Services recently introduced a new printing services called MyPrint. This services allows users to utilise Kyocera TASKalfa All In One Printers, scanners and copiers securely.

REQUIRMENTS

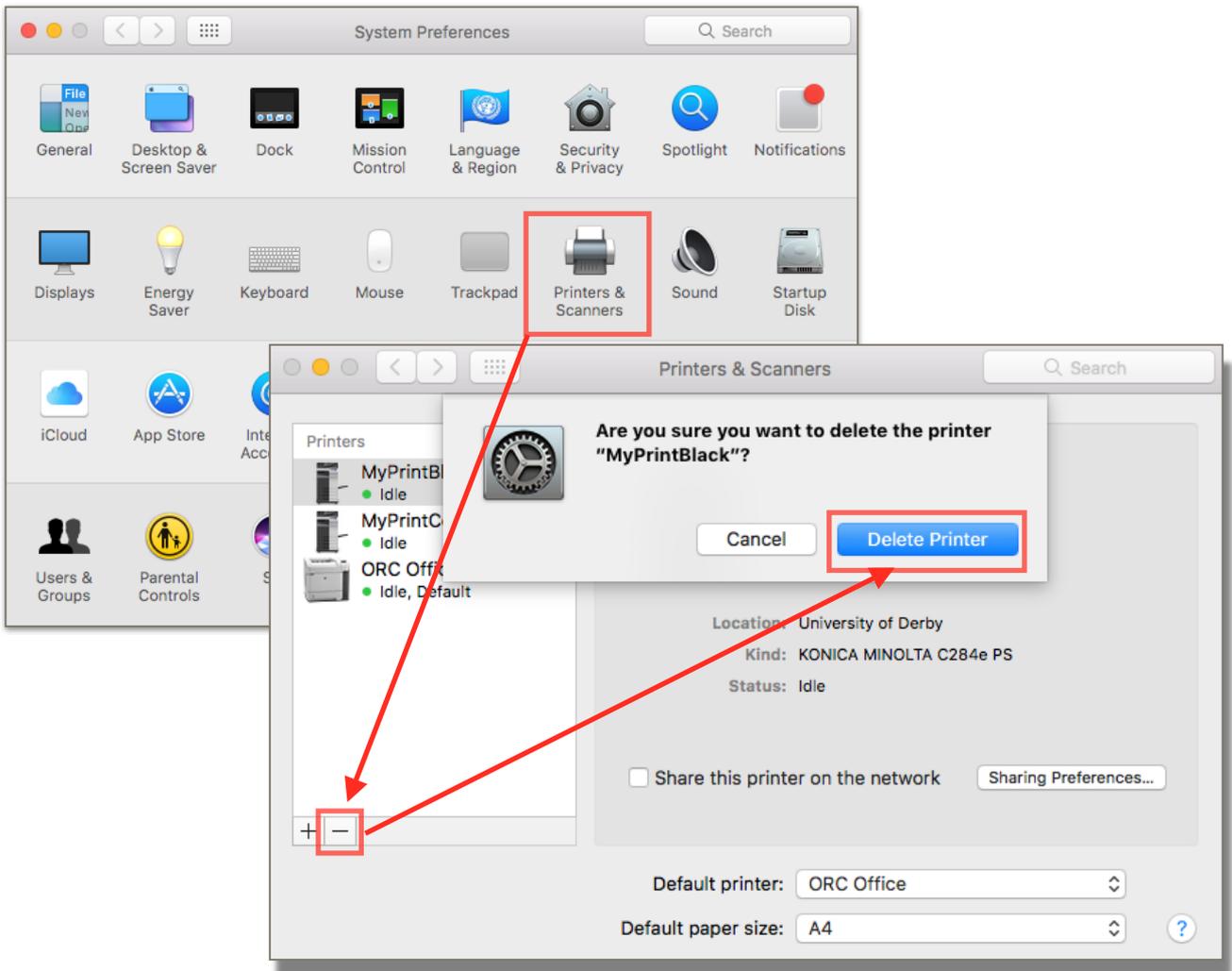
- A valid University of Derby Staff Account
- Apple Computer with access to University Network and Internet



NOTE: Procedure steps start on the next page...

PROCEDURE

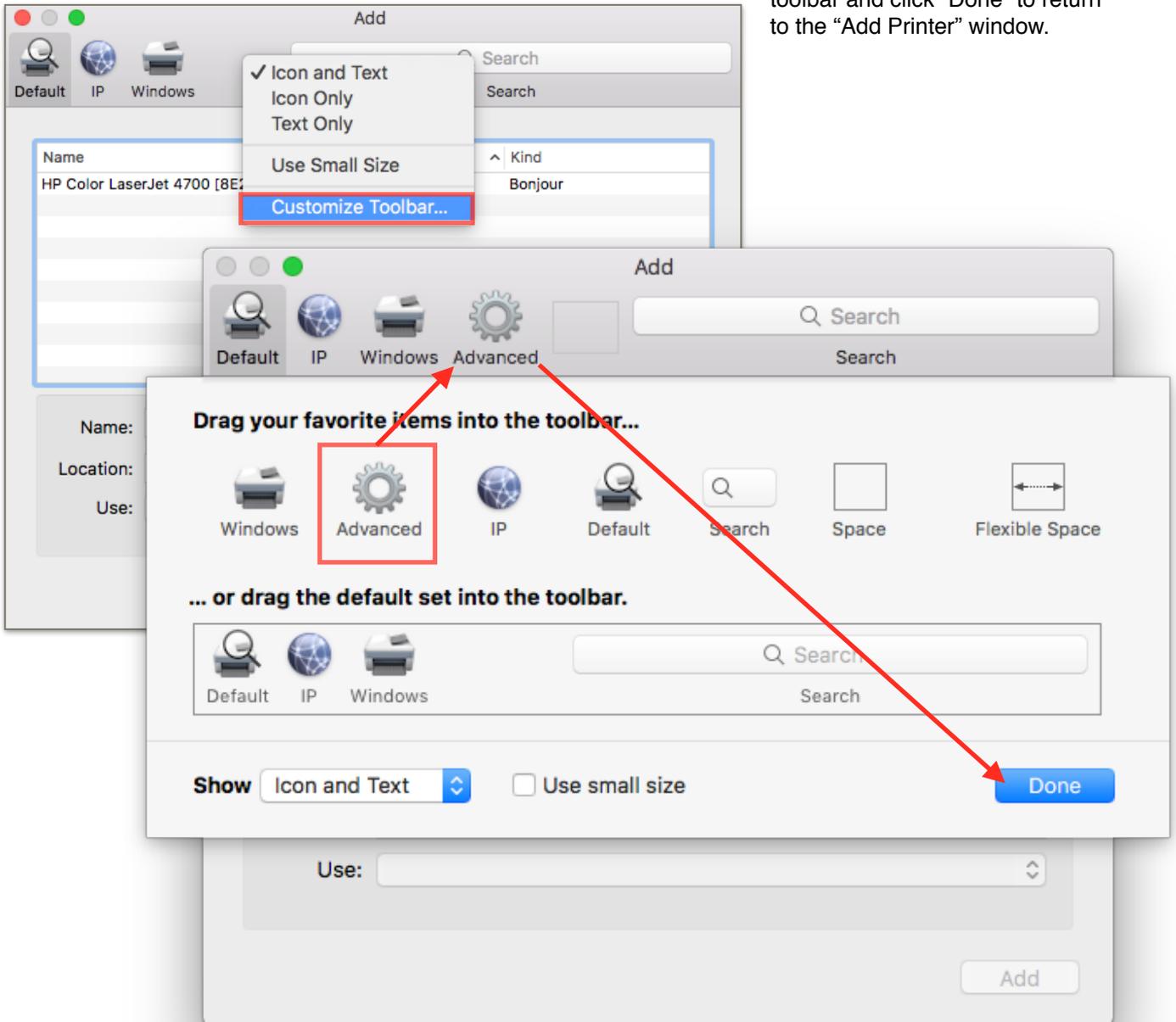
1. Ensure that you have removed any previously added MyPrint Printer Queues by going to System Preferences -> Printers and Scanners -> Select appropriate MyPrint Printer from the list of devices -> Click on "-" button to remove the printer -> click "Delete Printer" To confirm.
2. Exist System Preferences



3. Download Kyocera TASKalfa Print Drivers from the attached Knowledge Base Article or directly via Kyocera Support Page [here](#).
 1. A .pkg file should be downloaded in your Download Folder
 2. Double click the .pkg file and complete the installation of the Driver Package
4. Reboot your macOS device

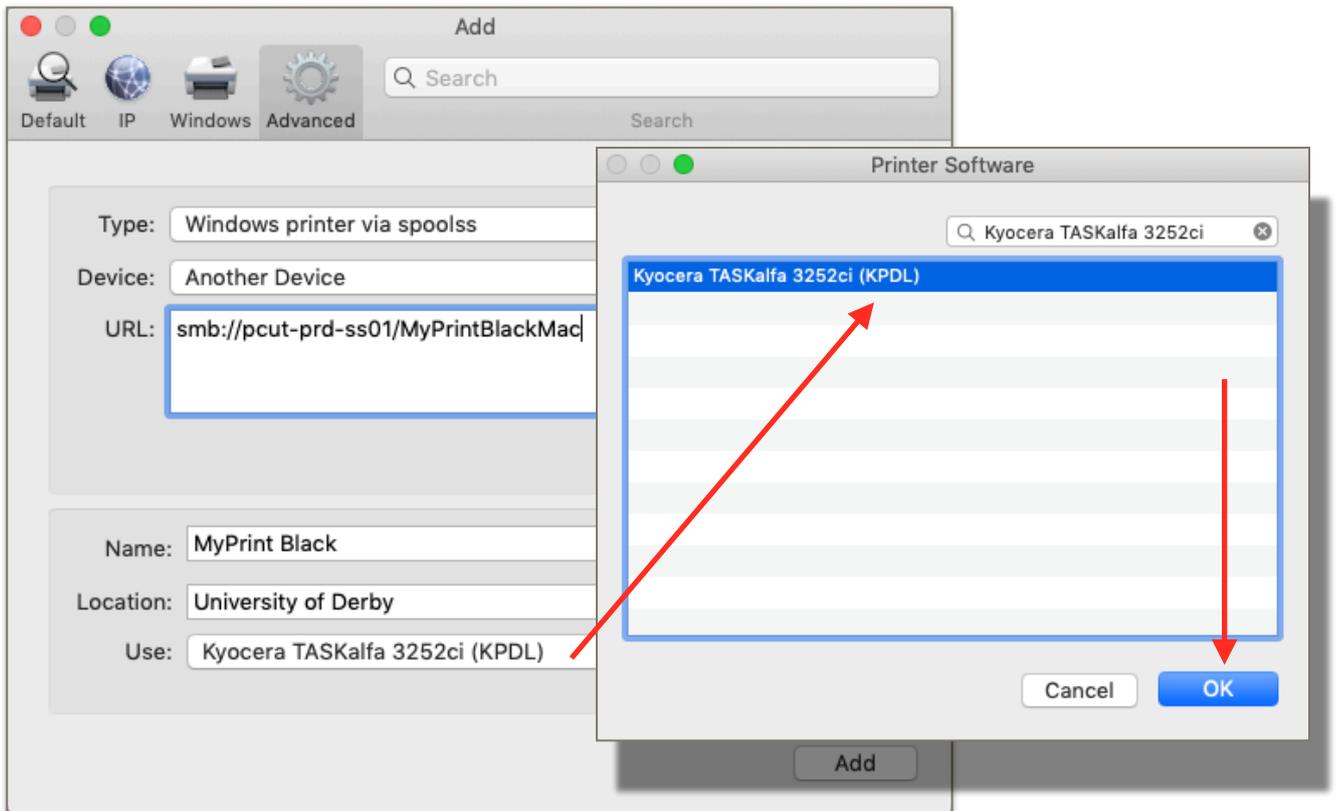
5. After reboot, launch System Preferences -> Printers & Scanners -> Click on “+” button to add a new printer.
6. A new window will open allowing you to add a printer.
7. Right-Click on an empty space on the windows toolbar and select Customise Toolbar. Drag the

“Advanced” button on to the toolbar and click “Done” to return to the “Add Printer” window.

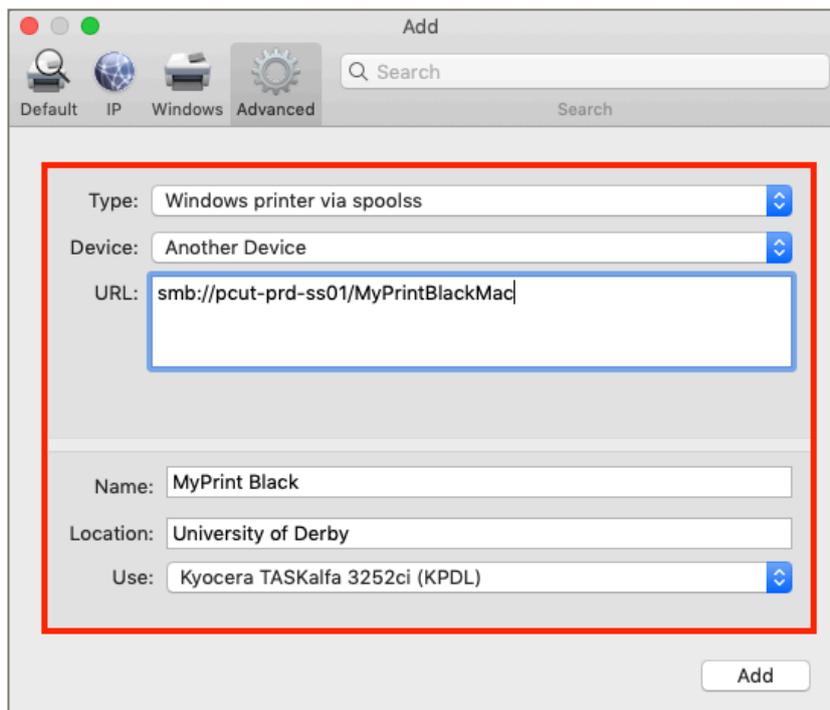


8. After you have added “Advanced” option to your toolbar, you will be able to add custom printers, such as MyPrint MFD.
9. Click on Advanced -> allow it to attempt and look for printers around you, this may take a couple of seconds.

10. To add MyPrint Black Print Queue, enter the following details as illustrated below -> then at the bottom section of "Choose a Driver..." click on the Use and select "Select Software..." from the drop down list.

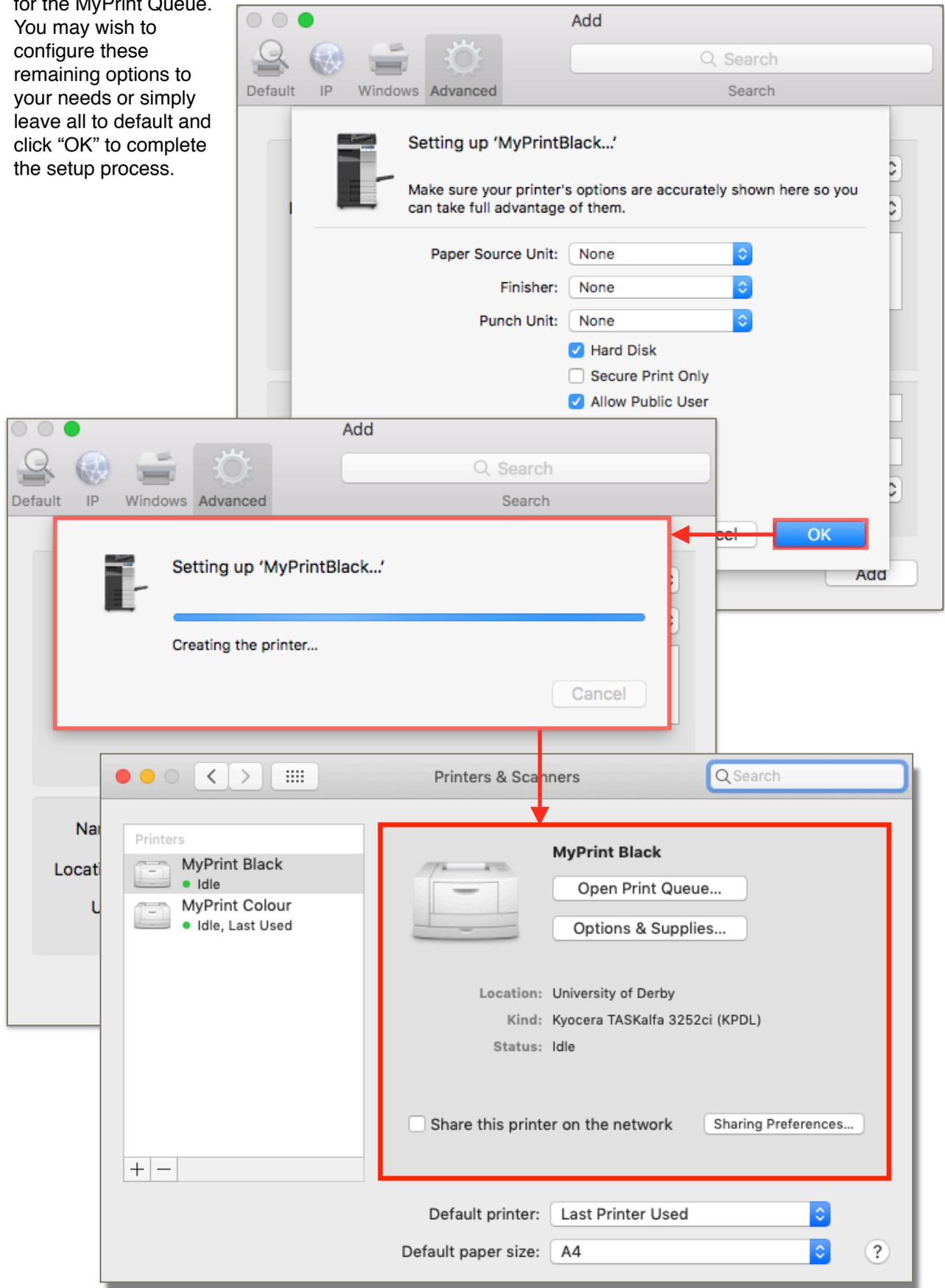


11. Type in Kyocera TASKalfa in the search box -> then select appropriate Printer from the list -> Kyocera TASKalfa 3252ci is mostly widely available across the University and should work with most of the models -> Click "OK" to confirm your selection. Printer Software Window will close and you will be back in "Advance" tab in Add Menu.

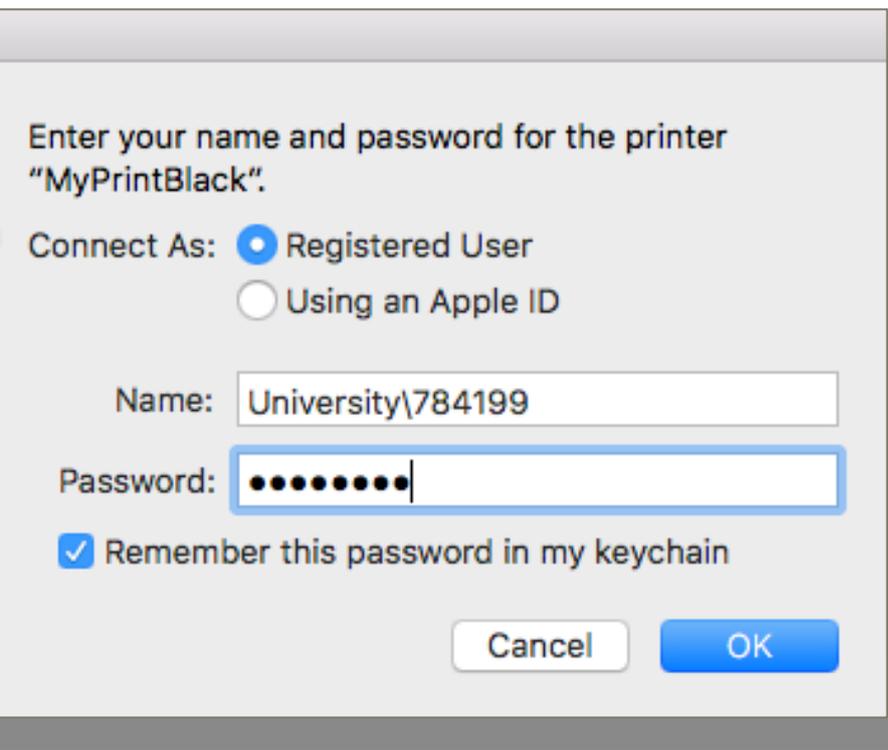


12. Review your settings and software selection, once you have confirmed all information entered is correct -> click "Add" to start the process.

13. macOS will attempt to configure the Printer with the selected Print Driver. You will then be able to configure final settings for the MyPrint Queue. You may wish to configure these remaining options to your needs or simply leave all to default and click "OK" to complete the setup process.



14. You have now successfully configured MyPrintBlack Print queue, software and its drivers.
15. To verify successful configuration, you will need to attempt to print a page, email or a document.
16. When you try to print a document for example, you will be promoted to enter your university staff account username and password, as seen on illustration below:¹
17. Simply enter your University account username and password and hit ok to authenticate and start printing process.



Enter your name and password for the printer
"MyPrintBlack".

Connect As: Registered User
 Using an Apple ID

Name:

Password:

Remember this password in my keychain

18. Same process needs to be repeated for MyPrintColour. See settings below:

MyPrintColour Printer Configuration Settings:

Type: Windows printer via spoolss

Device: Another Device

URL: smb://pcut-prd-ps01/MyPrintColourMac

Name: MyPrintColour

Use: Select 'Kyocera Driver' from the list.

¹ Note, you may wish to check "Remember this password in my keychain" to avoid entering password each time you print a document. When your password changes, you also need to update it in the macOS keychain in order to print.

ADDITIONAL NOTES

- *Should you encounter any problems, please contact IT Services. Ensure to capture any error messages that may have occurred during the set up. This will help our Analysts to understand your issue better.*
- *MyPrint is compatible with macOS High Sierra and later. It may also work with older iteration of the macOS, however IT Services and University of Derby Print Services do not guarantee compatibility with older version of Apple Inc. macOS systems.*