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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 <u>here</u>.
  - 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

## **ITS Procedure Document**

- 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

• • •	Add		toolbar and click "Done" to return to the "Add Printer" window.
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		Add	
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Name: Dra Location: Use: 0	ag your favorite items i windows r drag the default set i afault IP Windows Vindows	into the toolbar IP Default Science Scienc	arch Space Flexible Space Q Search Search Done
	Use:		Add

- 8. After you have added "Advanced" option to your toolbar, you will be able to add custom printers, such as MyPrint MFD.
- 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.

		Add				
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Default IP	Windows Advanced		Search			
			000	Printer	Software	
Type:	Windows printer v	via spoolss			Q Kyocera TASKalfa 3252ci	8
Device:	Another Device		Kyocera TASKa	lfa 3252ci (KPDL)		
URL:	smb://pcut-prd-ss	01/MyPrintBlackMac		1		
Name	MyPrint Black					
Location:	University of Der	by				
Use	Kyocera TASKal	fa 3252ci (KPDL) 🖌				
					Cancel	<
				Add		

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.

• •		Add		
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Default IP	Windows Advanced		Search	
Type:	Windows printer v	via spoolss		0
Device:	Another Device			0
URL:	URL: smb://pcut-prd-ss01/MyPrintBlackMac			
Name:	MyPrint Black			
Location:	University of Der	by		
Lloo	Kuppers TASKelf			
Use.	Ryocera TASKall	a SzSzci (KPDL)		<b>—</b>
				Add
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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 attempted to configure the Printer with the selected Print Driver. You will then be able to configure final settings

conligure inal settings				
for the MyPrint Queue.			Add	
configure these	0 0 4		-	Course
remaining options to	🖹 🕼 1			( Search
your needs or simply	Default IP Wir	dows Advanced		Search
leave all to default and click "OK" to complete the setup process		Setting up 'MyPrintl	Black'	
		Make sure your printer can take full advantage	's options are accurate of them.	ely shown here so you
		Paper Source Unit:	None	•
		Finisher:	None	<b>○</b>
		Punch Unit:	None	<b>O</b>
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L MyPri	nt Colour	-	Open Print Queue	
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		Location: U	niversity of Derby	
		Kind: K	yocera TASKalfa 3252c	i (KPDL)
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		- onare this printer	on the network	ondring Protoronoco
+ -				
		Default printer:	Last Printer Used	
		Defaulterer		
		Default paper size:	A4	· · · · ·



- 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:<sup>1</sup>
- 17. Simply enter your University account username and password and hit ok to authenticate and start printing process.

	18.Same process needs to be repeated for MvPrintColour. See settings below:
Entering and account for the printer	
"MyPrintBlack".	
Connect As: 💿 Registered User	
O Using an Apple ID	
Name: University\784199	
Password: ••••••	
Remember this password in my keychain	
Cancel OK	
	·
	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.

<sup>1</sup> 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 compatibly with older version of Apple Inc. macOS systems.