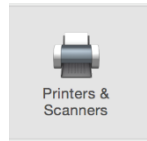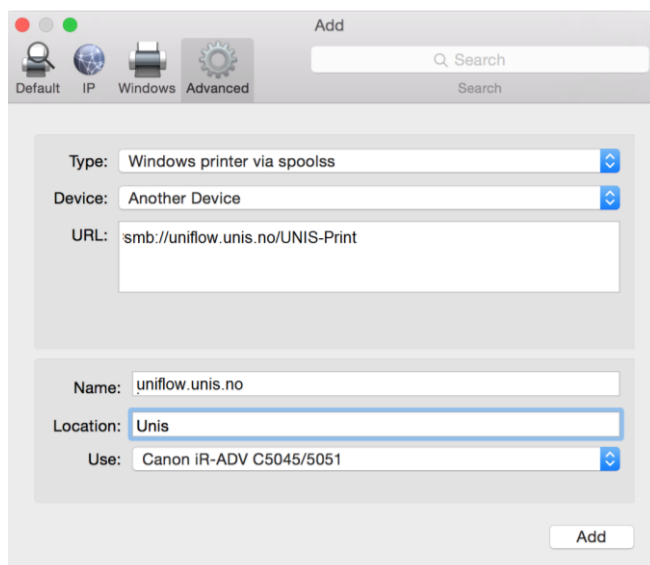# Installing the UNIS-printers on Mac

First you need to download the drivers for the printers on UNIS. You can find them under IT-Services on the intranet.

After you installed the drivers, go to **System Preferences** and select **Printers & Scanners.**

Click the " + " to add the new driver.

In the "Add window" select the Advanced tab. (If it's missing ctrl+click the toolbar of the top of the window and select "Customize Toolbar.." and drag the "Advanced"-icon to the toolbar and click Done.

Type: **Windows printer via spools**

Device: **Another Device**

URL: **smb://uniflow.unis.no/UNIS-Print**

Name and Location: **Fill out as you prefer**

Use: **Canon iR-ADV C5045/5051** (Select "**Select Software**" from the drop down menu and scroll down until you find the driver)

You will get prompted for username and password the first time you print. Fill out your UNIS username and password and save this to keychain.

Using the printers

A default print will be black & white and double sided. If you want something else or add finishing like stapling, you have to enter the printer preferences and change the settings. If you want color, you should set the color mode (in the Quality tab) to AUTO (not Color).

Your print jobs will not drain your printing budget until you visit a printer and print them out. If you decide to delete a print job, your budget will reflect this by not charging for it. After 10 hours, unprinted jobs will be deleted automatically. You can print many documents before you visit the printer and start the output.

Accessing the printers

Alternative 1:
IF YOU HAVE A PERSONAL ACCESS CARD / DOOR KEY CARD you identify yourself by the printer with the card. Just hold it in front of the card reader. The first time you have to activate the card with your username and password. Remember the format of the username is username@unis.no

Alternative 2:
IF YOU DON'T HAVE A PERSONAL ACCESS CARD with your own name on (typically a guest lecturer or a short time visitor who lives at the UNIS Guesthouse):

Just install the printer on your laptop as explained above, or use one of the stationary computers in one of our computer labs. Then, when you print the first document you will receive an email with a PIN code that you will use to identify yourself at the printers.

Then you see a list of your print jobs. You also see your name and the status of your account (good for students paying for their prints and copies). You also see the price of each print job, and information about whether it is black & white or color.

If you have problems – please send an email to support@unis.no