Follow Me Installation Instructions for Non-Deerfield Macs

Before you begin, make sure you are connected to GreenDoor

A. Install Printer Drivers
- Click on this link and Click **Download**: Xerox Drivers 5.9.0.pkg.
- You may get a message stating that "Google Drive Can't scan this file for viruses". Click **Download anyway** then click **Allow.**
- Once the file completes, Click on **Downloads** on the right side of the dock next to the Trash.
- Click on the file *"Xerox Drivers 5.9.0.pkg"*
- Follow the onscreen prompts, Click Allow, Click Continue 3 times, Click Agree, Click Install, Enter your Computer Password, Click Continue 2 more times then click Close.
- Click **Move to Trash** and move on to part B.

B. Install the Printer(s)
- Click the **Apple** menu, then Click **System Preferences.**
- Open **Printers and Scanners.**
- Click the **+** in the bottom left corner.
- At the top of the next menu, 2-finger click in a blank space next to the icons:
- In the menu that pops up click **Customize Toolbar.**
- Drag **Advanced** icon   up to moving icons under **Add Printer** and click **Done.**
- Click on the **Advanced** icon on menu bar.
- In the first field, change the **Type** to "Windows printer via spoolss".
- In the **URL** field type in *exactly* as follows for each printer:

   To add color printing type in:
   smb://printers.da.edu/Follow%20Me%20Color

   To add black & white printing type in:
   smb://printers.da.edu/Follow%20Me%20B&W

- In the **Name** field type in: **Follow Me Color** (or Follow Me B&W).
- Leave the **Location** field blank.
- Click the drop down arrow for the **Use** field and choose **Select Software.**
- In the **Filter** box type in either **C60** for color printing or **D95** for B&W printing (Pick the option without FFPS).
- Click **Ok.**
- Click **Add.**
- The printer will take a minute to add. Then click **Ok.**

C. Test print

Send a test print to one of the printers. A box will pop up asking for a username and password. This is your Deerfield username and password. *Please Note: When your Deerfield password changes, you will need to go to Keychain access and delete the "follow me" keychain entry and do a test print again to set a new password.*