

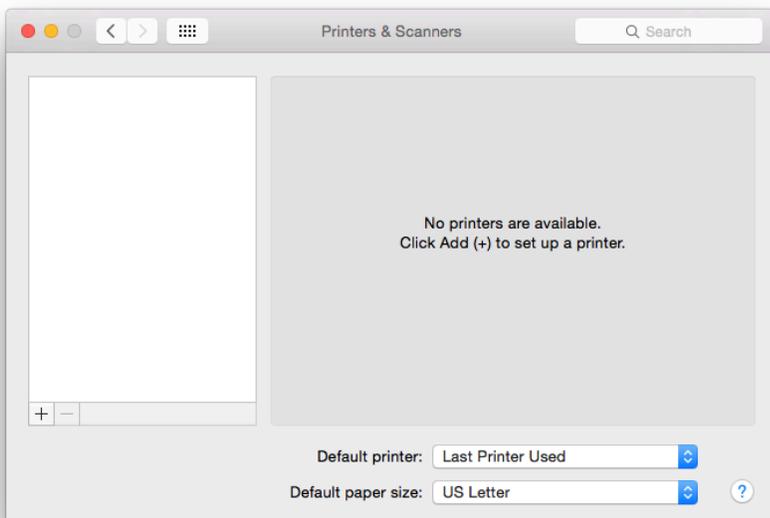
Adding the Ricoh Device as a Printer

Download the latest Postscript driver from the Ricoh web site using the Google Drive link below. It should create a removable drive folder either on your desktop or inside your Download folder.

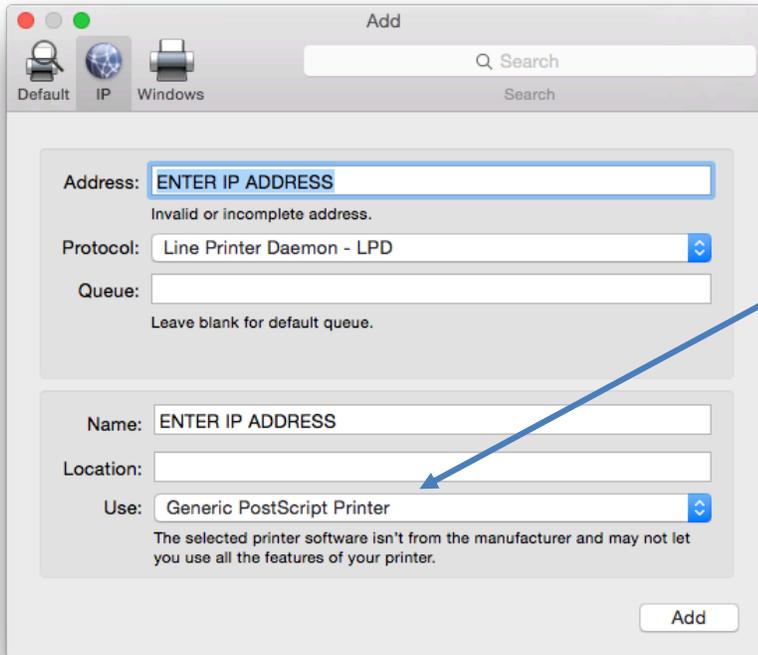
https://drive.google.com/open?id=1_omf_HkTY2kLyp9JEOv-Im_YyWadlF9d

Open the folder and run the installation file that looks like a cardboard box. Follow the steps to add the print driver to your computer

Once it is finished, open System Preferences and click on Printers & Scanners. Click on the + button to add a new device.

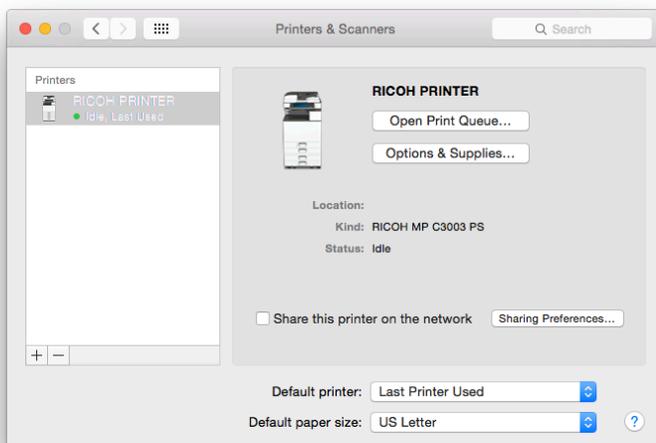


Click on the IP button. Enter the IP address. Ensure that the Line Printer Daemon (LPD) protocol is selected. Once the printer has been detected, you can rename the printer. In the Use field at the bottom, ensure that the correct Ricoh driver is listed.

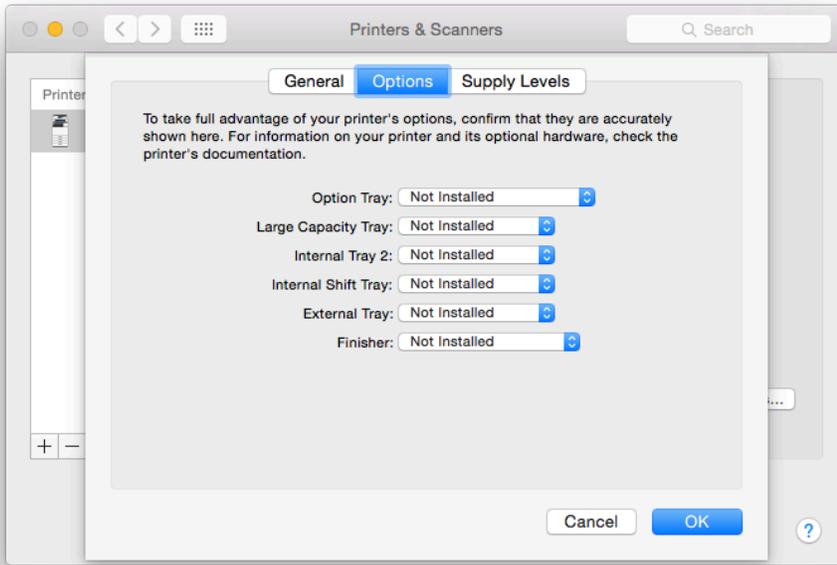


If it shows **GENERIC POSTSCRIPT PRINTER**, the print driver installation was not successful. Please email me at uwmps@uw.edu if you encounter this issue. Otherwise, proceed with the next step.

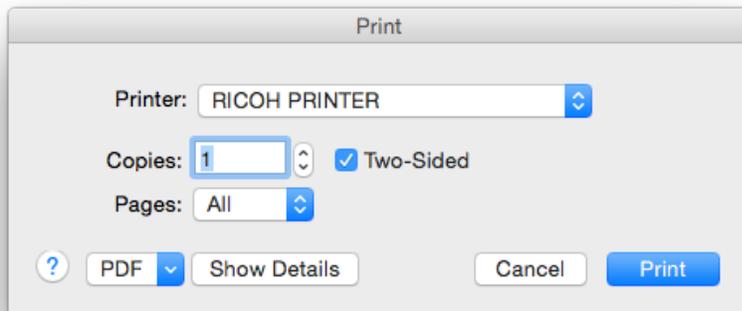
Once you have successfully added the device using the correct print driver, you will need to select the configuration options. Click on Options & Supplies.



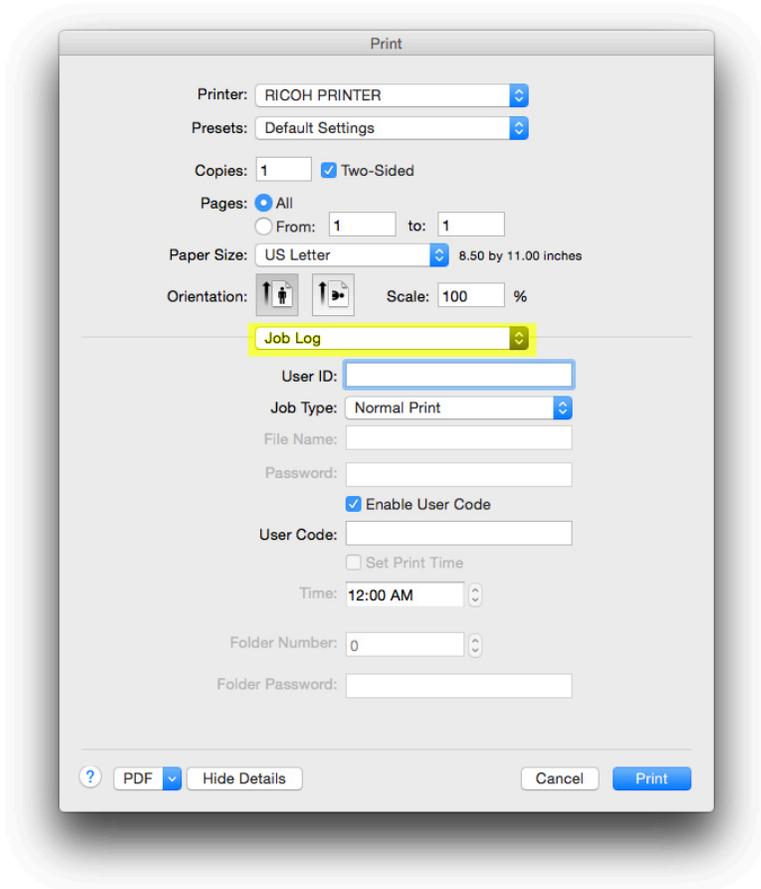
Under Option Tray, select Tray 3 (LCT) or Lower Paper Trays, depending on your machine configuration. Under Finisher, select the specified model number for your device. Click OK.



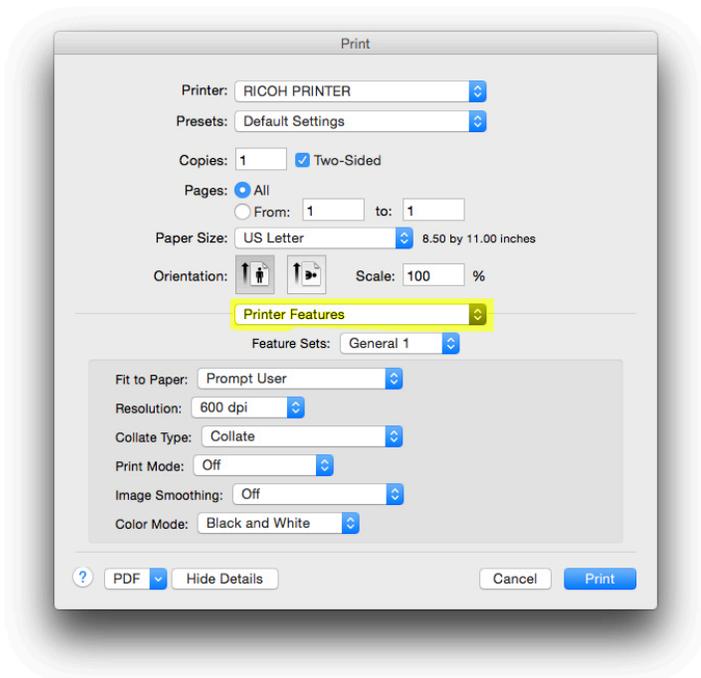
If your machine requires a user code for printing, you will need to configure and save a new printer preset. Open Microsoft Word. Click Print to open the dialog window. If needed, click on Show Details to expand the window.



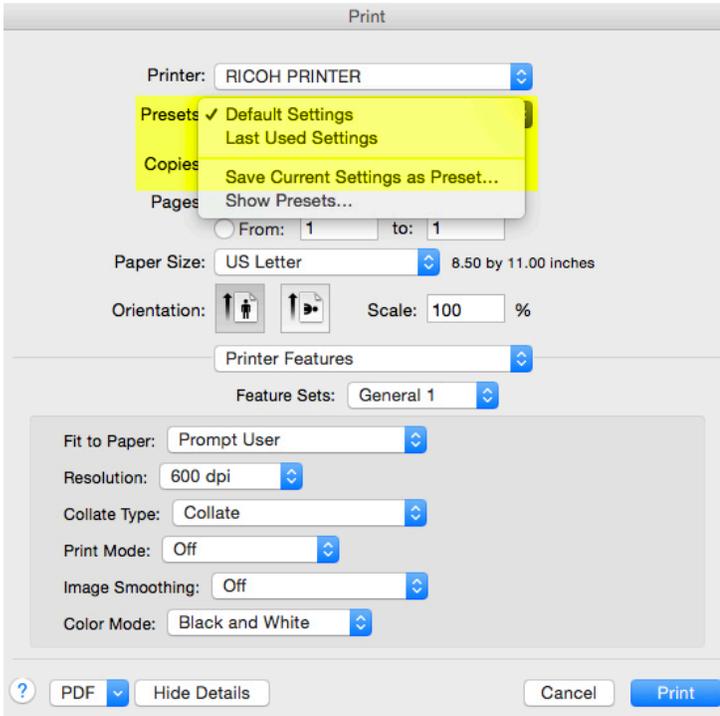
If your machine does not require a user code to print, skip to the next step. If it does require a code, toggle the highlighted menu to Job Log. Check the Enable User Code box. Enter a valid code in the User Code field.



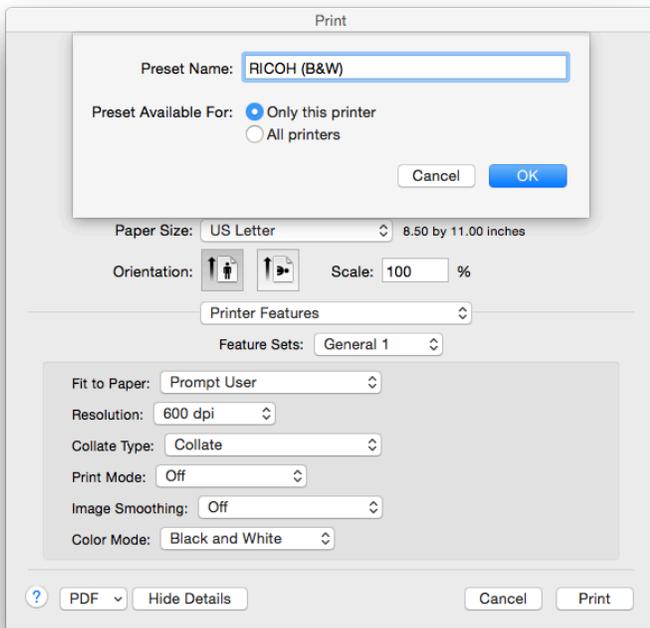
To set the default to B&W printing, toggle the highlighted menu to Printer Features. Toggle the Color Mode to Black and White.



Lastly, you will need to save these changes as a new preset. Toggle the Presets menu to select Save Current Settings as Preset.

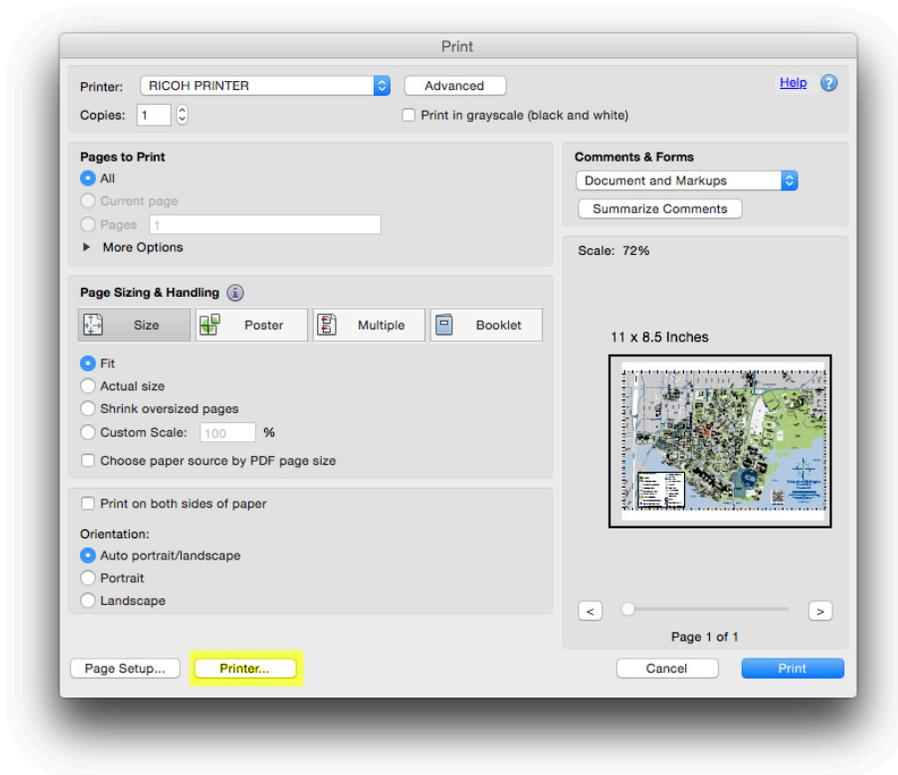


Name the preset and click OK.

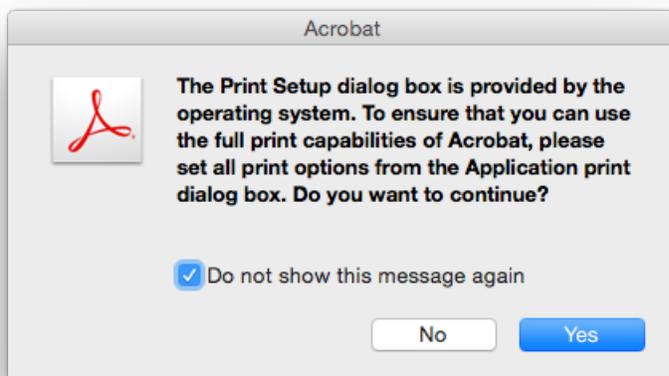


The Ricoh device is now ready for use as a printer. Please note the following:

When printing from Adobe, you will need to click on the highlighted Printer button to open the Mac system dialog window.



If you see the following alert, check the box and click Yes to skip this message in the future.



When printing from Chrome, you must click on the Print using system dialog option.

