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.

	Add		
🚽 🛞 -	i	Q Search	
fault IP W	lindows	Search	
			If it shows GENERIC
Address:	ENTER IP ADDRESS		DOSTSCOIDT DOINTED the prin
	Invalid or incomplete address.		POSISCRIFI PRINTER, the prin
Protocol:	Line Printer Daemon - LPD	≎	driver installation was not
Queue:			successful. Please email me at
	Leave blank for default queue.		<u>uwmps@uw.edu</u> if you
			encounter this issue. Otherwise
			nrocood with the next step
Name:	ENTER IP ADDRESS		proceed with the next step.
Locations			
Location:			
Use:	Generic PostScript Printer	<u></u>	
	The selected printer software isn't from you use all the features of your printer.	the manufacturer and may not let	
	,		
		Add	

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

Printers	R	ICOH PRINTER	
 RICOH PRINTER Idle, Last Used 		Open Print Queue	
	<u></u>		
	Location:		
	Kind: R	ICOH MP C3003 PS	
	Status: Id	lle	
	Share this printer	on the network	Sharing Preferences
+ -			
	Default printer:	Last Printer Used	0
	Default paper size	US Lottor	

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.

Printer	To take full advantage of your printer's options, confirm that they are accurately shown here. For information on your printer and its optional hardware, check the printer's documentation.
	Option Tray: Not Installed
	Large Capacity Tray: Not Installed
	Internal Shift Tray: Not Installed
	External Tray: Not Installed
	Finisher: Not Installed
+ -	
	Cancel

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.

Printer:	RICOH PRINTER	<u></u>	
Copies:	1 🗘 🗸 Two-Side	d	
Pages:	All		
? PDF 🗸	Show Details	Cancel	Print

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.

Printer:	RICOH PRINTER
Presets:	Default Settings
0 · · ·	
Copies:	
Pages:	From: 1 to: 1
Paper Size:	US Letter \$ 8.50 by 11.00 inches
Orientation:	ti te Scale: 100 %
	Job Log
	User ID:
	Job Type: Normal Print
	File Name:
	Password:
	✓ Enable User Code
	User Code:
	Set Print Time
	Time: 12:00 AM
Fold	ler Number: 0
Folder	
Folder	Password:
	taile Cancel Drive
Hide De	cancel Print

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

Printer	RICOH PRINTER
Presets	:: Default Settings
Copies	: 1 Vo-Sided
Pages	s: • All
	From: 1 to: 1
Paper Size	e: US Letter
Orientation	n: 1 1 Scale: 100 %
	Printer Features
	Feature Sets: General 1
Fit to Paper: Pr	ompt User 🗘
Resolution: 600	dpi 🗘
Collate Type: C	ollate 🗘
Print Mode: Off	
Image Smoothing:	Off 🗘
Color Mode: Bla	ack and White ᅌ
? PDF 🔽 Hide I	Details Cancel Print

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

Print
Printer: RICOH PRINTER
Presets ✓ Default Settings Last Used Settings
Copies Save Current Settings as Preset
Pages Show Presets
Paper Size: US Letter 8.50 by 11.00 inches
Orientation:
Printer Features
Feature Sets: General 1
Fit to Paper: Prompt User
Resolution: 600 dpi
Collate Type: Collate
Print Mode: Off
Image Smoothing: Off
Color Mode: Black and White
? PDF V Hide Details Cancel Print

Name the preset and click OK.

The set in		barry		
Preset Available	For: Only t	his printer nters		
			Cancel	ОК
Paper Size:	USLetter	0	8.50 by 11.00	inches
Orientation:		Scale: 1	00 %	
	Printer Feature	es	٥	
	Feature Sets:	General 1	٢	
Fit to Paper: Pron	npt User	٥		
Resolution: 600 d	pi 🗘			
Collate Type: Coll	ate	٥		
Print Mode: Off	\$			
Image Smoothing:	Off	٥		
	Is an al Milette	<u>^</u>		

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.

Printer: RICOH PRINTER C Advanced	Help (
Copies: 1 0 Print in grayscale	(black and white)
Pages to Print	Comments & Forms
	Document and Markups
O Current page	Summarize Comments
Pages 1	
 More Options 	Scale: 72%
Dens Oficial & Handling	
Page Sizing α mandling (1)	
Size Poster E Multiple Dooklet	11 x 8 5 loches
▲ C+	
Custom Scale: 100 %	5- 6 B 20 5- 2
Choose paper source by PDF page size	
Print on both sides of paper	
Auto pertrait/landecane	
	Page 1 of 1
Page Setup Printer	Cancel Print

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

	Acrobat
J.	The Print Setup dialog box is provided by the operating system. To ensure that you can use the full print capabilities of Acrobat, please set all print options from the Application print dialog box. Do you want to continue?
	On not show this message again

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

Print Total: 1 page		12/11/2015	Nee Tab Armand Gmail Images	
Destination	Cancel Save	G	oogle	
Pages	All	Search G	pogle or type URL	
Layout	● e.g. 1-5, 8, 11-13 Portrait	S Welcome	to Google Cl Chrome Web Store	
Paper size	Letter 👻			
Margins	Default -			
Options	Headers and footers Background graphics	Join Queen Rai	iia as she explores the rose-red city of Petra	
Print using syst	tem dialog (て発P)			
Open PDF in P	review			
		https://www.poorle.com/.lchromelnewisk0eum=2.kie=UTF-8		