

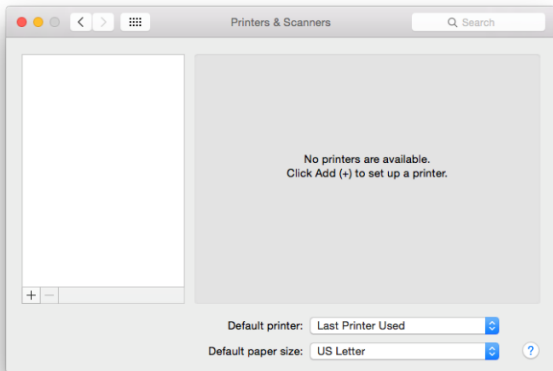
Adding the Ricoh Device as a Printer

Download the latest PostScript driver (PPD Installer) for Mac OS.

<https://support.ricoh.com/bb/html/dr ut e/re1/model/im2500/im2500.htm>

Once you have downloaded the file, it should create a removable drive folder either on your desktop or inside your download folder. 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/Globe. Enter the IP address for either the #062/#339 Ricoh. Select **HP Jetdirect Socket** protocol. You can rename the printer after the printer has been detected. In the Use field at the bottom, ensure that the Ricoh driver is **Ricoh IM 3500 PS**. Click **Add**. This may take up to two minutes if on UW wireless or eduroam.

Address: 172.28.21.115
Valid and complete host name or address.

Protocol: HP Jetdirect - Socket

Queue:
Leave blank for default queue.

Name: Mailroom Ricoh

Location: JOHNSON HALL, ROOM #062

Use: RICOH IM 3500 PS

Add

Address: 172.28.23.123
Valid and complete host name or address.

Protocol: HP Jetdirect - Socket

Queue:
Leave blank for default queue.

Name: 3rd Floor Ricoh

Location: JOHNSON HALL, ROOM #339

Use: RICOH IM 3500 PS

Add

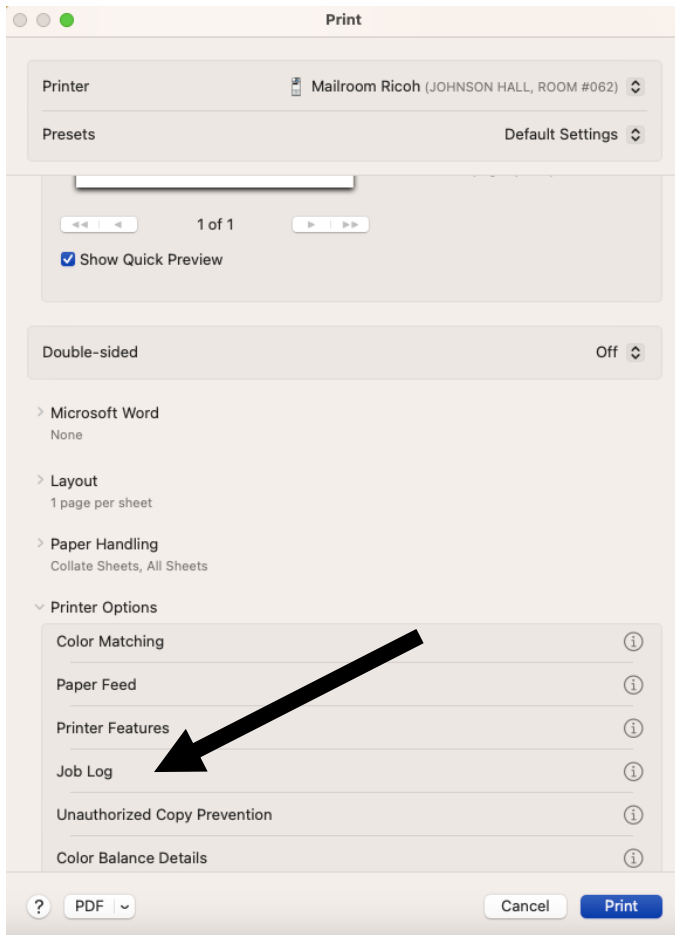
JHN 062 Mailroom IP address: 172.28.21.115

JHN 339 3rd Floor IP address: 172.28.23.123

Printing to the Ricoh requires the use of **USER CODE**. If you do not have a user code, see Eunace for code(s).

User codes need to be enabled in the printer preferences of the program you are printing from. IE Word, Acrobat Reader, Chrome, etc.

Microsoft Word 2024- Print- Printer Options- Job Log



User ID:

Job Type:

File Name:

Password:

Enable User Code

Pop up Every Time

User Code Always Blank

User Code:

Set Print Time

Time:

Folder Number:

Folder Password:

Enter your **Netid** for **User ID** and change the job type to **Hold Print**. You will release your print job at the copier. Enter your **User Code**. Click **OK**

There are many options with the Ricoh that include, Double Sided, Stapling, Collating, Hole punching, Etc.

You can then save this as a preset by clicking on the **Presets** option at the top of the Printer Setting. Examples of helpful presets: Double Sided, or Stapling.

Release Print Job at the Ricoh

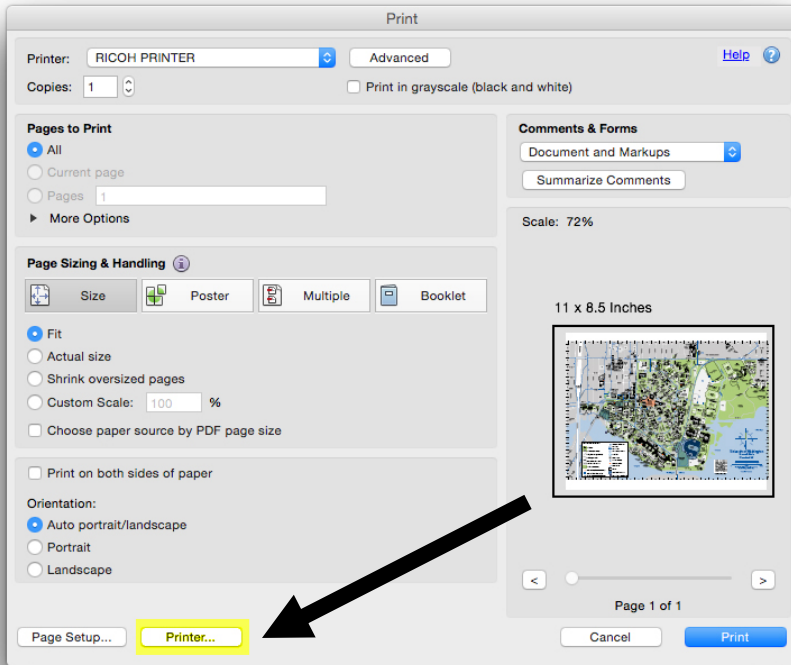
On the machine's control panel, press the **[Printer Classic]** key to display the printer screen.

A list of NETIDs should appear. Select your **[NETID]**.

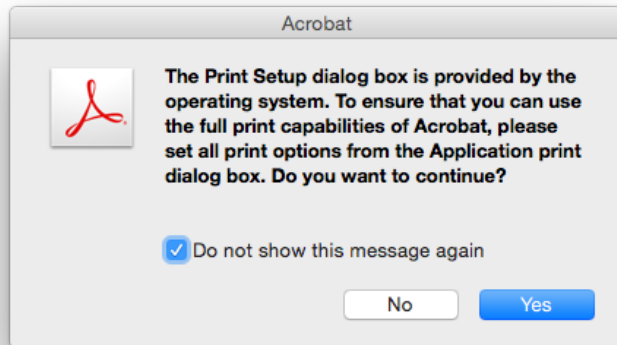
Select the file you want to print by pressing it. Press **[Print]**.

A confirmation screen appears. Press **[Print]**. The hold print job is printed.

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.



You will need to make the same printer preference changes in **Printer Options- Job Log** and enter your **user code**.

When printing from Chrome, you must click on the Print using system dialog option and change **Printer Options-Job Log** and enter in your **Printer Code**.

