

How to...

Install Ricoh PaperCut for Mac OS-X

Introduction

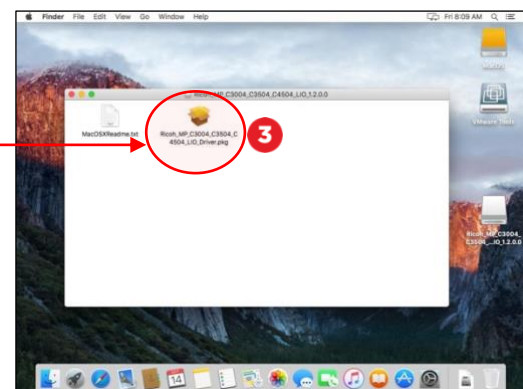
The Ricoh PaperCut print system used on our Multi-function Devices provides flexibility and security. It features Find-Me-Print which allows you to retrieve your jobs from any available MFD. This guide will show you how to install Ricoh PaperCut software on your Mac OS-X so you can print to MFD's on any Griffith campus.

Before commencing this process, please note:

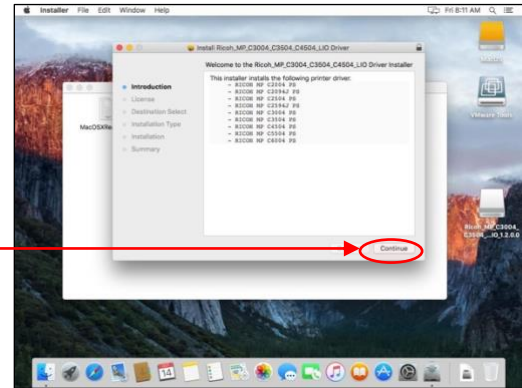
- Mac Overlay applied with PaperCut included – the first time the user prints they will have to provide their Active Directory (AD) credentials and save them in the Keychain to avoid having to log in every time they print in the future
- Mac Overlay applied without PaperCut (older Overlays) – Once AD logged into the Mac and PaperCut setup the client will not need to use their AD credentials to setup the printer queue or to print
- If the Mac Computer is not AD joined then AD credentials will be needed to setup the printer and AD credentials will be needed every time the client prints.

Step 1: Install the Ricoh Printer Driver PPD

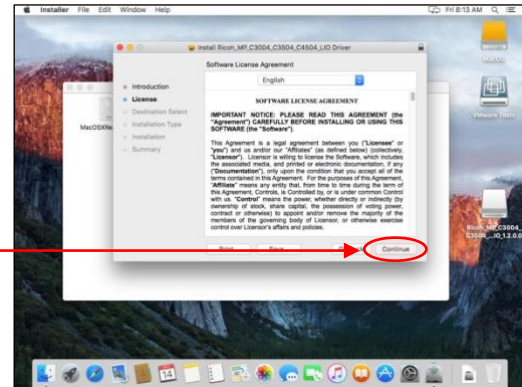
- 1** Go to `\\itswork\ITSWork\Public\Griffith Config\Staff SOE\Paper Cut Info\Mac Info` and copy the **Ricoh Printer PPD Installer DMG**.
- 2** Copy the **DMG file** to your Mac desktop, then double-click it to display the PKG file.
- 3** Once it displays, double-click the **PKG file** to start the installation process.



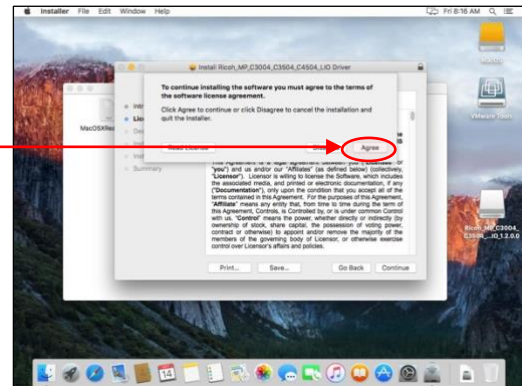
4 Once it displays, double-click the **PKG** file to start the installation process. Then, select **Continue**.



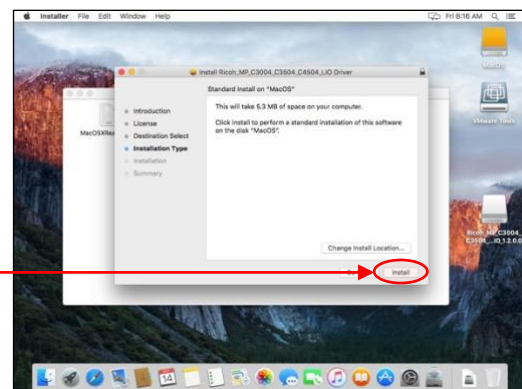
5 Select **Continue** at the software license agreement.



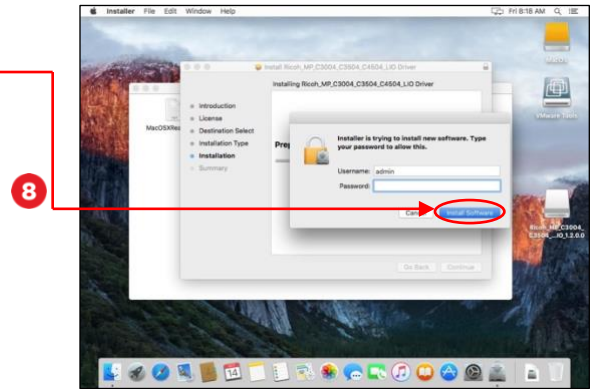
6 Select **Agree** to continue.



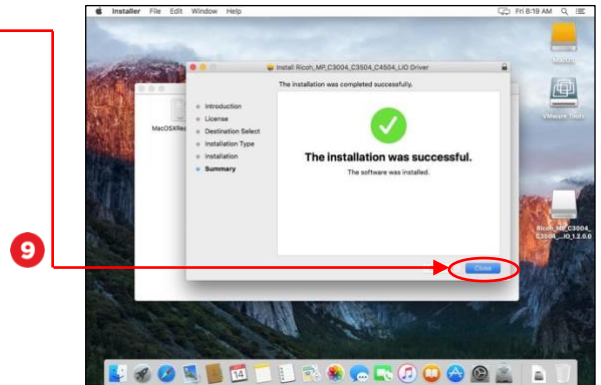
7 Select **Install**.



8 Enter local administrator account details for your Mac, then select **Install Software**.

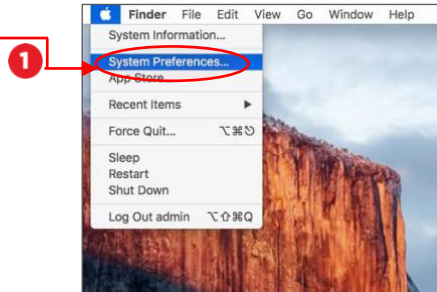


9 The installation will proceed. Select **Close** once complete.

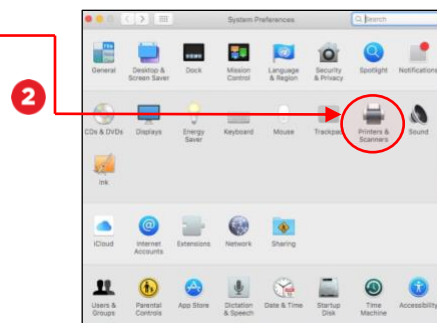


Step 2: Install and set-up the Find-Me-Print Queue

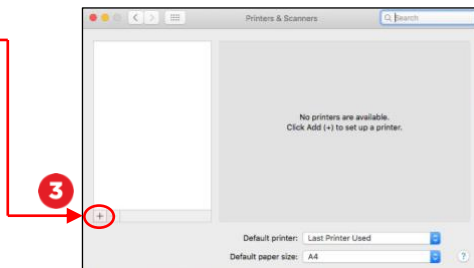
- 1 Select the Apple symbol on the main system bar, then select **System Preferences**.



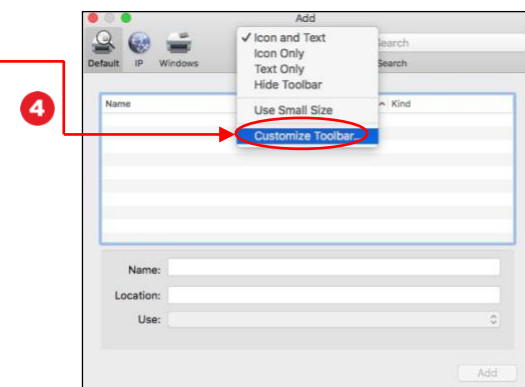
- 2 Select **Printers and Scanners**.



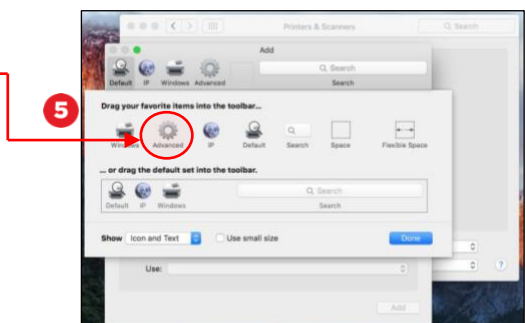
- 3 Select the **+** icon to add a new printer.



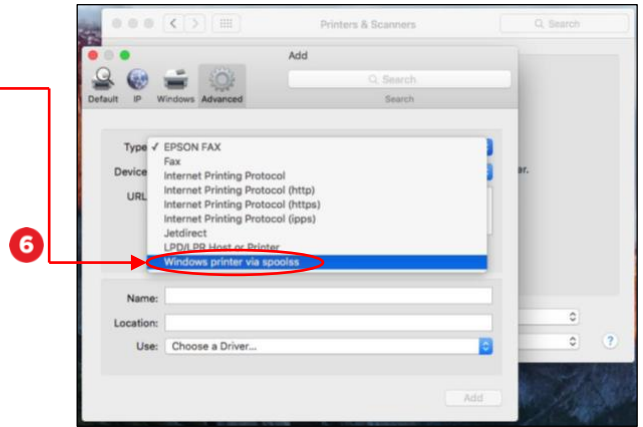
- 4 Right click or Control + Left click the **Toolbar** and select **Customise Toolbar**.



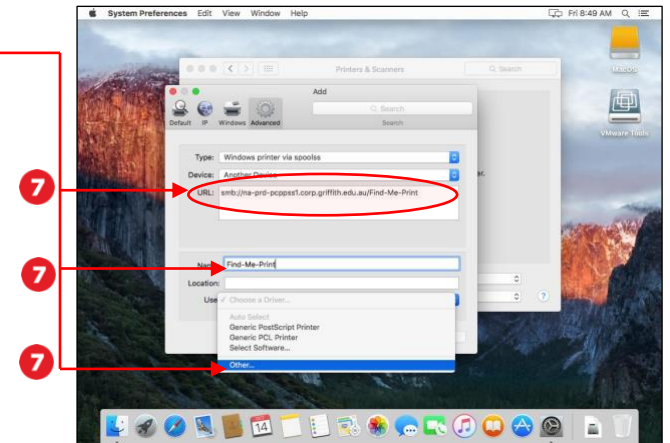
- 5 Drag and drop the **Advanced** icon onto the Toolbar.



- 6 Select **Done** and then **Advanced**. The following will appear. You will need to change the **Type** to **Windows printer via spools**.

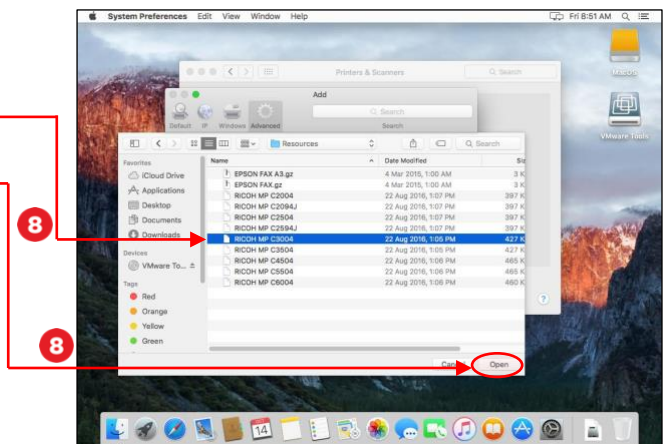


- 7 At this prompt enter:
- **smb://na-prd-pcpps1.corp.griffith.edu.au/Find-Me-Print** as the URL.
 - **Find-Me-Print** as the name
 - Select **Other** for the use

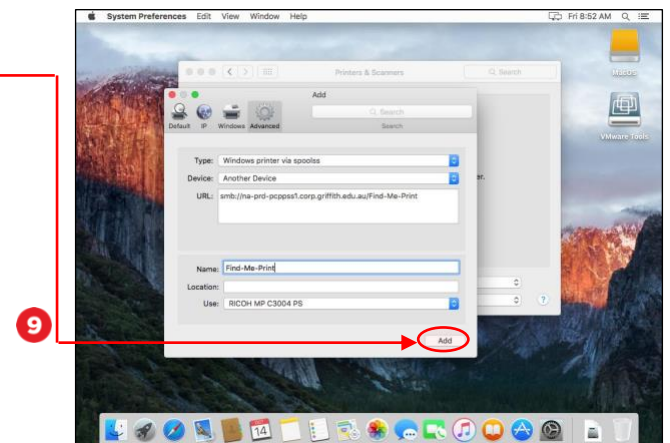


- 8 Browse to the Mac HDD by going to **Library > Printers > PPDs > Contents > Resources** and select the **Ricoh MP C3004** file. NOTE: There are many files in this folder so please ensure you select the correct file.

Select **Open**.

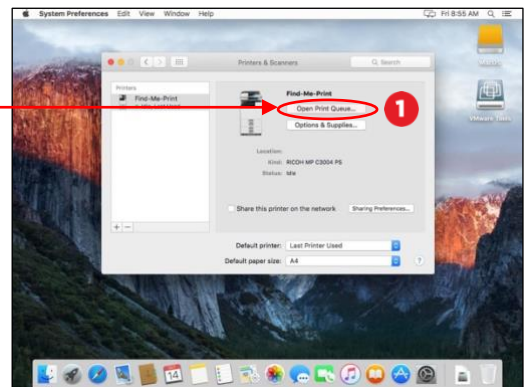


- 9 You will return to the Printer Setup where you can select **Add**. The printer will install.

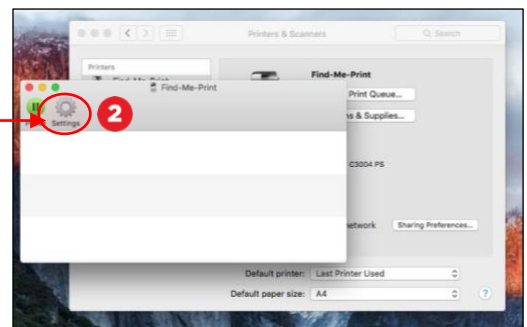


Step 3: Complete a test print

- 1 Go back to **Printers & Scanners** and select **Open Print Queue**.

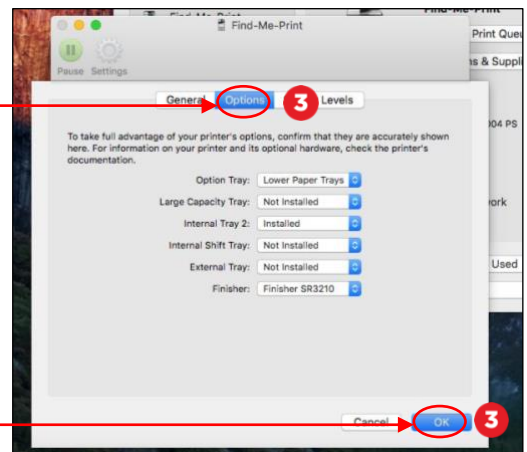


- 2 Select **Settings**.

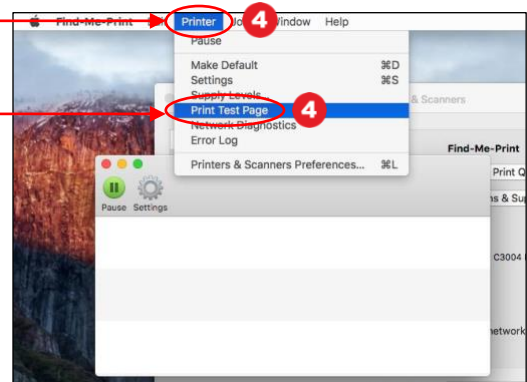


- 3 Select **Options** and match the settings to:
- Option Tray: **Lower Paper Trays**
 - Large Capacity Tray: **Not installed**
 - Internal Tray 2: **Installed**
 - Internal Shift Tray: **Not installed**
 - External Tray: **Not installed**
 - Finisher: **Finisher SR3210**

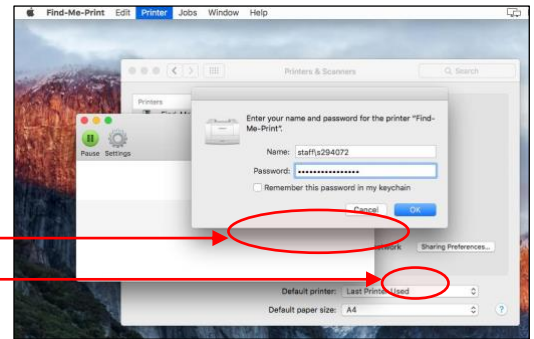
Then select **OK**.



- 4 Select **Printer** then **Print Test Page**.

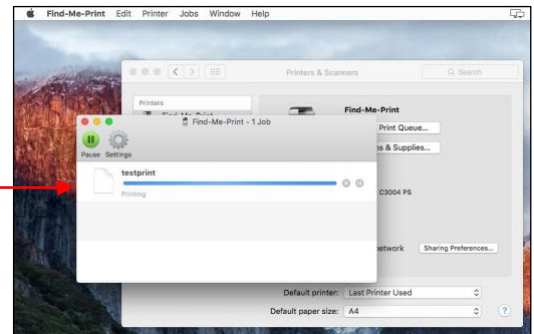


- 5 Enter your Active Directory credentials. Please ensure the prefix **Staff** is included. Select **OK**.



- 6 You should now see the test print progressing in the Printer Queue.

Once completed, close the Printer Queue and close system preferences.

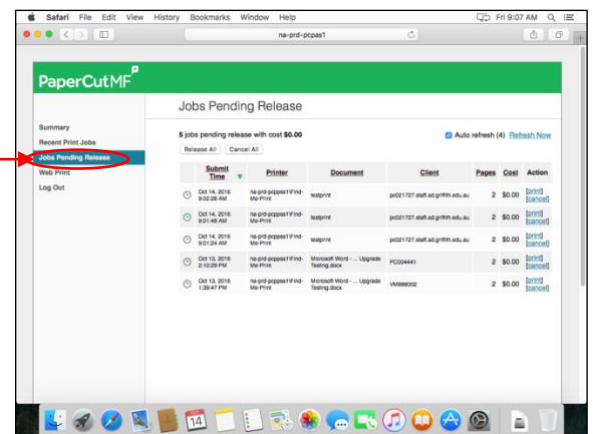


- 7 Go to <http://na-prd-pcpas1:9191/user> and login with your Griffith credentials.

PLEASE NOTE: You will not be able to access this link off campus without a VPN connection.



- 8 From the left side, select **Jobs Pending Release**. You will see the pending jobs in the right pane and the test print from earlier will be listed.



- 9 Select **Log Out** from the left side panel to exit. Close the web browser, and the installation and configuration will be complete.