

Mac Driver Installer Instructions

- ❖ Download and install .ppd driver.
http://support.rioh.com/bb/html/dr_ut_e/ra/model/mpc4503/mpc4503en.htm
Make sure you download and install the correct file for your Mac version.
- ❖ Open System Preferences → Printers and Scanners.
- ❖ Select the + button to add a printer, then select IP at the top of the window.
- ❖ Enter the IP address in the address field, then press the Add button.
 - D-Wing copier: 172.25.13.106
 - K-Wing copier: 172.25.245.52
- ❖ Return to the main System's Preference → Printers & Scanners window with the installed printers. Select Options and Supplies.
 - General Tab
 - ◆ Change the Name from the IP address to 'Ricoh Printer'.
 - Options Tab:
 - Option Tray: Tray 3 (LCT)
 - Finisher: Finisher SR3140
- ❖ Press Okay. Close out of System Preferences.

Configuring the driver in Microsoft Word by printing a test document:

NOTE: Lab Codes are only approved for Black and White printing. Faculty Codes are approved for B&W as well as color. Please default to B&W unless necessary.

- ❖ Select 'Print' or hit Cmd-P
- ❖ Printer dropdown menu, select the Ricoh Printer
- ❖ On the third dropdown menu, choose option Printer Features
 - Change Color Mode drop down menu: Black and White (see note above. If B&W is not selected on a Lab Code you will receive an error. Color cannot be selected)
- ❖ On the third dropdown menu, choose option Job Log
 - Input User Name (not your user code)
 - There are three options for sending to the printer; send and print immediately, send and hold until you select the job, send and hold until you select the job and enter your user code. These are the directions for those:
 - ◆ Send immediately. Under Job Log, Job Type, select Normal Print
 - ◆ Send and hold until selected (no password needed). Under Job Log, Job Type, select Hold Print. When retrieving the document, select your user name from the Printer menu on the copier.

- ◆ Send and hold until selected and secured with your user code. Under Job Log, Job Type, select Locked Print. Enter User 5 digit copier code in Password
- ❖ Check the 'User Code' box and enter your 5 digit copier code
- ❖ On the Presets dropdown menu, select “Save Current Settings as Preset” Enter the name 'Ricoh Default'. For those with Color printing availability on their user code complete and store two presets; one for color and one for B&W.
- ❖ Select “Print” to print test page.

PC Driver Installation Instructions

- ❖ Run the Windows driver provided by the Fiscal Office via link or Flash Drive.
 - If your PC is 64 bit, use the 64 bit driver, and vice versa. Extract the folder to your desktop by selecting Browse, then selecting Desktop.
- ❖ Open the newly created folder and run RP_SETUP64 from the folder. Setup will fail if any print jobs remain unprinted, delete these if you have issues.
- ❖ Add a new printer. Then, 'search for printers by specified address'. Enter:
 - D-Wing copier: 172.25.13.106
 - K-Wing copier: 172.25.245.52
- ❖ On the new window, scroll down until you find the box next to 'RICOH MP C4503 PCL 6'. Check it, and the box below that that says 'Default Printer'. When the warning box comes up, select 'Install this driver anyways'.
- ❖ The printer is now installed. In the Control Panel, open up Devices and Printers, and right click the Ricoh Printer and select 'Printer Properties'. Then select Preferences. Click the Detailed Settings Tab, Job Setup, and enter your User Code. Then select Okay twice.

Optional: On the main Printer Properties screen, change “Normal Print” to “Hold Print” – when retrieving the document, select your user name from the Printer menu on the copier. This will make your documents default to holding at the copier. Choose “Locked Print” to have documents hold, and require a password to print.