

## Connecting to the Ontario Student Printers when online - Macintosh

To connect to the Ricoh 610N printer you need to:

- A. Download the printer driver from the Ricoh Web site
- B. Install a network printing port on your computer
- C. Configure the preferences on the printer

### Downloading the printer driver

1. Ensure you're online (connected to the internet)
2. Go to the following website  
[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc2/model/p610n/p610nen.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc2/model/p610n/p610nen.htm)
3. Download the appropriate driver for your operating system. Download the PPD Installer
4. Mount the ".dmg" that you just downloaded.
5. Run the Installer.
6. Accept the default settings in the wizard and enter an administrator account when/if requested.
7. All done...

### Installing the printer port

8. You must be on the CSU\_NETWORK wireless network to complete this installation
9. From System Preferences select Print & Fax.
10. Select "+". You may need to unlock the Preference Pane first.
11. Leave the Protocol set to "Line Printer Daemon – LPD (Or change to it if necessary)".
12. Enter <Refer to Ontario\_Student\_Printers\_Advanced> for the Address.
13. The name will be automatically filled in. However it's recommended you change it to match the name given in <Ontario\_Student\_Printers\_Advanced>
14. You can enter Location Information here if you wish.
15. If not already selected Change the "Print Using" drop down to the Ricoh Aficio 610N Driver.
16. Click "Add"

### Setting the printing preferences

17. Click the printer you just Installed.
18. Select "Options & Supplies..."
19. Under the Driver TAB.
  - a. Change the following settings
  - b. Option Tray - Tray 2
  - c. Finisher - Installed
  - d. Select "OK"
20. Set the "Default Paper Size in Page Setup".

### Second and third printers

21. Complete steps 9 to 19 again HOWEVER for step 22 use <Refer to Ontario\_Student\_Printers\_Advanced>

## **Troubleshooting and hints.**

The biggest problem that stops printing is having the wrong paper size set. Make sure in your printing preferences your paper is set to US Letter 8" x 11 ½"

PDF printing can take a long time to process by the printer, particularly if there are lots of images. If you need to print lots of PDF try and do it in a time when the printer is not being used.

You can only print when you're in the building. It won't work from home.

To save paper and the environment try using the duplex (print on both sides) and use the layout for 2,4,6 etc pages to a sheet. This is good for draft printing.

If the printer goes crazy or you want to cancel a print job press the 'job reset' button on the printer.

See Jan at reception if you need paper.

**Remember, the printer is YOUR printer. Don't abuse it. Don't waste paper.**