

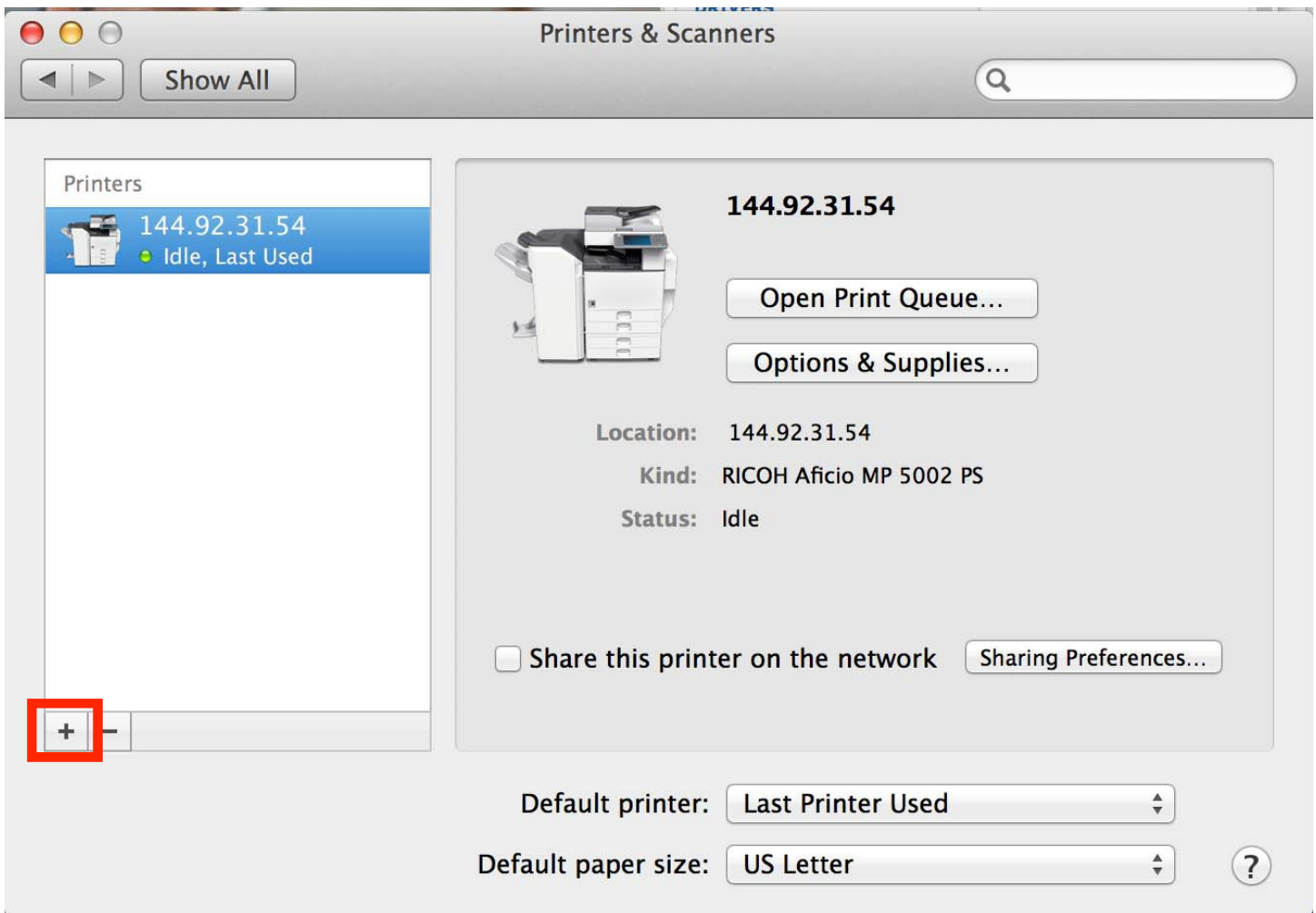
## BSE Departmental Printer Installation Guide for Mac Users

Download and install software:

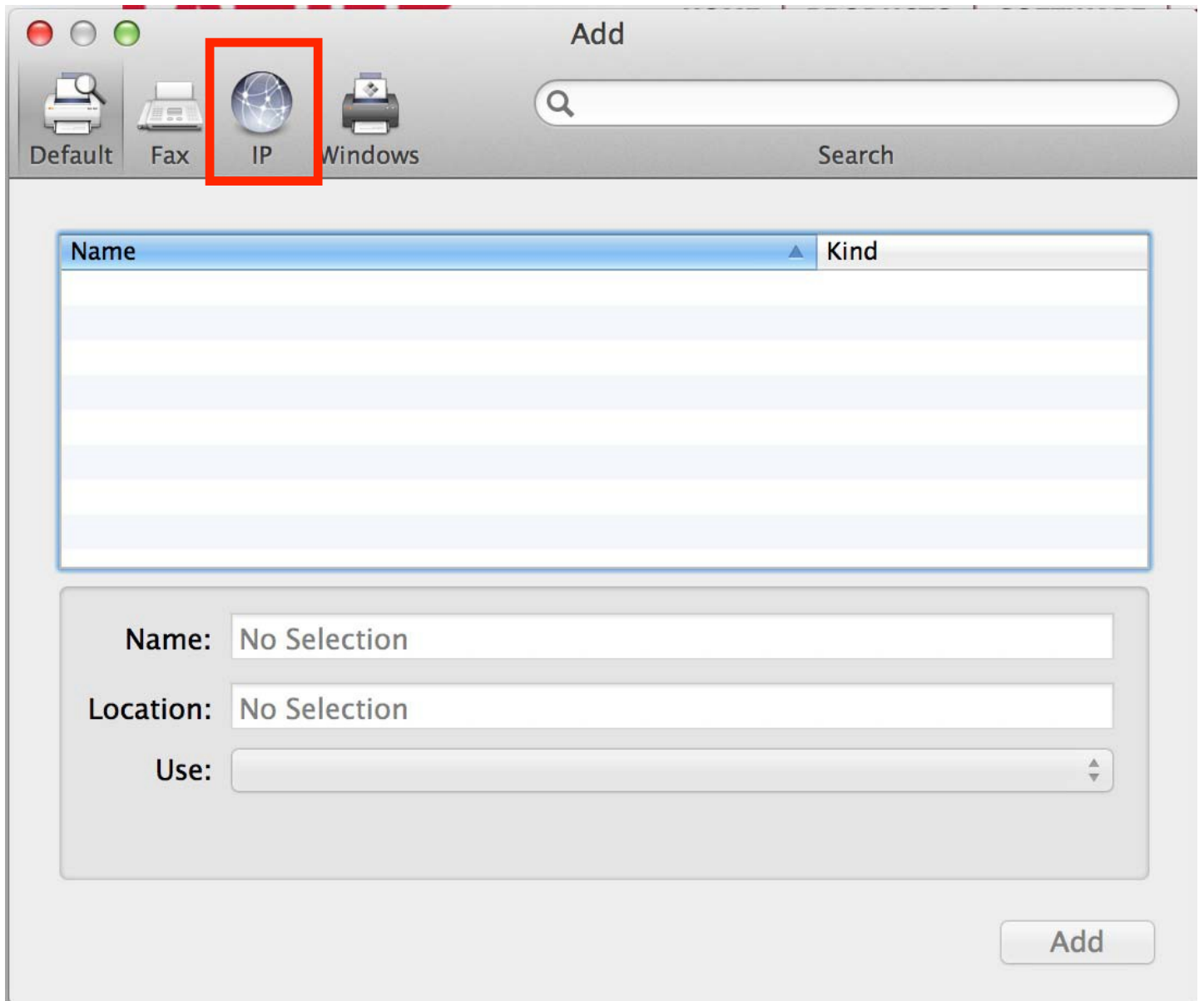
[http://support.ricoh.com/bb/html/dr\\_ut\\_e/rc3/model/mp2595/mp2595.htm](http://support.ricoh.com/bb/html/dr_ut_e/rc3/model/mp2595/mp2595.htm)

We have a Ricoh MP 5055. Select the driver for the version of Mac OS you use.

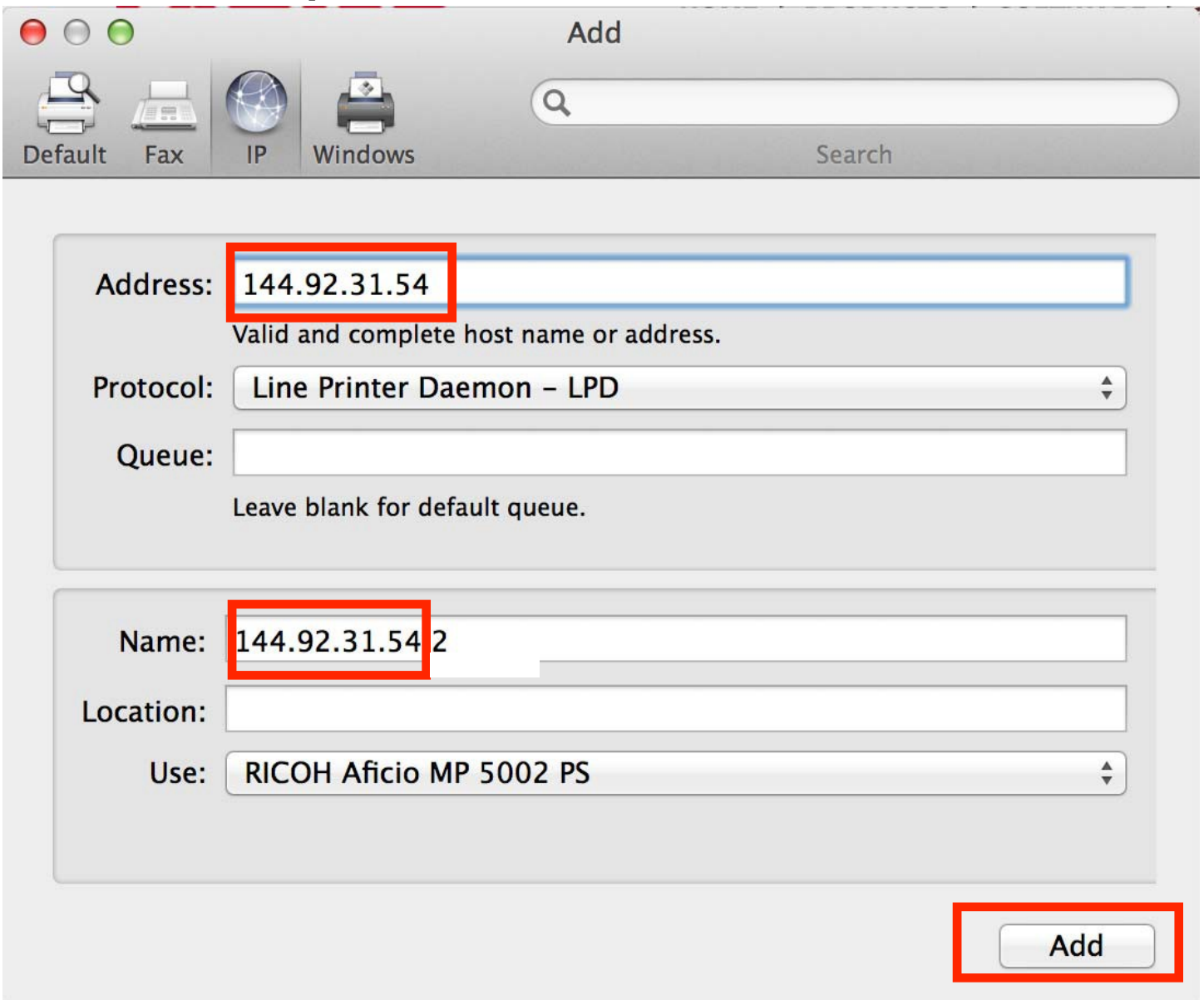
Once you have downloaded and installed the driver, open System Preferences and select Printers and Scanners. Press the add button under the list of printers.



Press the IP Icon



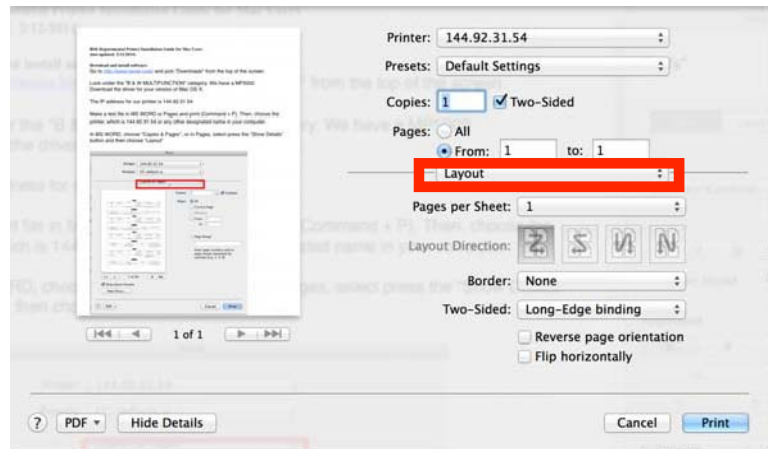
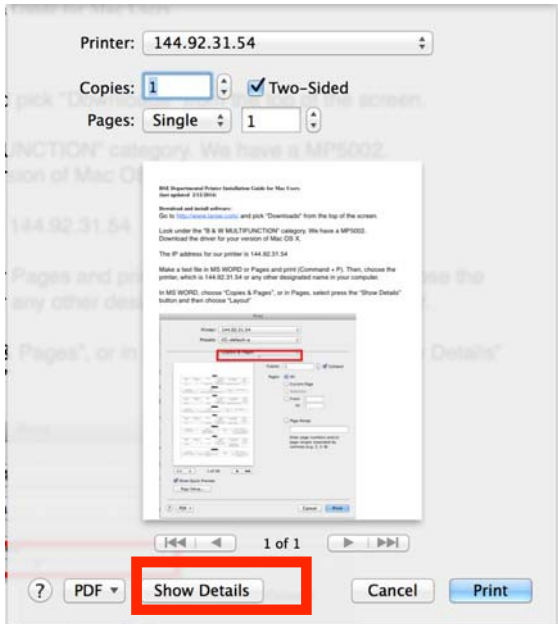
Enter the IP address for the printer into the Address box, and choose any name you like. The IP address for our printer is 144.92.31.54. Click the add button.



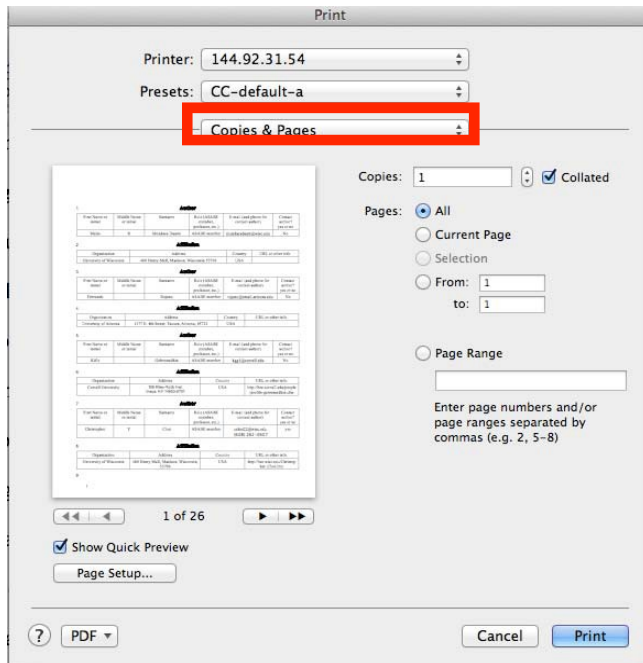
The screenshot shows the 'Add' printer dialog box in macOS. At the top, there are four printer icons: Default, Fax, IP, and Windows. A search bar is located to the right of these icons. Below the icons, the 'Address' field is highlighted with a red box and contains the IP address '144.92.31.54'. Below the address field, there is a note: 'Valid and complete host name or address.' The 'Protocol' dropdown menu is set to 'Line Printer Daemon - LPD'. The 'Queue' field is empty, with a note below it: 'Leave blank for default queue.' Below the queue field, the 'Name' field is highlighted with a red box and contains '144.92.31.54 2'. The 'Location' field is empty. The 'Use' dropdown menu is set to 'RICOH Aficio MP 5002 PS'. At the bottom right, the 'Add' button is highlighted with a red box.

Apple will then suggest additional drivers for the printer. Allow these to be installed. Make a test file in Pages or MS WORD and print (Command + P). Then, choose the printer, which is 144.92.31.54 or any other designated name in your computer.

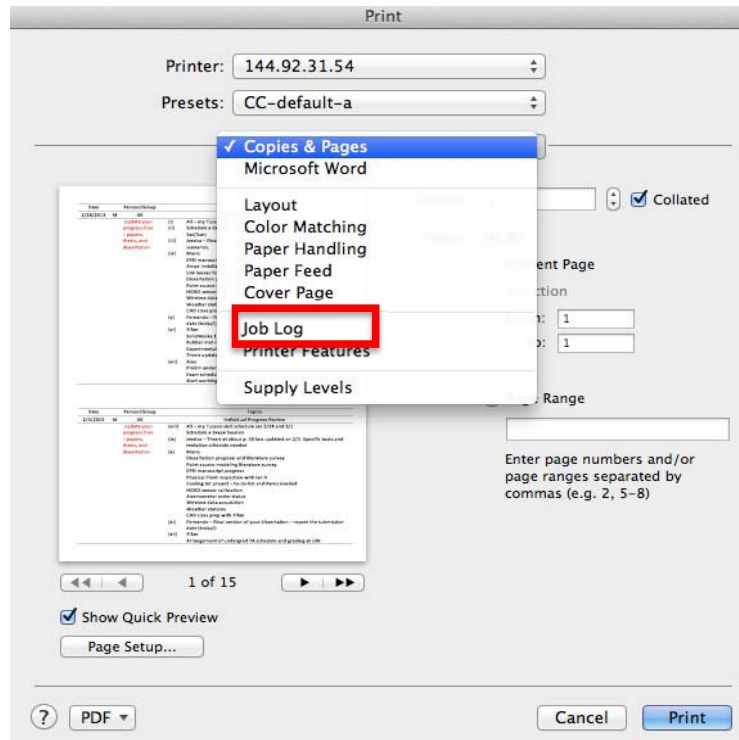
In Pages, select press the “Show Details” button and then choose “Layout”,



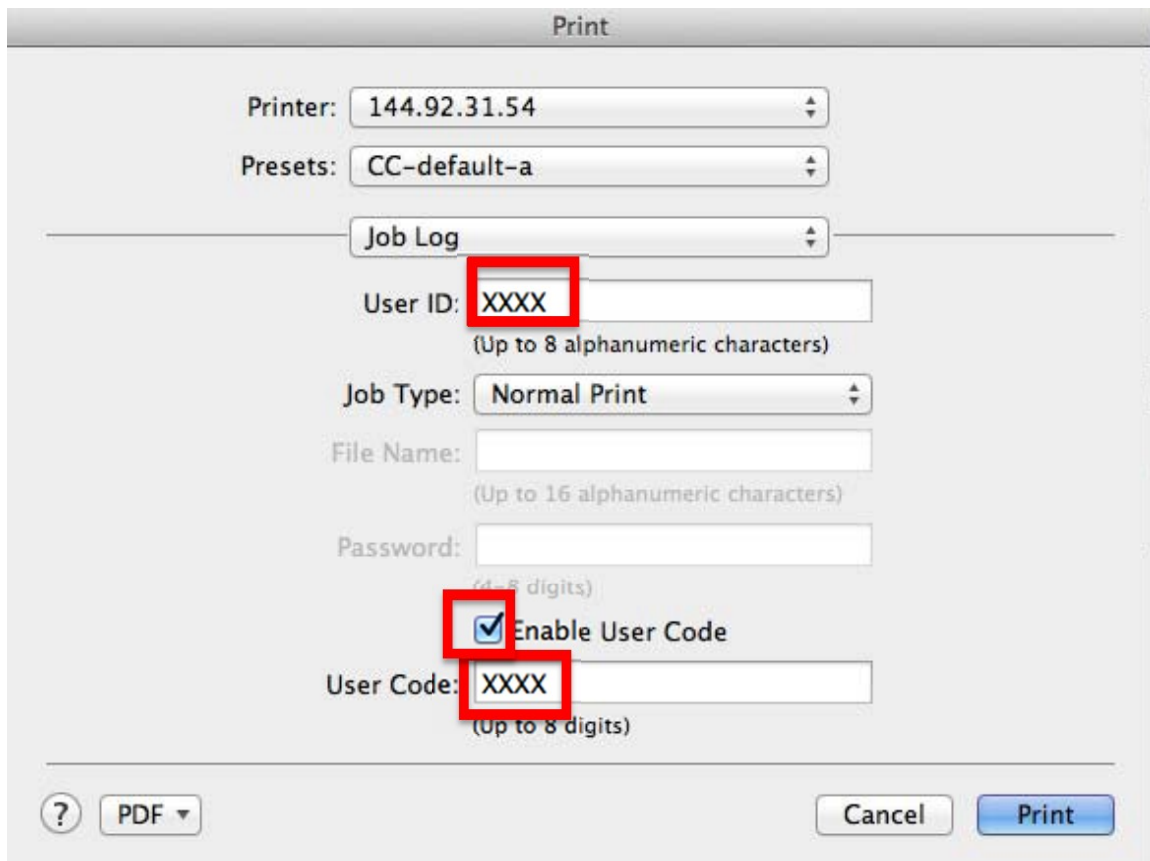
or in MS WORD, choose “Copies & Pages”



Then choose "Job Log"



Type your 4 digit password for the printer in both the User ID box and the User Code box (be sure to enable User Code)



Then Choose “Presets” and then “Save Current Settings as Preset”: type the preset name and OK. Print the test page.

