

How to Add a Ricoh to a Mac



→ Step 1:

Finder > Go > Connect to Server

In the Server Address section, type **smb://cadcpri/drivers**.

Log in using your Auburn credentials(full email).

MAC > Ricoh > Install both Files

Drag the .dmg files onto your desktop and open the file to start the installation process.

→ Step 2:

System Preferences > Printers & Scanners

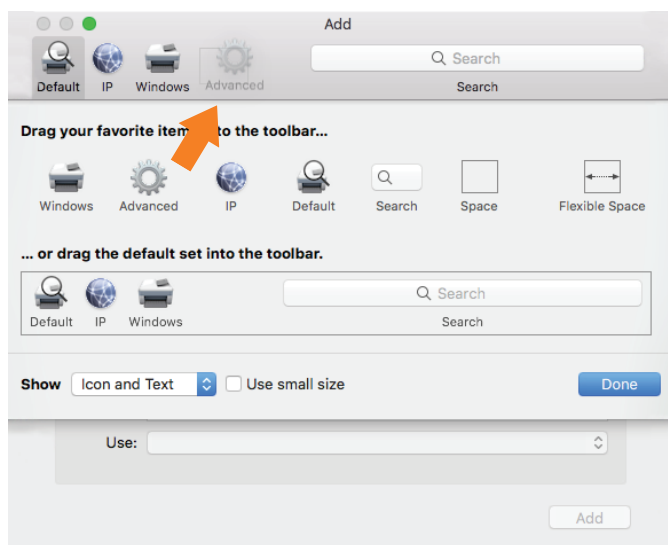
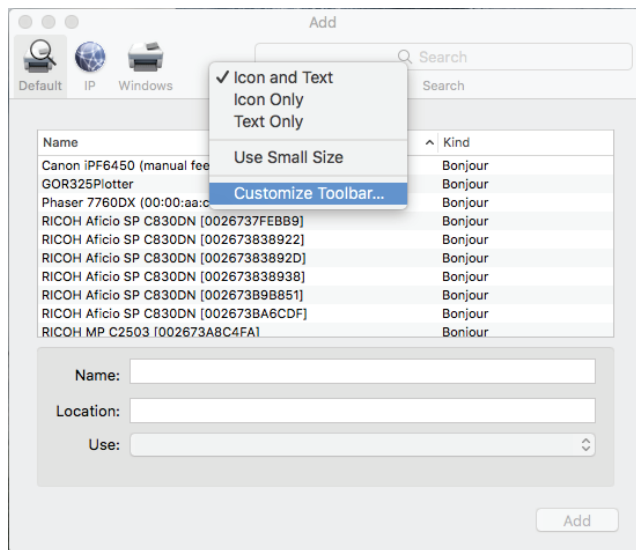
Click +

Right-click on the toolbar

Select Customize Toolbar

Drag the Advanced icon to the toolbar

Click Done



→ Step 3:

Click the Advanced icon

Under the Type section, select Windows printer via spools

In the URL section, select a printer from the list below and type in the address:

cadcpri ^{nt} /DY219Rico ^h	cadcpri ^{nt} /DY303Rico ^h	cadcpri ^{nt} /DY409Rico ^h
cadcpri ^{nt} /DY204Rico ^h	cadcpri ^{nt} /DY304Rico ^h	cadcpri ^{nt} /DY409bRico ^h
cadcpri ^{nt} /DY218Rico ^h	cadcpri ^{nt} /DY318Rico ^h	

Under the Name section, add the name of your choice for the printer.

Use > Select Printer Software > Search "840DN for DY204&DY218" and
"830DN for all others"

Click Add

If you need to add another Ricoh, repeat Step 3.

Make sure you release your print jobs from Papercut (tutorial is below this one).

PLEASE NOTE

The first time you print after adding a new printer, you will be asked to enter your Auburn creditionals.



NEED ADDITIONAL HELP?

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